



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

Minutes

19 May 2005



Members Present:

Voting Members

CDR Kellie Clelland (FDA)

LCDR Donald Sawyer (IHS)

LCDR Sunil Patel (CDC)

LT Laurie Hall

Non Voting Members/Guests

Please e-mail LT Laurie Hall at 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 will compile goals from each subcommittee chairs
- ✚ Discussion of possibility of two separate meetings (in the near future) for ITPAG and others (IT, Other Categories, etc.) – By end of June, 2005
- ✚ Conference call meetings will be every 3rd 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 Not Present, but stated to CDR Clelland (to state to everyone) that this included the development of avenues for IT field for commissioned officers

- # **Website – LCDR Sunil Patel**
(Committee Members – LT Laurie Hall and LTJG Edward Lim)
 - o LCDR Patel initiated conversation and updated on progress of website
 - o <http://www.usphs-hso.org/PAGS/pags.shtml> (HS PAC/PAG website)
 - o Bill is no longer the website coordinator; CDR Kellie will be taking over
 - o LCDR Patel will send web pages to CDR Clelland

- # **Listserv – LCDR Patel**
 - o Up and Running!!!!
 - o Currently there are 11-12 individuals on the listserv of separate categories – HSO's and others

- # **Public Relations – LTJG Edward Lim**
 - o Not Present

- # **Membership – CDR Kellie Clelland and LCDR Donald Sawyer**
 - o Both members discussed gathering nominations/elections for Fall, 2005
 - o Discussed adding new individuals to list/spreadsheet/listserv and outreach to other categories/officers
 - o Discussed establishment of mentoring committee of different subcommittees, etc.
 - o LCDR Sawyer has contacted other IT related officers/professionals about their interest in IT PAG membership. So far we have about 25 Corps Officers we know of working in IT. All members have been asked to send Listserv information to IT Corps Officers.

- # **Recruitment and Retention – OPEN**
 - o Will come up with more information on the table as meetings progress
 - o Possibly will include new individuals/officers

✚ **Professional Development – OPEN**

- Not Present, but send his goals to CDR Clelland and group

✚ **Awards - OPEN**

IV. New Business:

- Volunteer needed for the ITPAG Readiness Facilitator

V. Old Business:

- ITPAG Survey – Group discussed (to be included in the survey) what type of IT experience we have; strength for deployment purpose, etc.
- Group discussed continued goals for 2005

NOTE (Ongoing until further notice):

** Before the May meeting, 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.

** Volunteer need to be the ITPAG Readiness Facilitator. We need more information and discussion on this item.

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

REMINDER: Next Meeting/conference call is Thursday – June 16, 2005 at 1400; Dial-in number is 1-888-923-8092 and passcode is 741531

Open Floor

Adjournment

Respectfully Submitted,

LT Laurie A. Hall

CDR Kellie Clelland

Executive Secretary

Chair