



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

Minutes

14 FEB 2006



Members Present:

Voting Members

CDR Don Sawyer (IHS)

CDR Kellie Clelland (FDA)

LCDR Sunil Patel (CDC)

LT Laurie Hall (FDA)

Non Voting Members/Guests

LCDR Shawn Tennyson

LT Verna Kuka

LT Glenn Janzen

LT Dale King

Cathy from Honolulu (Did not get last name or rank)

*******Please e-mail LTJG Steve Miller (the 2006 ITPAG Executive Secretary) at smiller@cdc.gov if you see your name and/or rank noted in error, and it will be changed. Also, if you were on the conference call, and your name is not listed, please let me know as well. Thank you.*******

I. Call to Order and Introductions:

- ✚ CDR Don Sawyer called the meeting to order at 1400 hrs. Of note, this meeting was held via conference call only.
- ✚ Meeting opened up for approval of minutes – motioned approved by CDR Don Sawyer and second member.
- ✚ CDR will be sending agenda about two weeks before meeting; everyone should be sending him their monthly reports soon.
- ✚ Meeting was short due to few members with discussion of 2006 new activities.

II. Old Business/Action Items:

CDR Sawyer stated, discussed, and noted the following:

* I am going to apologize in advance, these minutes are simply from what I remember of the call and if you have additions, deletions, or modifications please let me know so I can adjust them.

This is the second meeting for 2006 and we are getting reorganized a little bit. We discussed the need of the IT-PAG getting someplace to store some data. Sunil stated the web space was being divided to provide someplace to do some development as well as hold web pages.

- ✚ Conference call meetings will be every 3rd Thursday of each month via the call-in information below

III. New Business/Action Items:

- ✚ New FY06 Committee Chair – CDR Don Sawyer; New FY06 Chair Elect- LT Laurie Hall; New FY06 Executive Secretary/Recorder - LT Steven Miller
- ✚ Possible Meet & Greet in Washington, DC area to meet and network on and interested in the ITPAG – LTJG Miguel DePaul and LT Hodge will take the lead on this
- ✚ We discussed the need for new officers to get awards. This is a tough prospect for new officers because typically you need to write the award yourself and present it to your supervisor for approval. Local Commissioned Corps Liaison's are a great resource for getting awards completed.

We discussed Sub Committees. We have several vacancies in subcommittees and need to get those positions filled and start moving forward with the business of the IT-PAG. That will be on the agenda for the next call.

We also discussed having a listing of all of the IT people on our web site.

If you want to be included on our web site listing of IT CORPS Officers please send me a note with the information you wouldn't mind being on the web.

This is an example.

Rank	Name	Specialty	Phone#	Email
CDR	Donald Sawyer	Windows Networks	(406) 247-7168	Donald.sawyer@ihs.gov

The next call will be held on March 16th at 12:00 MST

The dial in information will remain the same.

888.923.8092

Passcode 741531

IV. Subcommittee:

✚ Career opportunities – LTJG Miller (not present)

- No further new information at this time

✚ Website – LCDR Sunil Patel

- <http://www.usphs-hso.org/PAGS/pags.shtml> (HS PAC/PAG website)
- LCDR Patel needs assistance on website/listserv; will continue to work on this and update

✚ Listserv – LCDR Patel

- No further information at this time (see Website info above)

✚ Public Relations – LT Edward Lim (not present)

- CDR Clelland stated that LT Lim sent out information to go on e-bulletin; should be there in about two weeks (sometime in February, 2006)

✚ Membership – CDR Kellie Clelland and CDR Donald Sawyer

- Currently and continuing to try to reach as many new officers as possible

✚ Recruitment and Retention – OPEN

- Will come up with more information on the table as meetings progress
- Possibly will include new individuals/officers

✚ Professional Development – (LT Ortiz) (not present)

- No further information at this time

✚ Awards - OPEN

Miscellaneous for February, 2006/Action Items - Ongoing until further notice:

**** Each subcommittee Chairperson should come up with a list of goals for the rest of the year for his/her subcommittee. Please review the by-laws for ideas. Some subcommittees might not have many goals, while other subcommittees will have more elaborate goals. As a group, we can decide where we want to focus our energy. Subcommittee Chairs are initiating focus for subcommittee's and are working on goals.**

**** Nominations for Medical Service Corps, Information Technology Awards. We need more information and discussion on this item.**

**** Please refer back to previous minutes to familiarize and update yourself on what is currently going on if you happen to be absent from one or more of the conference call meetings – Thank You**

REMINDER: Next Meeting/conference call is Thursday – March 16, 2006 at 1400; Dial-in number is 1-888-923-8092 and passcode is 741531

Open Floor

Adjournment

Respectfully Submitted,

LTJG Steven R. Miller
Executive Secretary

CDR Don Sawyer
Chair