

## Therapist Professional Advisory Committee Meeting Minutes

Date: June 9, 1998

Time: 1730 to 1945 EDT

Location: Radisson Plaza Hotel  
Alexandria, VA

### Attendees:

CDR Becky Sellers (Chair)  
LCDR Karen Siegel (Secretary)  
CAPT Charlotte Richards (CPO)  
CAPT Charles McGarvey (member)  
CAPT Willis A. Trawick (member)  
CDR Dominick Aretino (member)  
CDR David Brueggemann (member)  
CDR John Hurley (member)  
LCDR Ivana Williams (member)  
LT Wendy Robinson (member)  
CDR Georgia Johnson (field rep/member)  
CDR Rebecca Parks (field rep)  
LCDR Bart Drinkard (field rep)  
LCDR Penny Royal (field rep)  
CAPT Keith Varvel (guest)  
CAPT Andrew Smith (guest)  
CDR Mark Dardis (guest)  
CDR Susanne Pickering (guest)  
CDR Kevin Young (guest)  
LCDR Lois Goode (guest)  
LCDR Michaele Smith (guest)  
LT Jacquelyn Gilbert (guest)  
LT Grant Mead (guest)

### Absent TPAC members:

CAPT David Nestor  
CDR Michael Flyzik  
LCDR Jeffrey Fultz  
LT Richard Shumway  
Ms. Beth Solomon

### I. Call to Order

The meeting was called to order by the Chair at 1730. CDR Sellers thanked CAPT Varvel for coordinating the ergonomics program for therapists at the COA meeting, and others in attendance also expressed their appreciation. CDR Sellers reported that last year the pediatric CEU programming was held the day before the official start of the conference. Due to the success of this programming and high category participation at the COA conference in Tucson, the COA expanded specialty category programming in the general

sessions this year. CAPT Varvel reported that the ergonomics program needed to be adapted to better fit into the new format this year. CDR Sellers expressed her hope that this type of programming continues and encouraged officers to come forward soon with suggestions for next year.

## II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**.

## III. Review and Adoption of Previous TPAC Minutes

Minutes from the February 27, 1998 meeting were accepted as published.

## IV. Open Forum

### A. Introduction of Guests

CAPT Richards was welcomed as the new Chief Professional Officer of the category.

### B. Action Item Review

Jackson Foundation, Mentoring, AMSUS programming, newsletter, and awards-- discussion deferred to later in the meeting

Recognition of Retired Officers -- Currently there is no funding mechanism to support these activities, but CDR Sellers expressed her hope that funding from the Jackson foundation could support these activities.

Recruitment -- No therapists from any other agencies have contacted CDR Hurley to coordinate recruitment activities, but CDR Hurley reiterated his offer to help other agencies in addition to his recruiting for IHS.

OSG request -- LCDR Siegel has sent a recent TPAC roster and updated TPAC Charter to the Office of the Surgeon General.

Web Page -- LCDR Siegel has agreed to manage the page, but has not yet met with CAPT McGarvey to receive detailed information about its current status.

TPAC Certificates of Appreciation -- CDR Sellers provided a list of recent recipients which is included in **Attachment B**, including the individuals who have assisted in the video teleconference process for TPAC meetings.

Recognize the COA luncheon speaker -- A pewter plate was presented to John Echnact.

Therapist Category Booth at COA -- The booth was reserved and included a trifold background with pictures of therapists at work prepared by LCDR Drinkard, and a photo album of current and retired therapists along with the history of the category, coordinated by CDR Aretino.

### C. Request for Reports from the Field

Reports received prior to distribution of the minutes are included in the attachments.

## V. Old Business

#### A. Mentoring

CDR Pickering reviewed the status of the mentoring program draft. (The main text of the draft, without introductory materials and appendices (to reduce the number of pages) is included in **Attachment C**.) The steering committee consists of CAPT Mansell representing BOP and HRSA, CDR Mike Flyzik for IHS, LCDR Michael Smith for NIH, and CDR Pickering for all other agencies. Elements of the program include selecting mentors from officers O-4 and above and mentees from officers O-3 and below, including students in the Army Baylor program. Attempts will be made to match mentors and mentees based on geographic area, prior agency experience, and discipline. CAPT Richards also noted that OSG would like all category mentoring programs to include a sponsorship component so newly assigned officers can be oriented to both the agency and the geographic area to which they have been assigned. A motion was made to adopt the guidelines described in **Attachment C** as a working document and begin a pilot mentoring program. This was unanimously approved by the TPAC.

#### B. AMSUS Meeting

The PHS is the sponsoring service for the AMSUS meeting this fall, and CAPT Robert Falter is the coordinating the program for the meeting. CAPT Varvel reported that he has redeveloped the ergonomics program presented at COA, for presentation at the AMSUS meeting (**Attachment D**). Changes include condensing the time of the program, and including speakers from the Navy, Army, and Air Force, in addition to the PHS.

#### C. Newsletter

CDR Brueggemann reported that he has reviewed newsletters from several other categories. Regular features include CPO and PAC Chair updates and other news of interest to officers. He recommend that the category consider distributing a newsletter 3 times per year. The reports that field representatives submit to the TPAC minutes are no longer needed by the Chair for reports to the Surgeon General, so the content of these reports could be modified and included in a newsletter instead. Methods to distribute the newsletter were discussed, including regular mail, e-mail, and web page. CDR Brueggemann will continue to discuss plans for the newsletter with CDR Hurley and LCDR Fultz. The TPAC approved CDR David Brueggemann to serve as editor of the Therapist Category newsletter and field representatives will contribute reports from the field. Newsletter items may be submitted to him electronically at [dbruegge@akanmc.ihs.gov](mailto:dbruegge@akanmc.ihs.gov).

#### D. Awards Work Group

LCDR Williams is representing the category on an awards publicity work group chaired by ADM Blackwell. The goal of the work group is to publicize achievements of PHS officers recognized through category awards. Options for recognition include electronic publication, newsletters of COA and professional societies, as well as one plaque per category to be displayed in the Parklawn Building. PACs would be responsible for providing information on each award recipient and their achievements. The work group's proposals will be presented to the Surgeon General and the CPOs and PAC Chairs for review in the future.

### VI. New Business

#### A. TPAC Membership Changes

Departing TPAC members include CAPTs McGarvey and Nestor, CDR Sellers, and LCDR Siegel. All members have served 6 years on the TPAC and are not eligible for reappointment. CDR Sellers may remain on the TPAC for one additional year as a non-voting ex-officio member. New TPAC members effective July 1 include CDR Brueggemann (reappointment to a 2<sup>nd</sup> 3-year term), CAPT Parks, CDR LaBranche, LCDR Goode, and LT Meade. As per the TPAC Charter, two additional members have been named from the list of alternates in the last TPAC election. CAPT Richards has been appointed CPO, and CDR Georgia Johnson is appointed to serve the remainder of her term due to expire in June 2000. LT Robinson is inactivating effective July 10, and CDR Dardis has been appointed to serve the remainder of the term also due to expire in June 2000. Welcome new members!

#### B. Election of TPAC Chair, Secretary

CDR Hurley accepted the nomination to a 2-year term for TPAC Chair and LCDR Fultz accepted the nomination to a 1-year term for TPAC Secretary. No other nominations were offered for either office. It was moved and approved to accept the ballot by acclamation. Congratulations John and Jeff!

#### C. Committee/field representative revisions

Several field representatives have been elected to the TPAC, creating openings for new field representatives at several agencies. Outgoing field representatives were requested to find replacements at their agencies. LCDR Alicia Hoard was approved by the TPAC to serve as the field representative for Carville. Other new representatives need to be approved at the next TPAC meeting.

**ACTION ITEM:** CDR Sellers will send a letter to LCDR Hoard appointing her as a field representative.

Before her appointment as CPO, CAPT Richards had been serving as chair of the awards sub-committee. CDR Johnson will now serve as the awards committee chair.

### VII. Reports

#### Chairperson

CDR Sellers reported that CAPT Trawick will represent the category at the ceremony for the new Surgeon General June 15, and encouraged others in the area to attend the ceremony. She offered her congratulation to all incoming members and thanked the departing members for their contributions to the TPAC. She also thanked officers who supported COA programming including CAPTs Varvel (ergonomics) and McGarvey (luncheon and scientific committee), CDR Aretino (category booth), LCDRs Drinkard (category booth, social activity) and Smith (abstract reviewer), and LT Robinson (luncheon and brochure). Finally, she read her final report (**Attachment E**) highlighting TPAC accomplishments and thanking individuals for their support.

#### Chief Professional Officer

CAPT Richards shared that she feels very honored to have been selected as the next CPO of the Therapist Category. She also reported that she has been notified that the results of the temporary promotion process will be made available on Corps Line on June 12.

#### CPO/PAC Chair Meeting Summary

CPO/PAC Chair meetings have specific agendas and are being held at either the DHHS

building downtown or at the Parklawn Building. CAPT Richards and CDR Sellers have participated via telephone and CAPT Trawick attends in person.

#### Recruitment and Retention Committee

CDR Aretino reported that it was an honor for him to coordinate all the pictures submitted to him for inclusion in the album documenting the history of the category. The introductory materials for the album are included in **Attachment F**. He also thanked all the people who contributed pictures or other information on the history of the category. He would like to continue to collect both new and old pictures from therapists as they become available. He suggested that the album could be used as a recruitment tool, and that copies of some materials could be made available to officers at retirement.

CDR Hurley reported that recruitment for the IHS has been successful with no current vacancies. Recruitment activities in Orlando for the APTA meeting went well, but he commented that although registration for the meeting was the highest ever, conference participation was not high. He again encouraged therapists at other agencies to contact him about therapist vacancies. A new IHS recruiter will likely be appointed once CDR Hurley assumed duties as TPAC Chair.

#### COA Therapist Representative

No report was provided.

Addendum: CDR Becky Parks was elected to the COA board of directors in the June election and will now serve as the COA representative to the TPAC.

#### Awards Committee

Category awards were presented at the therapist luncheon during the COA meeting. The 1998 recipient of the William Fromherz Award presented by Kathy Fromherz was CAPT Michael Huylebroeck. The recipient of the Josef Hoog Award was LCDR Karen Lohmann Siegel. Therapists are encouraged to begin preparing nominations for next year.

#### Education Committee

CAPT Varvel reported for LCDR Fultz that the McKenzie Part B course for the cervical and thoracic spine was completed in Flagstaff last week with 15 PHS P.T.s in attendance. For those who have completed parts A & B, Part C will be held next year in Flagstaff from May 10-28, 1999. A recent continuing education summary is included in **Attachment G**.

Home Page Task Force      <http://www.cc.nih.gov/rm/pt/tpac.htm>  
Nothing new to report.

#### Medical Readiness

CAPT Trawick reported that the CCRF is moving to the Office of Emergency Preparedness under the direction of ADM Young. Additional details about the move will be reported as they become available.

#### Inter-service Advisory Committee

CAPT McGarvey reported that the most recent inter-service meeting was held May 5. The current representatives on the committee are included in **Attachment H**. Items for

discussion included the AMSUS meeting, the impact of Tricare on direct referral and scheduling, and a demonstration project on the commissioning of chiropractors. CAPT McGarvey also reported that PT Magazine will feature an article on research activities of the PT Section at NIH in September.

Henry M. Jackson Foundation

CDR Sellers expressed her hope that CAPT Nestor will continue to coordinate TPAC activities for the Jackson Foundation and her optimism that these activities will make funds available of continuing education and other TPAC activities.

Field Representatives

See reports in **Attachments I-O**.

VII. Adjourn

The meeting adjourned at 1945 EDT. The next meeting will be held August 28, 1998 at the usual teleconference sites.

Respectfully submitted:

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LCDR Karen Lohmann Siegel  
Secretary, TPAC

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Date

Concur:

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CDR Becky Sellers  
Chair, TPAC

\_\_\_\_\_  
Date

Concur:

\_\_\_\_\_  
CAPT Charlotte Richards  
Chief Professional Officer,  
Therapist Category

\_\_\_\_\_  
Date