

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

May 29, 2007, 2:00 pm EST
Surgeon General's Conference Room

CDR Craig Wilkins called the meeting to order at 2:00 pm. Members present included: CDR Wilkins*, CAPT Francis Gipson*, CAPT Justina Schwemberger*, CAPT Astrid Szeto, CDR Valerie Darden*, CDR George Durgin*, CDR Elijah Martin, CDR Barbara Olaniyan*, LCDR Allyson Alvarado*, LCDR Shwana Coleman*, LCDR Cheryl Ford*, LCDR Helen Hunter, LCDR Delia Jones*, and LTJG Miguel Saponara*. Other health administrators present were CAPT Kent Jaffe*, CDR James Gregory*, CDR Diahann Williams*, LCDR Rhondalyn Cox*, LT Andrew Chen*, LT Darian Tarver, and LT Elaine Wolff*. Excused absence: LCDR Sianat Kamal.

* connotes participation via telephone.

- I. Approval of HAPAG Minutes
Minutes from the April 3 meeting were approved.

- II. Report from HAPAG Subcommittees
 - Communication – LCDR Hunter thanked committee leads for submitting information for the HSO website update. HAPAG's portion of the site is complete. We continue to get requests to join the listserv as more officers become aware of HAPAG.

 - Recruitment and Retention – CDR Martin stated that there was a good response from an earlier listserv message soliciting HAPAG participation. The Recruitment and Retention committee will develop plans on how to best respond to requests, such as developing an electronic or hard copy package on HAPAG. CDR Wilkins suggested that the committee collaborate with the Membership committee in developing this information. It was also suggested that a HAPAG brochure be developed for distribution at COA (making the information available at the HSO booth). Information for the brochure would be gathered from the bylaws and website. LCDR Hunter and volunteers from the communications subcommittee will develop the brochure.

 - Career Development – HAPAG submitted the career matrix to the PAC; no feedback has been received yet. The matrix is

likely to be submitted to RADM Milner by Category Day at COA. There is no PAC meeting this week – Category Day will serve as the meeting. CDR Wilkins thanked LCDR Kamal for her leadership on the Career Development committee.

- Policy – CDR Olaniyan requested committee to review bylaws to strengthen language; she will convene a teleconference to discuss.
- Membership – LCDR Jones reviewed suggested changes to the bylaws, regarding membership terms and reappointments to the PAG. The suggested language included changing it to a maximum of two terms, consecutive or otherwise (instead of stating six years). Members supported this suggestion. LCDR Jones will coordinate with CDR Olaniyan to revise and will resend to the group for review. CDR Wilkins indicated that HAPAG should approve changes before the August HSO PAC meeting so that they can be submitted to the PAC.

The Membership Committee also solicited calls for nominations to the HAPAG, and received five applications to date; there are 10 open slots for the next term. Nominations close May 31. LCDR Hunter will send a reminder to the HAPAG listserv.

- Awards – CDR Darden mailed plaques to CDR Wilkins for CAPT Peter Delaney and CDR Brad Austin. These awards will be presented during Category Day at COA, during the HSO luncheon. Since CDR Darden is the HAPAG chair-elect for 2008, she asked the group to consider who will lead the Awards committee in 2008. Donations were still being collected to reimburse CDR Darden for the purchase of the awards.

III. New Business

The HAPAG breakout session during Category Day at COA will include CDR Austin, CAPT Gipson, and CAPT Schwemberger as featured speakers. The discussion will focus on activities for career development and ACHE standards.

CDR Cardarelli has requested bulleted points from the PAGs for his presentation; CDR Wilkins asked each HAPAG committee chair to submit key activities/highlights to him by 4:00 pm Wednesday, May 30.

- IV. Adjourn: The meeting adjourned at approximately 3:00 pm EST.

Prepared by: LCDR Helen Hunter
Reviewed by: CDR Craig Wilkins