

Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, August 9, 2007
1830 - 2000

| Attendance | Rank | Last Name | First Name | OPDIV |
|--------------------------|-------------|----------------------|-------------------|--------------|
| Present | LCDR | Zink | James | HHS |
| Excused | LT | Branch | Tracy | HRSA |
| Present | LCDR | Bonfiglio | Susan | BOP |
| Present | LCDR | Hawkins | Camille | CG |
| Present | LT | Bunnell | Rebecca | ASPR |
| Excused | LT | Burt | Brian | BOP |
| Excused | CDR | Placide | Frances | IHS |
| Excused | CDR | Hunter-Buskey | Robin | BOP |
| Absent | LCDR | Harris | Robert | HRSA |
| Present | LCDR | Tahiru | Adam | HRSA |
| Present | LCDR | Pelkey | Michelle | NOAA |
| Excused | LT | McKinnon | Mark | OS |
| Absent | LT | Hager | Paul | IHS |
| Excused | LTJG | Martindale | Howie | NHSC |
| Absent | LT | LaFleur | Phillip | BOP |
| Absent | LT | Morrison | Denise | HRSA |
| Present | LT | Morris | Katherine | IHS |
| Guests: | | | | |
| LTJG Rodney Sluss | | BOP | | |
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Call to order

Meeting was called to order at 1840.

Approval of Minutes

June and July minutes approved with corrections.

Summary and Status of Action Items

All open items were reviewed and updated.

PAPAG Chair Report – LCDR Zink

- Deployment Survey please complete ASAP.
- I need a copy of qualified applicants for PAPAG elections

- There is an issue with the bylaws as it relates to the Chair position after being elected as Chair elect and we need to clarify if a member can serve more than three years in an executive position. I would ask each member to review the bylaw and be prepared to discuss and vote on these issues.

Subcommittee Reports

Communications Committee - LT Tahiru and LT Morris

Nothing new to report.

Readiness Committee - LT Hager and LTJG Martindale

Request was made of all PAPAG members to fill out the deployment survey.

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

Nothing new to report.

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

- There were 16 nominations received for PAPAG Voting Membership. The Membership Selection Workgroup met on July 30th to discuss and rank the nominations that had been received. A list of accepted Officers will be presented during the September meeting.
- Voting on approval of candidates for the PAPAG to be done at the September meeting. All current voting members make a special effort to be in attendance. *LT Branch submitted this report in lieu of her absence prior to the meeting. It was presented by LCDR Bonfiglio.*

Policy Committee – LCDR Hawkins

LCDR Hawkins reports she still have not received reports from all of the committees (chair or co-chair).

Those who are missing will be sent to Jim Zink. The committee updates that have been received have already been updated and will be sent to J. Zink. Request for any updates or changes to be made in color or with track changes in WORD for easy reading.

Recruitment and Retention Committee - LT McKinnon and LCDR Pelkey

Nothing new to report.

Welcoming Committee – LT Burt

Nothing new to report.

LT Burt submitted this report in lieu of his absence prior to the meeting. It was presented by LCDR Bonfiglio.

Ad Hoc COA Subcommittee - LT McKinnon and LT Bunnell

Nothing new to report.

Awards Committee - CDR Placide (LCDR LaFleur will give report if available).

- Submitted copy of PAPAG Award rating form to policy chair (LCDR Hawkins)
- Will be soliciting PA nominees for the HSO 2007 responder of the Year award soon.

CDR Placide submitted this report prior to the meeting. It was presented by LCDR Bonfiglio in the absence of LCDR La Fleur.

Billets Workgroup

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

Nothing new to report.

Compensation Workgroup - CDR Placide, LT Stephen Smith, LT Ron Pinheiro
RADM Milner has discussed committee's recommendations with Leadership.

IHS Liaison - CDR Placide

- PA Position reports completed for 2nd quarter
- Participating on IHS Recruitment and Retention Committee
- Working on a draft report on IHS PA's which will be included in Journal of Physician Assistant Education.
- IHS PA's interested in assisting CDR Placide with various administrative tasks should contact her at frances.placide@cherokeehospital.org. This is a great way of gaining additional skills and lending you talents.

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

No report this month.

PHSAPA Liaison – LCDR Hawkins

- PHSAPA has sent out nominations via the PAPAG list serve for the upcoming year. Please feel free to self nominate or nominate someone who will be great for the job. Deadline for nominations 15 August 2007.someone
- PHSAPA reports from this point forward will include PAPAG bank balance.

HS PAC Report – LT Bunnell

Nothing new to report.

New Business

- New PHS PA's: Roster shows 6 new PA's to corps since beginning of June 2007. Will forward list to Welcoming Committee and PAPAG secretary.
- NEW action item: appointment of new Chair for the Ad Hoc COA subcommittee. LT Bunnell will be the POC, has also offered to be a mentor for the new assignee.
- NEW action item: re-explore addition of Treasurer Position to the PAPAG executive staff.

Adjournment

The meeting was adjourned at 1925 hours.

Next teleconference: Thursday, September 13, 2007 @ 1930 hrs EST.

Call-in number: 866-619-7571; Pass code number 4274208.

Meeting minutes draft prepared by LCDR Bonfiglio, PAPAG Secretary.