



**Health Information Technology Professional  
 Advisory Group (HITPAG) Minutes**  
**January 28, 2016**  
**1400 EST**

VOTING MEMBERS					
Attendance	Rank	Last Name	First Name	OPDIV	Contact
Present	CDR	Burch	Carla	FDA	<a href="mailto:Carla.Burch@fda.hhs.gov">Carla.Burch@fda.hhs.gov</a>
Present	LCDR	Dawson	Gregory	ASPR	<a href="mailto:Gregory.Dawson@hhs.gov">Gregory.Dawson@hhs.gov</a>
Present	LCDR	Eubanks	Zanethia	USDA	<a href="mailto:Zanethia.eubanks@fsis.usda.gov">Zanethia.eubanks@fsis.usda.gov</a>
Present	LCDR	Davis	Joyce	CMS	<a href="mailto:Joyce.Davis1@cms.hhs.gov">Joyce.Davis1@cms.hhs.gov</a>
Present	LCDR	Danso	Kojo	ICE	<a href="mailto:Kojo.Danso@ice.dhs.gov">Kojo.Danso@ice.dhs.gov</a>
Present	LCDR	Walker	Olden	DOD	<a href="mailto:olden.walker.mil@mail.mil">olden.walker.mil@mail.mil</a>
Present	LCDR	Walker	Mellissa	NPS	<a href="mailto:Mellissa_walker@partner.nps.gov">Mellissa_walker@partner.nps.gov</a>
Present	LCDR	Coleman	Clifford	FDA	<a href="mailto:Clifford.Coleman@fda.hhs.gov">Clifford.Coleman@fda.hhs.gov</a>
Present	LCDR	Belk	Justin	OS	<a href="mailto:Justin.Belk@hhs.gov">Justin.Belk@hhs.gov</a>
Present	LT	Rumpke	Adam	FEMA	<a href="mailto:Adam.Rumpke@fema.dhs.gov">Adam.Rumpke@fema.dhs.gov</a>
Excused	LCDR	Schwab	David	FDA	<a href="mailto:david.schwab@fda.hhs.gov">david.schwab@fda.hhs.gov</a>
Excused	LCDR	Passman	Dina	SAMHSA	<a href="mailto:Dina.Passman@samhsa.hhs.gov">Dina.Passman@samhsa.hhs.gov</a>
NON-VOTING MEMBERS & GUESTS					
Please record your attendance for today's meeting at <a href="https://www.surveymonkey.com/r/BHQBPYT">https://www.surveymonkey.com/r/BHQBPYT</a>					



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TOPIC	DISCUSSION	ACTION	FOLLOW-UP
I. CALL TO ORDER/ROLL CALL		<i>Call to order @ 1401 EST by LCDR Gregory Dawson Roll call by LCDR Dawson</i>	
II. APPROVAL OF MINUTES		<i>N/A</i>	
IV. SUBCOMMITTEE REPORTS	<p><b>Awards</b> LCDR Olin Bakke</p> <p><b>Career Development</b> LT Adam Rumpke/CDR Vernita Jones</p> <p><b>Communications</b> LCDR David Schwab</p>	<p><i>Reminder that we are still accepting nominations for the HITPAG Officer of the Year award, nominations are due March 4, 2016.</i></p> <p><i>No updates</i></p> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>• <i>100 % accuracy of LISTSERV and Website</i></li> <li>• <i>Increase number of subscribers</i></li> </ul> <p><b>Current &amp; Future Activities</b></p> <ul style="list-style-type: none"> <li>• <i>Website migration to dcp.psc.gov domain</i></li> </ul> <p><b>Announcements &amp; Requests</b></p> <ul style="list-style-type: none"> <li>• <i>Please email LISTSEV admin if/when you switch jobs to ensure your email information is updated</i></li> </ul>	



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	<p><b>Mentoring</b> CDR Verna Kuka</p>	<p><i>Goals</i></p> <ul style="list-style-type: none"> <li>• <i>Establish guidance to the HITPAG members on mentoring activities</i></li> <li>• <i>Increase the knowledge of the HITPAG Officers regarding mentoring activities</i></li> <li>• <i>Establish a resource person for the HITPAG members</i></li> <li>• <i>Disseminate mentoring opportunities to the HITPAG members</i></li> <li>• <i>Provide mentee with timely, factual and relevant information</i></li> <li>• <i>Promote career progression information to the HITPAG members</i></li> </ul> <p><i>Current &amp; Future Activities</i></p> <ul style="list-style-type: none"> <li>• <i>Invite a representative from the Mentoring Program to speak to HITPAG members on the program</i></li> <li>• <i>Invite a Senior Officer to explain the Benchmarks in detail to the HITPAG</i></li> </ul>	



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	<p><b>Recruitment and Retention</b> LCDR Kojo Danso</p>	<p style="text-align: center;"><i>group</i></p> <p><b>Announcements &amp; Requests</b></p> <ul style="list-style-type: none"> <li>• <i>Ask the members what they would like to see as far as Mentoring</i></li> </ul> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>• <i>Engage USPHS Leadership about the vital role of Information Technology to the Corps.</i></li> <li>• <i>Ensure Information Technology specialists, within the Commissioned Corps, are assigned a mentor with a similar background.</i></li> <li>• <i>Target recruitment efforts in and around local universities and colleges with Information Technology programs.</i></li> <li>• <i>Provide IT Specialist with information of free or cost effective IT</i></li> </ul>	



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	<p><b>Resource Liaison</b></p>	<p><i>courses/certifications.</i></p> <ul style="list-style-type: none"> <li>• <i>Identify and publicize Information Technology positions available to Commissioned Corps officers.</i></li> </ul> <p><b><i>Current &amp; Future Activities</i></b></p> <ul style="list-style-type: none"> <li>• <i>Initiate contact with Bowie State University to determine upcoming Career Fair programs and/or upcoming opportunities to discuss recruitment efforts.</i></li> </ul> <p><b><i>Announcements &amp; Requests</i></b></p> <ul style="list-style-type: none"> <li>• <i>Recruiting members for Recruitment and Retention Committee</i></li> </ul> <p><b><i>Goals</i></b></p> <ul style="list-style-type: none"> <li>• <i>Keep the voting and general membership informed of all HITPAG fiscal matters</i></li> <li>• <i>Oversee all matters directly related to HITPAG finances</i></li> <li>• <i>Tracking and disseminating all HITPAG</i></li> </ul>	



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	LCDR Justin Belk	<p style="text-align: center;"><i>merchandise</i></p> <p><b><i>Current &amp; Future Activities</i></b></p> <ul style="list-style-type: none"> <li>• <i>Report an accurate accountability of HITPAG finances and account for all HITPAG coins</i></li> <li>• <i>Announcements &amp; Requests</i></li> <li>• <i>None at this time</i></li> </ul>	
V. OLD BUSINESS			
VI. NEW BUSINESS/OPEN FLOOR	LCDR Dawson/LCDR Zanethia Eubanks	<ul style="list-style-type: none"> <li>• <i>We are excited about the new operational year and we thank the past Chair CDR Carla Burch for her great work the previous year.</i></li> <li>• <i>Each subcommittee chair will need to set up a calendar invitation for the dates and times they will meet this year. Please give your updates to</i></li> </ul>	



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		<p style="text-align: center;"><i>the Chair/Co-Chair.</i></p> <ul style="list-style-type: none"> <li>• <i>LCDR Eubanks would like to join/listen into each of the subcommittees.</i></li> <li>• <i>All subcommittee's chairs should join the HS PAC committee that aligns with their committee to streamline processes for the HS PAC to the HITPAG. You will be able to gather great information which will allow us to improve HITPAG.</i></li> <li>• <i>Recruitment and Retention committee chair asked to do a presentation about the roles of HITPAG offices within their agencies and within the communities. This will help us increase the number of officers joining HITPAG once they</i></li> </ul>	



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		<p style="text-align: center;"><i>see the diversity of our disciplines.</i></p> <ul style="list-style-type: none"> <li>• <i>Subcommittee chairs should have at least three HITPAG officers join their committee. We have a total of 117 officers and would like to at least see 20-30% of these officers on the call each month.</i></li> <li>• <i>HITPAG may use survey monkey to also take role which can be included in the calendar invitation moving forward.</i></li> <li>• <i>Each subcommittee chair will need to put together a Plan of Action (POA) for goals they would like to achieve this year. This will help HITPAG structure the committees and delegate tasks for officers which can include time and</i></li> </ul>	



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		<i>level of effort.</i>	
VII. ADJOURN		<i>Meeting adjourned @ 1458 EST</i>	