



**INFORMATION TECHNOLOGY
PROFESSIONAL
ADVISORY GROUP (ITPAG)**



Minutes

April 17, 2008

Those in attendance:

2008 Membership

- CAPT Sylvia Tetzlaff
- CDR Kellie Clelland
- CDR Sunil Patel
- CDR Donald Sawyer
- LCDR Laurie Brown
- LT Brett Maycock
- LT Steve Miller
- LT Linda Zaske

At Large:

- LCDR Armando Santiago
- LT Shakirat Apelogun
- LT Francis Bertulfo
- LT Romerl Elizes
- LT Brenda Fergel
- LT Mivoyel Jeanpaul
- LT Andy Tran
- LTJG David Schwab

I. Call to Order and Introductions

- The meeting was called to order at 1404 hrs by the Chair, CAPT Sylvia Tetzlaff

II. Approval of Minutes

- The voting membership approved the February and March minutes.

III. Subcommittees:

Awards – LCDR Verna Kuka and LCDR Glenn Janzen

- We extended the ITPAG awards submission deadline from March 15th to April 15th. To date, only one nomination package has been received. We need to move forward on this nomination. CAPT Tezlaff will be putting together a subcommittee that includes CDR Clelland, LCDR Janzen, and LCDR Kuka to evaluate the one nomination package.

Career Opportunities – LT Steven Miller

- FEMA is looking for a CDR IT Specialist with Project Management/Programming skills to be the Executive Officer for the Director for the Office of Management. If people are interested in this career opportunity, please contact LT Craig Hodge at craig.hodge@assoicates.dhs.gov

Communications – CDR Sunil Patel

- Added a couple of people to list serv.
- CDR Patel been in communication with new website contractor. The contractor is looking at the site right now.

Membership – CDR Kellie Clelland and CDR Donald Sawyer

- CDR Clelland received the report from OCCO last week on the number of recently commissioned IT officers. She will look at the report and send out a welcome letter to these new officers.

Professional Development – LT Van Tran and LT Linda Zaske

- No updates at this time.

Readiness/Secretary – LT Brett Maycock

- The OFRD website is available
- Assimilation board will be meeting soon, so please ensure your readiness standards are up-to-date.

Recruitment and Retention – LT Mollie Ayala

- No report.

V. Old Business/Action Items:

- COA conference is going to be held in Tucson, Arizona. There are several full and ½ day pre-conference sessions on Sunday. These pre-conference sessions are priced separately. CAPT Tetzlaff has been detailed to another program and won't be able to attend.
- Reminder about our ITPAG conference calls every 3rd Thursday of the month, at 1400.
- HSPAC booth LT Ayala and LCDR Kuka need volunteers to man the booth and tear it down after the conference. If interested please contact these two officers. Their e-mail addresses are on the roster page.
- The ITPAG will be participating in the COA presentations. Mark Rives will be talking about Internet Safety.

VI. New Business/Action Items

- CAPT Tezlaff received input that there is interest in planning another D.C. area networking meeting. LTJG Schwab wanted to spread the word and see what dates in May would work for people to have a “happy hour” or potluck. LTJG Schwab and LT Hodge will be the POCs for this activity.

VII. Open Floor

- CAPT Barkin (HSO Social Worker) is retiring in June and is asking if there is anyone on the ITPAG that has video taping experience. Please contact CDR Clelland if you are interested in doing this.
- All of the ITPAG voting membership has had to respond to some short fused taskers from the HSPAC Policy Subcommittee, regarding the revision of the appointment standards for HSO/IT officers. CAPT Tezlaff just wanted to thank the membership for the quick turnaround and input on these appointment standards.
- Sign-up for the golf tournament, on May 9, 2008, at the University of Maryland golf course, at 8:00 AM. Please turn in your registration forms to CDR Clelland.

VIII. Adjournment

- The meeting adjourned at 1421 hrs.

REMINDER: Next Meeting/conference call is Thursday – May 15, 2008 at 1400hrs. Dial-in number is 1-888-889-1740 and pass code is 75842.