

**Physician Assistant Professional Advisory Group**  
**U.S. Public Health Service**  
**Thursday, July 12, 2007**  
**1830 - 2000**

<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>OPDIV</b>
<b>Present</b>	<b>LCDR</b>	<b>Zink</b>	<b>James</b>	<b>DHS</b>
<b>Present</b>	<b>LT</b>	<b>Branch</b>	<b>Tracy</b>	<b>HRSA</b>
<b>Present</b>	<b>LCDR</b>	<b>Bonfiglio</b>	<b>Susan</b>	<b>BOP</b>
<b>Excused</b>	<b>LCDR</b>	<b>Hawkins</b>	<b>Camille</b>	<b>CG</b>
<b>Absent</b>	<b>LT</b>	<b>Bunnell</b>	<b>Rebecca</b>	<b>HRSA</b>
<b>Present</b>	<b>LT</b>	<b>Burt</b>	<b>Brian</b>	<b>BOP</b>
<b>Excused</b>	<b>CDR</b>	<b>Placide</b>	<b>Frances</b>	<b>IHS</b>
<b>Present</b>	<b>CDR</b>	<b>Hunter-Buskey</b>	<b>Robin</b>	<b>BOP</b>
<b>Absent</b>	<b>LCDR</b>	<b>Harris</b>	<b>Robert</b>	<b>HRSA</b>
<b>Absent</b>	<b>LCDR</b>	<b>Tahiru</b>	<b>Adam</b>	<b>HRSA</b>
<b>Present</b>	<b>LCDR</b>	<b>Pelkey</b>	<b>Michelle</b>	<b>NOAA</b>
<b>Present</b>	<b>LT</b>	<b>McKinnon</b>	<b>Mark</b>	<b>OS</b>
<b>Present</b>	<b>LT</b>	<b>Hager</b>	<b>Paul</b>	<b>IHS</b>
<b>Present</b>	<b>LTJG</b>	<b>Martindale</b>	<b>Howie</b>	<b>NHSC</b>
<b>Present</b>	<b>LT</b>	<b>LaFleur</b>	<b>Phillip</b>	<b>BOP</b>
<b>Excused</b>	<b>LT</b>	<b>Morrison</b>	<b>Denise</b>	<b>HRSA</b>
<b>Excused</b>	<b>LT</b>	<b>Morris</b>	<b>Katherine</b>	<b>IHS</b>
<b>Guests:</b>				
<b>LT Karla Bowen</b>	<b>BOP</b>			
<b>LT Peter Van Horn</b>	<b>BOP</b>			
<b>LTJG Rodney Sluss</b>	<b>BOP</b>			
<b>LTJG Melinda Ruiz</b>	<b>BOP</b>			
<b>LT Alnissa Carter</b>	<b>BOP</b>			

Call to order

Meeting was called to order at 1835.

Approval of Minutes

June Minutes with inclusion of the Chair Report will be approved via email.

Summary and Status of Action Items

All open items were reviewed and updated; please see attached.

PAPAG Chair Report – LCDR Zink

- We had a small turn out on the PAPAG call in July.
- A lot of work was done on the PA billets and several committees continue to produce quality products for the PHS PA's at large.

- Position descriptions were due to LCDR Hawkins by July 1. Please review your PD and forward to her. The PAPAG is open to all PA's, run for office or just chip in.

## Subcommittee Reports

### Communications Committee - LT Tahiru and LT Morris

Nothing new to report.

*LCDR Tahiru submitted this report prior to the meeting in lieu of his absence. The report was presented by LCDR Bonfiglio.*

### Readiness Committee - LT Hager and LTJG Martindale

Nothing new to report.

### Professional Development Committee - LCDR Harris (Chair) and LTJG Morrison

Nothing new to add, waiting for revisions to the Career Matrix.

*LCDR Harris submitted this report prior to the meeting in lieu of his absence. The report was submitted by LCDR Bonfiglio.*

### Membership Committee – LT Branch (Chair) & CDR Hunter-Buskey

A Membership Committee Workgroup has been formed, the members will meet on July 30<sup>th</sup> to review all complete self nomination applications for the upcoming voting member vacancies.

### Policy Committee – LCDR Hawkins

I have received many position descriptions from board members but am still missing a few. Please send those missing ones in ASAP!!! I will be working on the revisions and would like to address a few policy items at the next meeting.

*LCDR Hawkins submitted this report prior to the meeting in lieu of her absence. The report was presented by LCDR Bonfiglio.*

### Recruitment and Retention Committee - LT McKinnon and LCDR Pelkey

- LT McKinnon is continuing to contact the individual mentioned last month for an exit interview.
- LT McKinnon has contacted all of the USPHS liaisons via e-mail and has received great response back.
- Will continue to interface with the liaisons to ensure that the membership is receiving the best notifications of agency vacancies.

### Welcoming Committee – LT Burt

Nothing new to report.

#### Ad Hoc COA Subcommittee - LT McKinnon and LT Bunnell

- The committee has completed its required tasks.
- LT McKinnon has completed the required post lecture survey for the AAPA. Am presently awaiting the arrival of the PAG's Stipend check. Will forward with the Photography stipend check for deposit in our funds with the PHSAPA.

#### Awards Committee - CDR Placide

Sent 4 nominations forward to AMSUS PA of the Year Award.

*CDR Placide submitted this report prior to the meeting in lieu of her absence. The report was presented by LCDR Bonfiglio.*

#### Billets Workgroup

Members: CDR Michelle Pelkey, LCDR James Zink, LCDR Susan Bonfiglio, LCDR Camille Hawkins, LT Tracy Branch and LT Rebecca Bunnell

We have met several times over the last several months and come to a consensus on the information that will be included in the Standard Physician Assistant Billets. The revised Standard Physician Assistant Billets should allow for better correlation with actual duties as a physician assistant and the information contained in the billets. The senior billets also allow some flexibility for those taking on more supervisory and/or administrative type roles. The billets have been forwarded to CAPT Bailey, Chair of the Billets Workgroup, for final review. I understand that they will be field tested in the near future and I have asked to be kept informed about the outcome. I would like to thank all of the individuals involved in this workgroup and those that were not on the workgroup but who supplied us with a great deal of information. This was an extremely important project and I feel that the group did an excellent job!!

#### Compensation Workgroup - CDR Placide, LT Stephen Smith, LT Ron Pinhiero

Nothing new to report.

#### IHS Liaison - CDR Placide

- Completed justification for increasing GS Classification
- Currently updating PA vacancy and position quarterly reports for all IHS facilities.

*CDR Placide submitted this report prior to the meeting in lieu of her absence. The report was presented by LCDR Bonfiglio.*

#### JOAG Liaison – LT Tracy Branch

- The JOAG activities at the recent COA Conference were a huge success.
- There is a proposal in the works for the creation of a new PHS Medal, Outstanding Volunteer Service Medal. A white paper is being prepared and will be presented to the SG for approval
- In development of a New Officer Guide which will be given to all newly commissioned officers which will guide them through career development for the first 3 years of their CDC career.

- In development is an Inter-Service Welcoming Package which will address some of the unique problems faced by officers transferring into the CC from other branches' of the Service.
- The 3-H Assignment Incentive Pay Policy was approved. You can find more information about this policy on the DCP website.
- Attempts are being made to locate how to obtain the History of PHS Cards that were being distributed during COA.
- Investigating the creation of a recurrent Professional Development offerings (Lunch & Learn) that will allow officers to attend in person or via either web cast or telephone.
- Comments were made about the concern with HHS's policy limiting paid officer participation in future COA meetings.

#### PHSAPA Liaison – LCDR Hawkins

PHSAPA is moving forward with our November Combined Federal Services conference. We are still looking for interested speakers (tuition will be waived). Please contact me if you are interested. We will be holding our general elections in the next week or two. This is a little late for this year but will be coming on track soon. Hopefully we will have an online process available to nominations and voting via our new website. Stay tuned. *LCDR Hawkins submitted this report prior to the meeting in lieu of her absence. The report was submitted by LCDR Bonfiglio.*

#### New Business

- LCDR Zink will send a Certificate of Appreciation to LT Pascal Lequire for her assistance with the Photography Fund Raiser at the recent COA Meeting in Philadelphia..
- LCDR Bonfiglio addressed RADM Milner's suggestions for our minutes and action items.

#### Adjournment

The meeting was adjourned at 1940 hours.

**The next teleconference will be held Thursday, August 9, 2007 @ 1930 hrs EST. The call-in number is 1-866-619-7571; Pass code number 4274208.**

**Meeting minutes draft prepared by LCDR Bonfiglio, PAPAG Secretary.**