



INFORMATION TECHNOLOGY
PROFESSIONAL
ADVISORY GROUP (ITPAG)



Agenda

Thursday - 17 May 2007

- I. **Call to Order and Introductions** (The following individuals were present →see bottom of this document)
- II. **Approval of Minutes** (Approved)
- III. **Chair's comments –** (LCDR Brown will be absent for next conference call (June 21); CDR Sylvia Tetzlaff will be acting)
- IV. **Subcommittees:**
 - # **Career opportunities – LT Steven Miller** (Absent)
 - # **Website/Listserv– LCDR Sunil Patel** (no new/updated information)
 - o <http://www.usphs-hso.org/PAGS/pags.shtml> (HS PAC/PAG website)
 - # **Public Relations – LT Eduardo Lim** (Discussion and thoughts on implementing first PAG coin (ITPAG Coin); will check on the beginning steps/process of this and keep us posted)
 - # **Membership – CDR Kellie Clelland & CDR Donald Sawyer** (CDR Sawyer Absent); CDR Clelland had no new/updated information)
 - # **Recruitment and Retention – LT Brett Maycock** (Discussed Clinical Application job position and sent position description to ITPAG; Let everyone know that an inspection booth will be set up at the COA in June, 2007 (all week) -→for anyone that needs their uniform to be inspected for proper wear of uniform/devices/insignias, ect.)
 - # **Professional Development – LT Van Tran** (Absent)
 - # **Awards – LCDR Verna Kuka** (Needs assistance with awards information/issue for CC bulletin, website, etc.); LT Molly Ayala will assist)

IV. Old Business/Action Items:

- ✚ 2007 Commissioned Officers Association Annual Conference info/update – June 3 – 7, 2007 – Cincinnati, OH – Duke Energy Convention Center
- ✚ Conference call meetings will be every 3rd Thursday of each month @ 1400hrs

V. New Business/Action Items:

- ✚ HS-PAC Career Development and Training Matrix for ITPAG discipline (LCDR Cheryl Fajardo & CDR Cheryl Wiseman)– **(Ongoing)**
(Chair discussed that the Matrix has been sent to the appropriate contacts in HS-PAC; will keep us posted on any changes/edits/etc.)
- ✚ HS-PAC Billet Information for ITPAG discipline/HS Category Billet Listing for Training, Certification/Licensure Requirements/Billets Transformation Work Group (CDR Christopher Bersani & LT Rebecca Bunnell) – **(Ongoing)**
(Chair discussed that the IT Billet information will be sent by C.O.B. Friday – 5/18/07; will keep us posted of any changes/edits, etc. from the HS-PAC)

**** Please refer to the minutes sent from LT Mark Rives 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 – June 21, 2007 at 1400hrs; Dial-in number is 1-888-566-1023 and passcode is 96970

VI. Open Floor

VII. Adjournment

Non-Voting Members

LCDR Verna Kuka
LT Eduardo Lim
LT Molly Ayala
LT Craig Hodge
LTJG Mike Damiscio

Voting Members

CDR Clelland
CDR Sylvia Tetzlaff
LCDR Sunil Patel
LT Glenn Janzen
LT Brett Maycock