

**Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, January 28, 2010
1830 – 2000 EST**

Attendance	Rank	Last Name	First Name	OPDIV
Present	CDR	Cole	Gary	IHS
Present	LCDR	Taylor	Shawn	NOAA
Present	LT	Amaya	Lisa	IHS
Present	LT	Ruiz	Melinda	DIHS
Present	CDR	Bonfiglio	Susan	NIH
Present	CDR	Wickard	Paul	BOP
Present	LT	Sluss	Rodney	DHS
Present	CDR	Buckser	Jeffrey	DIHS
Excused	LCDR	Fideli	Ulgen	AMEDD
Present	LT	Futch	Mike	DIHS
Present	LCDR	Russell	Karen	FDA
Present	LT	Bowens	Karla	BOP
Present	CDR	Walsh	Christopher	DOD
Present	LCDR	Cooper	William	DIHS
Present	LT	Witter	Lee	BOP
Present	LT	Van Horn	Pieter	DIHS
Guests:	LCDR	Hubbard	John	FDA

Call to order

Meeting called to order at 1830. Roll call taken by LT Ruiz.

Approval of Minutes

First meeting of the year, there were no minutes to approve.

Summary and Status of Action Items

Reviewed and updated .

Chair Report /CDR Cole

Welcome aboard everybody for the 2010 PAPAG Season. I am excited to work with you all as we shape the PHS Physician Assistant profession even further. The melding between being a PA and a professional officer has it's similarities between our sister services but at the same time is unique in purpose and action. We will be highlighting these similarities and differences as we walk steadily through this 2010 trail together. I look forward to getting to know each of you as we play to our strengths and push ourselves in areas of growth.

Many questions have already been asked by the new members as they eagerly begin their work. . Almost everybody had made contact with the previously assigned committee leads and received an orientation and passdown. Alternative contact information was sought after we were stonewalled by some work firewalls , preventing contact with some of our new members. The new leadership roster information has been submitted for website updating by LT Rodney Sluss, who will be working on website enhancement this year. Expectations and assignments had been given prior and coordination with some adjustments made for personal interests and passions.

Tone and ground rules were established for 2010's upcoming meetings. The PAPAG seems to find its persona early each year and so it will be with 2010. I would like to see the free flow of information and ideas occur within reasonable boundaries and in consideration of timely meetings. We will strive to limit the meeting to one hour. CDR Bonfiglio, 2009 Chair and I had decided earlier that there was much work to be done in 2010 and meetings need to be conducted more frequently than last year. Meetings will be monthly with some exceptions allowed for Hurricane Season (September) and the Christmas Holidays (December). We will also shift May's meeting, which is our Conference month and have the meeting in November a week earlier for the Thanksgiving Holiday. Meeting times will be primarily at 2000 Hours Eastern Time, which seems to work best for most of the members. Our meetings are conducted the week prior to the Health Services Professional Advisory Committee meeting which allows us to bring concerns forward to our parent group in a timely manner.

Meeting times and dates are as follows for 2010:

January 28th @ 1830

February 25th @2015

March 25th@ 2000

April 29th @2000

May 20th@2000

June 24th @2000

July 29th@2000

August 26th@2000

September-None

October 28th@2000

November 18th@2000

December-None

We will be starting or continuing a number of initiatives this year for the PAPAG which primarily focus on the following:

- 1) PAPAG webpage enhancement.
- 2) Standard Operating Procedures for the Membership Committee, General SOP, & Financial Liaison.
- 3) Recruiting and Retention goal of 10% (Net 15 PA's)
- 4) PAPAG Coin and other branding.
- 5) Amend bylaws to make AD Hoc COA and AMSUS committees into permanent standing Committees.
- 6) Oral History Project in collaboration with PHSAPA & PAHX (PA History of AAPA)
- 7) Direct Access – encourage and track progress of PAPAG Members and establish POC for problems associated with new system.
- 8) Career Pathway Flowchart.
- 9) Working with our Agency Liaisons to assist in the career development and concerns of the working Physician Assistant in the field.
- 10) PA/Doctor longevity demonstration project for Rural Area/ 3H assignment. (Professional linkage)

Members and Volunteers interests are being canvassed in order to assign members and volunteers to discuss details of these initiatives and conceptualize this idea. Possibilities exist for retrospective study and journal writing or prospective study with assignment incentive pay,

Subcommittee Reports

Awards Subcommittee /CDR Wickard

Nominations must be received annually by midnight, **March 26, 2010**.

Completed nomination packages are to be submitted to the PAPAG Awards Chair by email CDR Paul Wickard.

Communications Subcommittee/ LT Rodney Sluss

Only one on Communications Committee at this time, but will have help with LCDR Taylor and LT Lisa Amaya for Newsletter.

Membership Subcommittee /CDR Buckser, LT Amaya, LT Futch

The membership committee discussed the recruiting SOP that was an action item. There is a revision to be made and it should be wrapped up sometime soon.

Policy and Procedure Subcommittee/ LT Bowens, LCDR Russell

We are currently developing a draft for General Standard Operating Procedures for PAPAG Members. Further discussion with CDR Cole on SOP for Membership Committees, draft resolution for bylaws change to allow for a Financial Liaison.

Professional Development Subcommittee/ CDR Christopher Walsh

1. www.giantimpact.com web site about leadership issues.
2. The importance of keeping your OPF up to date regarding credentials and continuing education matters.
3. All PAPAG officers availing themselves to the online Incident Response Coordination Team (IRCT) training (3 week course).
4. All officers considering participating in presenting at local, state, and national conferences on their particular areas of expertise

Readiness Subcommittee /LCDR William Cooper

Expecting OFRD report to made available soon and to start contacting PA's with deficiencies. .

Recruitment and Retention Subcommittee /LCDR Fideli, LT Van Horn

Collaborating between Co-Chairs and strategizing for this upcoming year.

Welcoming Subcommittee/ LT Lee Witter

I met with outgoing chair LCDR Katherine Morris. No new PA calls to duty in December 2009 and January 2010. In the process of updating current welcome packet. Plan to coordinate with HSPAC Recruitment and Retention Committee regarding contents of welcome packet. There is this some confusion regarding process to obtain names new calls to duty. Will coordinate with PA PAG chair to obtain names of new calls to duty

Ad Hoc COF Subcommittee/ LT Amaya, LCDR Fideli

Nothing new to report.

Ad Hoc AMSUS Subcommittee /CDR Bonfiglio, CDR Cole

First meeting for the 2010 Conference took place 1/26. The Air Force is hosting this year's conference. The conference will take place in PHX, 10/31-11/5, at the downtown conference center. The next meeting will be on 2/16/10 and the focus will be CME accrediting.

This is the time to start thinking of speakers for the PA Section which will take place on Tues or Wed of that week. It has not been decided if a roundtable format will be utilized again this year or individual lecturers. Please come forward with any ideas to myself or CDR Cole.

Liaison Reports

BOP/ LCDR John Gibbons

Nothing new to report.

DIHS / LCDR William Cooper

Nothing new to report.

IHS/ LCDR Todd Baughman

- 1) Preparing for NC4 in Phoenix March 2010.
- 2) Preparing presentation for Advances in Indian Medicine April 2010.
- 3) Will have booth at AAPA- LT Tim McCreary.

IHS Calendar of events: http://www.ihs.gov/AdminMngrResources/IHS_Calendar

JOAG/

Nothing to report at this time.

NOAA/ CDR Michelle Pelkey

Winter inport for ships is ending, with 3 vessels currently under way. Remainder to sail within next 2 months with the Okeanos Explorer going to Indonesia in April. No officers currently deployed outside of agency.

PHSAPA/ LCDR Stephen Smith

Updating Bylaws and Constitution

Preparing for AAPA National Conference June 1, 2010 – join us, meeting location and time TBA

New Officers needed for Election in April, May

See our minutes of our last PAPAG/HSO/RADM Milner shared discussions on our website – good info

FDA/ LCDR Stephen Smith

<http://www.usajobs.gov/> Search on Key words like **Consumer Safety Officer** or **FDA or Consumer Safety Officer (Emergency Response)** if you are an O-2 or O-3 looking for a different way to use your clinical education, Contact LCDR Stephen Smith. O-4's who are recently promoted are still being considered occasionally for the entry level CSO positions.

US-WI-Madison Metro area , US-WI-Green Bay, US-WI-Milwaukee Metro area , US-MN-Minneapolis , US-MD-Silver Spring... more on website

New Business:

-Formalize AMSUS and COF subcommittees from Ad Hoc to permanent, standing committees.

Call-in number: 866-619-7571; Pass code number 42742081

Meeting was adjourned at 2000 hours EST.

Next teleconference: Thursday, February 25, 2010 @ 2015 hrs EST.

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

Minutes drafted by LT Ruiz, Secretary

Finalized and checked by CDR Cole, Chair