



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



Minutes

21 December 2006

Members Present:

Voting Members

CDR Don Sawyer (IHS)

CDR Kellie Clelland (FDA)

Non Voting Members/Guests

LT Randy Saria (IHS)

LTJG Mivoyel Jean Paul (OS)

LTJG Shakirat Apelogun (OS)

LTJG Francis P Bertulfo (OS)

I. Call to Order and Introductions:

- ✚ CDR Donald Sawyer called the meeting to order at 1405 hours, EST. Of note, this meeting was held via conference call only.
- ✚ Meeting opened up for approval of minutes – Minutes from November meeting were approved and adopted unanimously.

II. Old Business/Action Items:

- ✚ **Upcoming Promotion Cycle** - Reminder that as the year comes to a close, officers are up to date on basic readiness and COERS.
- ✚ **Basic Readiness** – Significant changes to basic readiness requirements. There have been issues with officers not receiving credit for coursework during the transition of records to the new system. Officers should fax over documentation to OFRD if there are discrepancies in their records. The four FEMA classes are now mandatory and deadline for Basic Readiness is December 31, 2006.
- ✚ **Mentors** – A good program for junior officers to help guide them through the Commissioned Corps; some requirements are not so obvious.

III. Subcommittee Reports:

✚ **Career opportunities – LT Miller**

- Not Present.

✚ **Website – LCDR Sunil Patel**

- Not present.

✚ **Listserv – LCDR Patel**

- Not present.

✚ **Public Relations – LT EduardoLim**

- Not present.

✚ **Membership – CDR Kellie Clelland and CDR Donald Sawyer**

- Nothing new to report.

✚ **Recruitment and Retention – LT Maycock**

- Not present.

✚ **Professional Development – LT Van Tran**

- Not present.

✚ **Awards – LCDR Kuka**

- Not present.

III. New Business/Action Items:

✚ **Congratulations to the new IT-PAG leadership.**

New leadership positions:
LCDR Laurie Hall - Chair
CDR Sylvia Tetzlaff - Chair-elect
LT Mark Rives - Secretary

New Voting Members:

LT Glenn Janzen
LT Brett Maycock

- ✚ **Subcommittee leadership** – All subcommittee positions are full. Next January, discussions will be made with current subcommittee leaders to see if they will continue in their current position or will step back for others to fill these positions

Open Floor

CDR Sawyer opened the floor for new business discussion.

A question was asked about the mentoring program. Any new officer can contact CDR Sawyer with any mentor questions. New officers can also contact HSOPAC for their formal mentor program.

Adjournment

The meeting was adjourned at 1425 hours, EST.