



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



Minutes

February 21, 2008

Those in attendance:

CAPT Sylvia Tetzlaff
CDR Kellie Clelland
CDR Sunil Patel
LCDR Glenn Janzen
LCDR Verna Kuka
LT Mollie Ayala
LT Brett Maycock
LT Steven Miller
LT Mark Rives
LT Van Tran
LT Shakirat Apelogun
LT Francis Bergulfo
LT Romerl Elizes
LT Craig Hodge

Chair ITPAG
Chair Elect/Membership Co-Chair
Communications Chair
Awards Co-Chair/Voting Member
Awards Co-Chair
Recruitment and Retention Chair/Voting Member
Readiness Chair/Secretary/Voting Member
Career Opportunities Chair/Voting Member
Communications Member/Voting Member
Professional Development Co-Chair

I. Call to Order and Introductions

- The meeting was called to order at 1400 hrs by the Chair-Elect, CDR Kellie Clelland

II. Approval of Minutes

- Approval of January's meeting's minutes completed.

III. Subcommittees:

Awards – LCDR Verna Kuka and LCDR Glenn Janzen

- LCDR Verna Kuka has not received any award nominations as of yet. She is going to draft up another e-mail to be put on the webpage and sent out on the listserv.

Career Opportunities – LT Steven Miller

- There are two staff specialist positions at the CDC for officers wishing to get their foot in the door. If you are interested in these positions, please send your CV to LT Steve Miller smiller@cdc.gov CDR Clelland recommended listing the contact information for associate recruiters in the ITPAG, on the webpage

- There are going to be several FDA positions that will be opening up the next year.

The FDA is going through a large reorganization and it is recommended that unless you are in a bad situation, you should hold off applying until the change occurs. Those interested in FDA positions, can contact CDR Clelland.

Communications – CDR Sunil Patel

- Uploaded the awards webpage on the ITPAG website. A new Basic Readiness Checklist was added to the website as well.
- CAPT Kavanaugh, the HSPAC Communications Chair, had a meeting and stated that we are at the next phase to covert the ITPAG website over to the new format. He is going to have another phone conference outlining the process.
- The listserv received the contact information of a two member. One individual asked to be on the listserv but did not have a government e-mail address. The current policy does not allow individuals to be placed on the listserv without a government e-mail, even if the individual is Commissioned Corps. LT Hodge asked if he could be put on the listserv using a g-mail account because it follows him wherever he goes. It was decided that as long as ITPAG leadership knows who the individual is making the request, they can be added to the listserv.

Membership – CDR Kellie Clelland and CDR Donald Sawyer

- Nothing to report.
- A couple of months ago the issue of compiling a list of e-mail addresses from everyone in IT and putting them on the website for networking came up. There were some concerns expressed about having this information open to the public. The ITPAG membership had no concerns with doing this. LCDR Janzen brought up the point that those individuals with their e-mail on the webpage have the potential of getting spammed. CDR Clelland will work with CDR Sawyer on compiling a list.
- There was a proposal to have an individual volunteer to be a network coordinator to facilitate networking opportunities in a virtual or real setting. CDR Clelland recommended setting up a “happy hour” event for those in the Washington D.C. area or at the COA Scientific and Training Symposium in Tucson, Arizona, in June. LT Hodge volunteered to lead an activity in the Washington D.C. area.

Professional Development – LT Van Tran and LT Linda Zaske

- Nothing to report.

Readiness/Secretary – LT Brett Maycock

- A New Basic Readiness Checklist has been posted by OFRD. It is also posted on the ITPAG webpage. ITPAG members should consider reviewing it to ensure they meet basic qualification standards.

- OFRD is offering an Incident Response Coordination Team (IRCT) online for officers. Information on the application process and start and end dates can be found on the OFRD website <http://oep.osophs.dhhs.gov/ccrf/>

Recruitment and Retention – LT Mollie Ayala

- There are two new potential recruits LT Ayala and CAPT Tetzlaff are working with One individual is confirming whether they have a qualifying Master degree for commission. The other is deciding on whether to make the transition to the Commissioned Corps. LT Ayala has a listing of career fairs at universities and colleges around the country for those interested in recruiting potential officers. She will post the career fair information on the ITPAG webpage. LT Ayala volunteered to help coordinate a social/networking activity for the ITPAG, during COA in June.

V. Old Business/Action Items:

- The 2008 Commissioned Officers Association Annual Conference will be held June 9-12, in Tucson, Arizona, at the Tucson Convention Center.
- LCDR Kuka wanted to develop an ITPAG brochure. Also, she and LT Ayala wanted to have an ITPAG booth at COA. CAPT Kavanaugh sent out an e-mail requesting volunteers to assist with the HSPAC booth at the COA. Both LCDR Kuka and LT Ayala will contact him to volunteer. If there are other members interested, please contact CAPT Kavanaugh.
- ITPAG subcommittee chairs need to submit their committee goals to CAPT Tezlaff as soon as possible. If you are having trouble coming up with some goals, please see the HSPAC website and your corresponding committee's goals.
- CDR Patel will update the ITPAG subcommittee information on the webpage.
- CDR Clelland received an e-mail from CDR Bersani and the HS category and the Nurse category are complete with the billet updates. Usually the HS category is the last because of the number of disciplines. We received kudos from Admiral Milner for this accomplishment. The new billet system will be beta tested over the next year.

VI. New Business/Action Items

VII. Open Floor

VIII. Adjournment

- The meeting adjourned at 1441 hrs.

REMINDER: Next Meeting/conference call is Thursday – March 20, 2008 at 1400hrs. Dial-in number is 1-888-889-1740 and pass code is 75842.