



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

**Minutes**

**17 March 2005**



**Members Present:**

**Voting Members**

CDR Kellie Clelland (FDA)

LCDR Sunil Patel (CDC)

LCDR Donald Sawyer (I HS)

LT Jason Ortiz (DIHS/HRSA)

LT Laurie Hall (FDA)

LT JG Kathleen Keats (FDA)

LTJG Edward Lim (FDA)

**Non Voting Members/Guests**

LCDR Paul Duran

LT Iris Valentin Bon (Stand-in/Substitute for LT Cheryl Fajardo)

LTJG Otero (Did not hear first name)

**Please e-mail LT Laurie Hall at [lhall2@ora.fda.gov](mailto:lhall2@ora.fda.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 Kellie Clelland called the meeting to order at 1400hrs. Of note, this meeting was held via conference call only.
- ✚ Meeting opened up for approval of minutes – motioned approved by CDR Clelland and second member
- ✚ CDR Clelland stated that volunteers are needed to staff the HS PAC booth at COA in June, 2005; Contact LT Cheryl Fajardo for more information
- ✚ Conference call meetings will be every 3<sup>rd</sup> Thursday of each month

## **II. Goals:**

- # Set up website and listserv (Ongoing)
- # Career opportunities (Ongoing)
- # Career Development (Ongoing)

## **III. Subcommittee:**

### # **Career opportunities – LTJG Miller**

- o LTJG Miller (Absent, no new information)

### # **Website – LCDR Sunil Patel, LT Laurie Hall, LTJG Edward Lim**

- o LCDR Patel stated that links should be made via the HS website as part of HS PAC-IT PAG documentation link. CDR Bill Rowell is current webmaster of HS PAC website (taken over from CDR Sylvia Tetzlaff). He is able to place information on website by sending link info to LCDR Patel FIRST
- o <http://www.usphs-hso.org/PAGS/pags.shtml> (HS PAC/PAG website)

### # **Listserv – LCDR Patel**

- o Most important part of website; will prepare/implement further and will try to set this up by next meeting

### # **Public Relations – LTJG Edward Lim**

- o No current report

### # **Membership – CDR Kellie Clelland and LCDR Donald Sawyer**

- o 2 part committee members recruit (voting and non-voting)
- o LCDR Sawyer will contact other IT related officers/professionals about their interest in IT PAG membership

### # **Recruitment and Retention – OPEN**

- o Will come up with more information on the table at next meeting

### # **Professional Development – OPEN**

- o LT Ortiz is interested in this committee and will discuss further information

### # **Awards - OPEN**

REMINDER: Next Meeting/conference call is Thursday – April 21, 2005 at 1400; Dial-in number is 1-888-923-8092 and passcode is 741531

**Open Floor**

**Adjournment**

**Respectfully Submitted,**

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LT Laurie A. Hall  
Executive Secretary

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CDR Kellie Clelland  
Chair