



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

**Minutes**

**25 May 2006**



**Members Present:**

**Voting Members**

CDR Kellie Clelland (FDA)  
LCDR Laurie Hall (FDA)  
LCDR Sunil Patel (CDC)

**Non Voting Members/Guests**

CDR Jim Cheng (FDA)  
CDR Gil Varney (CDC)  
LCDR Dev Patel (FDA)  
LT Mark Rives (IHS)  
LT Glen Jauson (?)  
LT Ormondo Santiago  
? Tieng Ngung

**\*\*\*\*\*Please e-mail and/or contact LT Steven Miller at [BZZ0@CDC.GOV](mailto:BZZ0@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:**

- ✚ LCDR Laurie Hall called the meeting to order at 1405hrs. Of note, this meeting was held via conference call only.
- ✚ Meeting opened up for approval of minutes – Motion not approved because of limited voting members and minutes not taken since January, 2006
- ✚ LCDR Hall will be sending agenda about a week or two before meeting; everyone (Chair subcommittee member) should be sending (or have sent) their monthly reports soon

## **II. Old Business/Action Items:**

- # IT PAG Survey - LTJG Keats no longer in the Commissioned Corps any longer; CDR Clelland discussed that OFRD wants to change information about survey being sent out – regarding Tier I, II, III, etc.
- # LCDR Canizares assimilation update – Absent, no updated/new information
- # Conference call meetings will be every 3<sup>rd</sup> Thursday of each month via the call-in information below
- # Please note that CDR Don Sawyer is on extended sick leave and LCDR Laurie Hall will be Acting in the Interim – Thank You

## **III. New Business/Action Items:**

- # CDR Clelland will update ITPAG By-Laws about voting members needing to attend at least 8 sessions of monthly meetings throughout the year
- # 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 (Pending/Ongoing)

## **IV. Subcommittee:**

### # **Career opportunities – LTJG Miller (not present)**

- o No further new information at this time

### # **Website – LCDR Sunil Patel**

- o <http://www.usphs-hso.org/PAGS/pags.shtml> (HS PAC/PAG website)
- o 46 members on listserv as of today (5/25/06)
- o CDR Clelland is assisting LCDR Patel on this in addition to 5 other officers
- o CDR Clelland will place monthly meetings on the listserv
- o CDR Clelland and LCDR Patel will continue to work on this and update

### # **Listserv – LCDR Patel**

- o (See Website info above)

### # **Public Relations – LT Edward Lim**

- o Discussed the streamline process on the Quickhire website for job positions; everyone who accesses this website should send updated CV

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

- o Currently and continuing to try to reach as many new officers as possible; no updated/new information

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

- o Will come up with more information on the table as meetings progress

- Possibly will include new individuals/officers

**✚ Professional Development – (LT Ortiz)**

- LT Ortiz no longer a part of the ITPAG; will take off membership/distribution list

**✚ Awards – OPEN**

**Miscellaneous for January, 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.**

**\*\* Volunteer need to be the ITPAG Readiness Facilitator – Ongoing, LT Ormondo Santiago may be the lead on this**

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**\*\* 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 – July 20, 2006 at 1400; Dial-in number is 1-888-923-8092 and passcode is 741531**

**Open Floor**

**Adjournment**

**Respectfully Submitted,**

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LTJG Steven Miller  
Executive Secretary

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CDR Don Sawyer  
Chair