



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



Minutes

21 September 2006

Members Present:

Voting Members

CDR Kellie Clelland (FDA)

CDR Don Sawyer (IHS)

LCDR Sunil Patel (CDC)

LT Mark Rives (IHS)

Non Voting Members/Guests

LT Van Tran

LCDR Verna Kuka

*******Please e-mail LT Steve Miller (the 2006 ITPAG Executive Secretary) at smiller@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:

- ✚ CDR Donald Sawyer called the meeting to order at 1405 hours, EDT. Of note, this meeting was held via conference call only.
- ✚ Meeting opened up for approval of minutes – Minutes from August meeting did not get circulated and thus, could not be reviewed.

II. Old Business/Action Items:

- ✚ Approval of minutes – minutes were not circulated, Don to follow up with Steve.
- ✚ IT-PAG Logo – favorable comments made by all.
- ✚ Readiness – Can we put a “tickler” on the IT PAG page for required components?
- ✚ Assimilation – Masters is required but what kind? “Any health related”? Computer Science? “A masters or doctoral degree in a scientific field...”

- # Gift and presentation to the CPO – Pictures to follow.
- # Mentors – Call for mentors needs to be circulated.

III. New Business/Action Items:

- # Field Medical Readiness Badge – in limbo.
- # Upcoming Elections – Something to be sent out next month, finalized in October, elected in December, Take over in January.
- # Next meeting 10/19/06 @ 14:00 EDT.

The next call will be held on October 19th at 1400 hours EDT.
 The dial in information will remain the same.
 888.923.8092
 Passcode 741531

IV. Subcommittee:

- # **Career opportunities – LT Miller**
 - o Not present.
- # **Website – LCDR Sunil Patel**
 - o Nothing new to report.
- # **Listserv – LCDR Patel**
 - o One new member added.
- # **Public Relations – LT EduardoLim**
 - o CDR Clelland will ask LT Lim if we should open this subcommittee.
- # **Membership – CDR Kellie Clelland and CDR Donald Sawyer**
 - o Nothing new to report.
- # **Recruitment and Retention – OPEN**
 - o No further information at this time
- # **Professional Development – LT Van Tran**
 - o Nothing new to report.
- # **Awards – LCDR Kuka**
 - o LCDR Kuka , CDR Sawyer to help build a form or guidelines to help write up award nominations.

Miscellaneous for October, 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.

**** 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 – October 19, 2006 at 1400 EDT; Dial-in number is 1-888-923-8092 and passcode is 741531

Open Floor

CDR Sawyer opened the floor for new business discussion.

Adjournment

The meeting was adjourned at 1434 hours EDT.

Respectfully Submitted,

LT Steven R. Miller
Executive Secretary

CDR Don Sawyer
Chair