

Therapist Professional Advisory Committee Meeting Minutes

Date: May 15, 1996

Time: 1150 to 1315 hours CDT

Location: COA Meeting, Therapist Specialty Luncheon, Tulsa, Oklahoma

Attendees:

CDR Charles McGarvey (Chair)
CDR Becky Sellers (member, acting secretary)
CAPT Charlotte Richards (member)
CAPT Willis A. Trawick (member)
CDR Marie Schroeder (field representative)
CDR Rebecca Parks (field representative)
CDR Suzanne Pickering (guest)

Absentee TPAC members:

Sandra Adams
CAPT Judith Bell
CDR David Bruggemann
CDR Elaine Corrigan
CDR David Nestor
CDR Sherry Phillips
LCDR Karen Lohmann Siegel
LT James Standish

I. Call to Order

The meeting was called to order by the Chair at 1150.

II. Adoption of Agenda

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

III. Adoption of Previous TPAC Minutes

The previous TPAC minutes from the meeting of the February 23, 1996 meeting were accepted as published.

IV. Open Forum

A. Welcome TPAC members

The chair welcomed all TPAC members, field representatives and other guests to the meeting.

B. Action Item Review from February 23, 1996 meeting minutes.

The memo requesting that DCP consider special pay for therapists in accordance with the DOD plan was sent to RADM Dahlman. RADM Dahlman's response is included in **Attachment B**.

CDR McGarvey contacted CAPT Gloria Ames to request that the TPAC receive notification that a therapist officer is retiring as soon as possible after the officer submits retirement papers. A response from CAPT Ames is pending.

A mechanism by which the personnel file of a retiring officer can be reviewed to make award recommendations has not yet been identified by CAPT Huylebroeck.

Plans are underway to make additional copies of the videotape produced by LT Standish on military customs and courtesies. BOP will make copies and IHS may make 100 copies.

CAPT Thornton has submitted a memo to CDR McGarvey concerning the definition and implementation of the mobility promotion precept with the recommendation that the TPAC develop a position statement on the issue. (**Attachment C**)

ACTION ITEM:

TPAC members should review Attachment C and be prepared to discuss the TPAC response to CAPT Thornton's memo at the next TPAC meeting.

LCDR Siegel provided CDR Stephens with the text of the February 23, 1996 TPAC minutes (not including attachments) for posting on the electronic bulletin board.

No additional information had been received from CAPT Birke concerning the expanded award system at the time of the meeting.

CDR McGarvey found no additional information in the TPAC archive material to include in the history of the category being developed by CDR Phillips, however, CAPT Bell did provide some additional material to CDR Phillips.

C. Request for reports from the field

CDR McGarvey reviewed the reports received from IHS, BOP and Coast Guard. Other reports were still pending.

V. New Business

A. Review and presentation of nominations for TPAC officers and members.

Slate of nominees and TPAC membership and nominee characteristics stipulated in the TPAC charter are included in **Attachment D**. The purpose of the election was to select the positions of chair and secretary, to appoint 5 new TPAC members, and select 5 alternate nominees.

B. Election of new officers and appointment of new members.

CDR Parks volunteered to tally votes for elected and appointed positions from present TPAC members and proxy votes which totaled 11 voting members.

Election results are as follows:

Chair: CDR Sellers

Secretary: LCDR Siegel

Nominees for appointment to TPAC:

CDR Dominick Aretino

CDR Michael Flyzik

LTjg Richard Shumway

Ms. Beth Solomon

LCDR Ivana Williams

Alternate Nominees if any of above nominees are not appointed:

CAPT Andrew Smith

CDR Leopold LaBranche

Ms. Carolyn Malik

CDR Suzanne Pickering

LT Wendy Robinson

ACTION ITEM:

CDR McGarvey will submit the selected nominees for agency and surgeon general approval and notify all nominated therapist of results.

C. Other New Business

CAPT Trawick presented a sample proxy letter (**Attachment E**) for possible future use by TPAC members unable to attend the meetings. The proxy was approved by those present.

ACTION ITEM:

CDR McGarvey will forward the proxy to LCDR Siegel who will place the proxy on PAC letterhead and include it in the minutes (Attachment E).

A discussion was held about TPAC concerns regarding participation at COA and recognition of the therapist category. It was noted that all therapist presentations were scattered throughout multiple sessions dominated by other categories. In addition, TPAC was unable to obtain additional meeting space and time for the quarterly meeting.

ACTION ITEMS:

CDR McGarvey will draft a letter to COA and CDR Schroeder agreed to follow-up with the COA on the following items:

- 1) identify that therapists need their own specialty session at the COA meeting
- 2) request that all abstracts submitted by therapists be reviewed by therapists
- 3) request that COA identify a room in advance where TPAC can hold a quarterly meeting separately from the time set aside for the luncheon
- 4) identify the TPAC Chair as the contact person on the above issues.

VI. Reports

Chair

CDR McGarvey reviewed the annual report (**Attachment F**).

Medical Readiness

CAPT Trawick reported that the recruitment committee was planning to meet in one week. Approximately 25% of the therapist category has volunteered to serve in the Medical Readiness Corps. A list of those volunteers is included in **Attachment G**. Training will occur the first week of August.

Home Page Task Force

The therapist web site is: <http://www.cc.nih.gov/rm/pt>
Highlights of the web site are included in **Attachment H**.

Other on-line information for therapists includes the TPAC minutes on the DCP electronic bulletin board.

ACTION ITEM:

CDR McGarvey will contact LCDR Siegel about adding the educational opportunity listing to the DCP bulletin board.

Education Task Force

ACTION ITEM:

The task force will circulate copy of educational opportunities to agency representative in advance of TPAC minutes.

See remaining **attachments** (I-S) for additional reports.

VII. Adjourn

The meeting adjourned at 1315 hours. The next meeting is tentatively scheduled for 9:00 EDT August 23, 1996 via videoteleconference from IHS headquarters to the traditional field locations.

CDR McGarvey thanked all therapists who supported the TPAC. CAPT Trawick and CDR Sellers thanked CDR McGarvey for all his hard work as TPAC Chair.

Respectfully submitted:

CDR Becky Sellers

Date

LCDR Karen Lohmann Siegel
Secretary, TPAC

Date

Concur:

CDR Charles McGarvey
Chair, TPAC

Date

Concur:

CAPT Michael Huylebroeck
Chief Professional Officer,
Therapist Category

Date

ACTION ITEM SUMMARY:

TPAC members should review Attachment C and be prepared to discuss the TPAC response to CAPT Thornton's memo at the next TPAC meeting.

CDR McGarvey will submit the selected nominees for agency and surgeon general approval and notify all nominated therapist of results.

CDR McGarvey will forward the proxy to LCDR Siegel who will place the proxy on PAC letterhead and include it in the minutes (Attachment E).

CDR McGarvey will draft a letter to COA and CDR Schroeder agreed to follow-up with COA on the following items:

- 1) identify that therapists need their own specialty session
- 2) request that all abstracts submitted by therapists be reviewed by therapists
- 3) request that COA identify a room in advance where TPAC can hold a quarterly meeting separately from the time set aside for the luncheon
- 4) identify the TPAC Chair as the contact person on above issues.

CDR McGarvey will contact LCDR Siegel about adding the educational opportunity listing to the DCP bulletin board.

The task force will circulate copy of educational opportunities to agency representative in advance of TPAC minutes.

Standing items:

LCDR Siegel will provide CDR Stephens with the text of the minutes (not including attachments) for posting on the DCP electronic bulletin board.

All therapists are requested to notify CDR Sellers via FAX at (505) 782-5723 as soon as possible if their address changes so that the roster is accurate.

All therapists in the field that are planning to retire should notify the TPAC Chair of their intent as soon as their retirement papers are submitted.

The TPAC regrets to inform the category of the death of CAPT William "Bill" Fromherz. The following appeared in the Washington Post on Sunday June 9, 1996:

Fromherz, William A.

On June 8, 1996 of Crownsville, MD; beloved husband of Katherine J. Fromherz; devoted father of Christopher and Erica Fromherz; devoted son of Charles A. And Alice M. Fromherz; loving brother of Donald Fromherz of Oregon, Charles Fromherz of California. A private family memorial service will be held on Saturday, June 15, 1996.

Contributions/Donations in memory of CAPT Fromherz may be made to:

Neighbors Who Care Fund
Adventist Home Health Services
Silver Spring Office
10900 Lockwood Drive
Silver Spring, MD 20901
Attn: Ms. Betty Jasper

William Fromherz Award

Bill's wife Kathy has endorsed the concept of a Therapist category award in his honor. CAPT Jim Birke has drafted a proposal which details the criteria and nomination process for such an award. The proposal will be presented at the August TPAC meeting for approval as a new award. If approved, the first award (plaque) will be presented to a deserving officer at the COA meeting in Tucson, AZ in June 7-11, 1997.