

## Therapist Professional Advisory Committee Meeting Minutes

Date: September 26, 1997

Time: 0830 to 1145 hours MST

Location: Conference Room

IHS Headquarters West

5300 Homestead Rd. NE

Albuquerque, NM

Attendees:

In Albuquerque (on video conference call):

CDR Becky Sellers (Chair)

CAPT Charlotte Richards (member)

CDR Michael Flyzik (member)

CDR John Hurley (member)

LCDR Jeffrey Fultz (member)

LT Wendy Robinson (member)

In Phoenix (via video conference with Albuquerque):

CDR Leo LaBranche (field rep)

CDR Mark Dardis (guest)

LCDR Jessie Whitehurst (guest)

LT Deborah Simoneck (guest)

LTjg Ron West (guest)

In Rockville (via video conference with Albuquerque and conference call to other sites):

CAPT Willis A. Trawick (member)

CAPT Charles McGarvey (member)

LCDR Karen Lohmann Siegel (secretary)

LCDR Ivana Williams (member)

LT Richard Shumway (member)

Ms. Beth Solomon (member)

CAPT Ken Diepold (DCP rep)

LCDR Doris Ravenel-Brown (DCP rep)

CDR Georgia Johnson (field rep)

LT Cindy Melanson (guest)

via conference call:

from Anchorage, AK: CDR David Bruggemann (member)

from Lexington, KY: CDR David Nestor (member)

Absentee TPAC members:

CDR Dominick Aretino

### I. Call to Order

The meeting was called to order by the Chair in Albuquerque at 0830. Albuquerque, Phoenix, and Rockville participated via video conference and other sites participated via teleconference with Rockville.

## II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**. Additional items of new business included the PHS Bicentennial, certificates of appreciation, and the Henry M. Jackson foundation.

## III. Review and Adoption of Previous TPAC Minutes

Minutes from the June 9, 1997 meeting were accepted as published.

## IV. Open Forum

### A. Introduction of Guests

CAPT Ken Diepold and LCDR Doris Ravenel-Brown both attended representing DCP.

### B. Action Item Review

- vacancy tracking and potential applicant data base for the agencies other than IHS  
Discussion deferred until recruitment/retention report.
- position statement on the agency recommendation promotion precept  
Statement has been completed (**Attachment B**) and submitted to the OSG (twice) and DCP. See discussion under new business.
- updates to the policy and procedure manual  
Once computer difficulties are resolved, CAPT Nestor has agreed to update the manual as future policies and procedures are approved.
- mechanism by which the TPAC or CPO can be informed when awards are presented to therapist officers  
CDR Sellers has not yet discussed issues with LCDR Ravenel-Brown. See additional discussion under recognition of retired officers
- thank you letter to Dr. Moritsugu for his support of Army-Baylor program  
CDR Sellers will follow-up with CAPT Huylebroeck.

### C. Request for Reports from the Field

Reports received before the minutes were distributed are included as attachments with section VI.

## V. New Business

### A. Promotion Precepts/Agency Recommendation

CAPT Ken Diepold was in attendance to offer a response from DCP to the position statement submitted by the TPAC (**Attachment B**).

He reported that the origin of the new precept may be traced back to a 1994 work group established by the Surgeon General to review the COER. The group recommended that the value of the COER in the promotion process should be decreased, in part due to COER "creep" (inflated COER scores) to potentially make an individual appear more competitive for promotion. This was proposed in an effort to de-emphasize the COER as a promotion tool and more appropriately use it as a tool to identify strengths and weaknesses when reviewing an officer's performance. The workgroup also recommended the adoption of the agency recommendation as a weighted promotion precept that would give the officer's current agency input into the promotion process. This caused a shifting of the weights on the preexisting 5 precepts to the new published weight distribution on 6 precepts. This was

approved by agency reps in 1995 and DCP was charged with implementing the new precept.

With respect to the TPAC position statement, CAPT Diepold reported that any changes to the current policy must be approved by the agency reps. He suggested that before the agency reps could be approached, consensus was needed among the PACs with respect to the new precept. To date, only the TPAC has made its concerns known in writing, but some of the other smaller categories have expressed concerns verbally. Even if a consensus could be developed among the PACs, it still may be very difficult to convince the agency reps to relinquish their current input in the promotion process. CAPT Diepold also suggested that some of the concern over the agency precept exists primarily because success rates for promotion are lower now than they were several years ago.

**ACTION ITEM:**

CDR Sellers will informally contact the other PAC Chairs to survey their interest in establishing recommendations regarding the agency recommendation precept and/or promotion success rates.

**B. OT Specialization**

CDR Sellers reported that she was contacted by CDR Parks regarding non-physician board certified pay. The American Occupational Therapy Association has added a specialty area in neurorehabilitation to the existing specialties in hand and pediatrics, but the new specialty is not currently authorized for special pay. The Compensation Branch of DCP must recognize the specialty before special pay may be approved and awarded. CDR Sellers advised officers with questions about special pay to contact CAPT Ted Westley in the Compensation Branch at 301-594-2963.

**C. TPAC Officer Term of Office**

CDR Sellers noted that the TPAC charter has a mechanism to elect the Chair to two 1-year terms or to one 2-year term. CDR Sellers requested the TPAC change this to a 2-year term. Disadvantages of 1-year terms include delays in updating PAC Chair lists that hamper communication between OSG and the TPAC. Currently, the TPAC Secretary is elected to an indefinite term. A motion was made, seconded, and unanimously approved that the following change to be made to the TPAC Charter. Effective in 1999, the TPAC Chair will be elected to a 2-year term in odd numbered years and the TPAC Secretary will be elected to a 2-year term in even numbered years. Since both positions will be vacant in 1998, the Chair will be elected to a two-year term and the Secretary will be elected to a 1 year term.

**ACTION ITEM:**

LCDR Siegel will confer with CDR Nestor about updating the charter and will forward an updated copy to CDR Sellers for submission to OSG.

**D. Education Task Force**

LCDR Fultz proposed that the education task force become a standing committee of the TPAC, because the work of the group was more consistent with the definition of a committee than a task force function. A motion was made, seconded, and unanimously approved to change the education task force to the education committee of the TPAC.

**ACTION ITEM:**

CDR Sellers will send a letter to LCDR Fultz appointing him as chair of the education task force.

## E. PHS Bicentennial

CDR Sellers reported that the PACs are expected to support if not develop activities to celebrate the PHS Bicentennial. The Scientist category is generating a calendar and other categories are generating papers on the history of their categories to be disseminated at the COA meeting next year. Other possible activities include special recognition of the PHS Bicentennial at professional association annual meetings. LT Shumway reported that a Coast Guard officer has volunteered to train therapists interested in participating in honor guard activities. CDR Sellers requested that a TPAC task force be formed with the charge of developing and implementing activities through which the therapist category can commemorate the PHS Bicentennial.

**ACTION ITEM:**

LT Shumway agreed to chair a task force on the PHS Bicentennial and CDR Bruggemann, LT Robinson, and CDR Hurley volunteered to serve on the task force. CDR Sellers will provide LT Shumway with the charge statement for the Bicentennial task force.

## F. Certificates of Appreciation

CDR Sellers reported that she would like the TPAC to develop a certificate of appreciation that could be used to recognize officers for their service to the TPAC.

**ACTION ITEM:**

LCDR Fultz will assist CDR Sellers develop a certificate of appreciation for officers who support TPAC activities.

## G. Henry M. Jackson Foundation

CAPT McGarvey reported that in the CPO/PAC Chair meeting, a discussion occurred about the possibility of PACs raising money to support educational activities. Congress has approved the Henry M Jackson Foundation as the only organization which can receive and disperse funds on behalf of government groups. For an administrative fee, they will manage funds deposited in an account on behalf of an entity like a PAC. This account could provide funds for activities such as the creation and engraving of plaques for TPAC awards. Discussion about this issue will continue at the CPO/PAC Chair meeting on Oct 23. CDR Sellers suggested that a task force be developed to obtain more information about this possibility and develop recommendation that the TPAC could implement to take advantage of this opportunity.

**ACTION ITEM:**

CDR Nestor will chair a task force concerning use of the Henry M Jackson Foundation. CAPT McGarvey and CAPT Trawick volunteered to assist CDR Nestor. CDR Sellers will provide CDR Nestor with the charge statement for the Jackson task force.

## VI. Reports

### Chairperson

CDR Sellers thanked all therapists who contributed to making the recent COA meeting a success. COA views TPAC support of the meeting as a model for other categories to increase participation in the meeting.

CDR Sellers reviewed her goals for the TPAC over the past year. These included developing and presenting the Fromherz award, increasing activities offered for therapists at the COA meeting, moving the TPAC meeting location to Albuquerque, and increasing the level of therapist participation in the category. Her goals for the next year include completing the therapist archives, establishing a formal mentoring program, developing certificates of recognition for therapist who support TPAC activities, and presenting the Hoog and Fromherz awards at the next COA meeting.

CDR Sellers reported that she has a draft report of the latest GAO survey of the commissioned corps. This survey is less quantitative than the previous survey and focused on the IHS only. This report was more favorable of the corps and better than expected.

### Chief Professional Officer

CAPT Huylebroeck was unable to attend the meeting. His term as CPO ends next spring and the process to appoint the next CPO has not begun. CDR Nestor reminded the TPAC that it took 1 ½ years to appoint CAPT Huylebroeck to the position during a period of transition in the OSG. Both CDR Nestor and CAPT McGarvey recommended that the TPAC take a proactive role to facilitate the appointment of the next CPO.

### **ACTION ITEM:**

CDR Sellers will explore the strategies that the TPAC can pursue to facilitate the appointment of the next CPO.

### CPO/PAC Chair Meeting Summary

The most recent meeting was attended by CAPT McGarvey in person and CDR Sellers via conference call. Issues discussed at the meeting included the nomination of Dr. David Satcher to the positions of Assistant Secretary of Health and Surgeon General, a changing emphasis in OSG from policy and program to personnel issues, mentoring, and the PHS Bicentennial. In conjunction with the Bicentennial, pictures of officers engaged in work activities (no desk shots) are needed. DCP would also like copies of photos for recruitment activities. These activities may be coordinated through the TPAC task force on the Bicentennial.

### DCP Rep/Therapist Staffing Officer

LCDR Doris Ravenel-Brown reported on the 1998 promotion cycle (**Attachment C**). She advised all promotion eligible officers to consult the September Commissioned Corps Bulletin for deadlines and descriptions of promotion precepts.

DCP is now responsible for recruitment, and they have developed category specific flyers. The flyer for the therapist category was distributed for review of accuracy by the category (**Attachment D**).

#### Recruitment and Retention Committee

CDR Sellers thanked CDR LaBranche for his efforts to maintain a phone and address listing of both commissioned officers and civil servant therapists in the category and requested that therapists keep him informed of address and phone number changes.

LCDR Siegel reported on behalf of LCDR Drinkard that the facility survey is complete. He plans to distribute the survey to the field representatives to review the information for accuracy before the information is posted to the category web page.

CDR Hurley reported that the applicant and vacancy database is now on Microsoft access. The database include 20 IHS facilities and 22 interested applicants, 5 of whom are very interested. Currently there are 14 vacancies for various therapy disciplines. CDR Hurley has offered to make these resources available to other agencies, provided there are no conflicts with his recruitment efforts specifically funded by IHS. LCDR Ravenel-Brown reported that DCP also has some resources for recruitment. CDR Nestor currently coordinates therapist recruitment activities for BOP, but similar individuals in other agencies have not been identified.

#### **ACTION ITEM:**

Each agency should identify a recruitment contact to provide information for the therapist recruitment database to CDR Hurley.

#### COA Therapist Representative

CAPT Schroeder's term as COA representative has expired and a new representative elected, but no one in attendance knew who her replacement was.

#### **ACTION ITEM:**

LCDR Siegel will contact CAPT Schroeder to identify the new therapist category representative to the COA.

#### Awards Committee

CAPT Richards reported that she spoke with CAPT Birke (who is retiring soon) about the Hoog award. The award has not been presented recently due to a lack of interest in the category. The award is presented for a research paper and judging is conducted by three reviewers and based on the impact of the research on the profession and clarity of writing. The Fromherz award is presented for accomplishments in non-research areas over the course of a career. CAPT Richards reported that the current plan is to present both awards every year.

#### Education Task Force

LCDR Fultz provided an update on continuing education course available to PHS therapists (**Attachment E**). LCDR Fultz requested that all therapist who request to attend a course make a firm commitment to attend. Those officers who do not attend after they have committed to do so may jeopardize the availability of slots for PHS therapists in future courses.

LCDR Fultz is also attempting to develop an instructors billet for a PHS officer in the Army-Baylor program. He is hoping to identify a funding mechanism to support such a

billet and hopes to provide an update on his efforts at the next TPAC meeting. CDR Hurley offered his support of the effort of LCDR Fultz. Currently, CDR Hurley teaches a pediatric unit in the program which is supported by BOP.

#### P&P Task Force

The task force has completed its charge and has been dissolved. CAPT Nestor has agreed to periodically update the materials in the future as policies change.

#### Home Page Task Force

CAPT McGarvey reported that no changes have been made to the home page. Once reviewed, the updated facility survey will be included. He also suggested that the TPAC Charter and P&P manual could be included. The URL for the therapist web page is <http://www.cc.nih.gov/rm/pt/tpac.htm>

#### Medical Readiness

CAPT Trawick reported that the CCRF board has not met since the COA meeting. Currently, 6 therapists are fully qualified, and 22 (23% of the category) have volunteered and others are still encouraged to do so (**Attachment F**). The board is still exploring the possibility of offering training in the field. Therapists are encouraged to apply to the same address, but CAPT Mike Dinberg will probably be the new contact for the CCRF to replace CAPT Steve Moore who has left OSG.

#### Therapist Category Archives

CDR Sellers reported that CDR Aretino continues to work on updating the archives with the assistance of CAPT Richards, CAPT Thornton, and LCDR Drinkard. They are planning to have a draft of the document ready by early next year. CDR Sellers requested that the archives group coordinate their activities with the Bicentennial task force.

#### Inter-service Advisory Committee

CAPT McGarvey reported that the committee has not met since late last spring, but may meet in October. He will provide the TPAC with an update when more information becomes available.

#### COA Meeting Task Force

CDR Sellers would like therapist category participation in the 1998 COA meeting to match last year's effort. CAPT McGarvey continues to serve on the scientific committee and CDR Sellers will continue to serve as a contact with Laurie Johnson at COA. CDR Sellers would like a new task force to be formed that is composed of therapists in the DC area to coordinate next year's meeting. Space for activities may be more limited than last year. The meeting will be held June 7-10, 1998 at the Radisson Plaza Hotel at Mark Center in Alexandria, VA. This date coincides with the annual APTA conference.

#### **ACTION ITEM:**

CDR Sellers will identify a contact in the DC area to coordinate therapist category activities at the 1998 COA meeting.

### Mentoring Program

CDR Sellers reported that the mentoring program was discussed at the CPO/PAC Chair meeting. A training program was recently held and is being developed for the field. Currently TPAC has no formal mentoring plans, but categories will be asked to present their plans at the next CPO/PAC Chair meeting.

### **ACTION ITEM:**

CDR Sellers will contact CDR Pickering about therapist mentoring activities, and all therapists with suggestions about mentoring activities should contact CDR Sellers.

### Recognition of Retired Officers

CDR Sellers reported that award nominations need to be done at an agency level rather than by the TPAC, however a letter from the TPAC is possible, provided the TPAC can be informed about upcoming retirements. Officers who are scheduled to retire within the next few months include CAPTs Birke, Rogers, and Cornelius.

### Field Representatives

CDR Sellers thanked the field representatives for their reports which are included in **Attachments G through M.**

### VII. Adjourn

The meeting adjourned at 1145 MDT. The next meeting will be held November 21, 1997.

Respectfully submitted:

\_\_\_\_\_  
LCDR Karen Lohmann Siegel  
Secretary, TPAC

\_\_\_\_\_  
Date

Concur:

\_\_\_\_\_  
CDR Becky Sellers  
Chair, TPAC

\_\_\_\_\_  
Date

Concur:

\_\_\_\_\_  
CAPT Michael Huylebroeck  
Chief Professional Officer,  
Therapist Category

\_\_\_\_\_  
Date



## **ACTION ITEM SUMMARY:**

### **All therapists:**

Each agency should identify a recruitment contact to provide information for the therapist recruitment database to CDR Hurley.

All therapists interested in volunteering for TPAC activities should complete the attached self-nomination form.

### **TPAC members and other volunteers:**

**LCDR Fultz** will assist CDR Sellers develop a certificate of appreciation for officers who support TPAC activities.

**LCDR Siegel** will confer with CDR Nestor about updating the charter and will forward an updated copy to CDR Sellers for submission to OSG.

**LCDR Siegel** will contact CAPT Schroeder to identify the new therapist category representative to the COA.

### **TPAC Chair:**

**CDR Sellers** will follow-up with CAPT Huylebroeck about a thank you letter to Dr. Moritsugu for his support of Army-Baylor program.

**CDR Sellers** will informally contact the other PAC Chairs to survey their interest in establishing recommendations regarding the agency recommendation precept and/or promotion success rates.

**CDR Sellers** will send a letter to Lcdr Fultz appointing him as chair of the education task force.

**CDR Sellers** will provide LT Shumway with the charge statement for the Bicentennial task force.

**CDR Sellers** will provide CDR Nestor with the charge statement for the Jackson Foundation task force.

**CDR Sellers** will explore the strategies that the TPAC can pursue to facilitate the appointment of the next CPO.

**CDR Sellers** will identify a contact in the DC area to coordinate therapist category activities at the 1998 COA meeting.

**CDR Sellers** will contact CDR Pickering about therapist mentoring activities.