

Therapist Professional Advisory Committee Meeting Minutes

Date: November 21, 1997

Time: 0815 to 1125 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 Dominick Aretino

CDR Michael Flyzik (member)

LT Wendy Robinson (member)

CAPT Jim Jones (field representative)

In Phoenix (via video conference with Albuquerque):

CAPT Michael Huylebroeck (CPO)

CDR Leo LaBranche (field rep)

CDR Mark Dardis (guest)

LT Deborah Simoncek (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)

LCDR Doris Ravenel-Brown (DCP rep)

CDR Georgia Johnson (field rep)

CDR Susanne Pickering (mentoring rep)

via conference call:

CDR David Brueggemann attempted to participate via telephone, but was unable to reach Rockville because the speaker phone was already in use to transmit audio between Rockville and Albuquerque.

Absentee TPAC members:

CDR David Brueggemann (see note above)

CDR John Hurley

CDR David Nestor

LCDR Jeffrey Fultz

LT Richard Shumway

Ms. Beth Solomon

I. Call to Order

The meeting was called to order by the Chair in Albuquerque at 0815. Albuquerque, Phoenix, and Rockville participated via video conference.

II. Review and Adoption of Agenda

The agenda for the meeting is shown in **Attachment A**. Additional items of new business included field representatives, appointment of a new CPO, the PHS Bicentennial, and the ergonomics program at COA.

III. Review and Adoption of Previous TPAC Minutes

Minutes from the September 26, 1997 meeting were accepted with one correction. One of the action items should have noted the appointment of LCDR Fultz as chair of the Education **Committee** not *Task Force*.

IV. Open Forum

A. Introduction of Guests

LCDR Doris Ravenel-Brown attended representing DCP.

B. Action Item Review

- No one from any other agency has contacted CDR Hurley to coordinate recruitment activities among the different agencies.
- Some nomination forms for the TPAC have been received. The **deadline** for submitting the form in order to be placed on the ballot for the next TPAC selection process is **February 1**.
- See discussion of certificates of appreciation later in the minutes.
- The TPAC charter has not been revised to reflect terms of office for the chair and secretary.
- The new representative of the therapist category is Gloria Stables.
- A decision was made not to send a letter to Dr. Moritsugu regarding the Army-Baylor program.
- CAPT Trawick distributed the TPAC position statement regarding the agency promotion precept (Attachment B in September minutes) at the October CPO/PAC Chair meeting. He asked individuals to provide feedback to CDR Sellers, but no responses have been received. Representatives of several categories reported to CAPT Trawick that they have had similar concerns, but they have not formally expressed them.

ACTION ITEM:

- CDR Sellers will try to contact the other CPOs and PAC Chairs to solicit their feedback on the position statement concerning the agency recommendation promotion precept. LCDR Siegel will serve as an e-mail contact if needed.
- CDR Sellers has appointed LCDR Fultz as chair of the Education Committee.
- CDR Sellers wants to clarify the charge to the Bicentennial task force before developing a statement for LT Shumway.
- CDR Sellers and CDR Nestor are developing the charge statement for the Jackson Foundation Task Force.
- CAPT Huylebroeck contacted CAPT Winston Dean in the Office of the Surgeon General regarding appointment of the next CPO. The TPAC was asked to review the appointment criteria (**Attachment B**) and provide its recommendations to CAPT Dean by January 8. TPAC approved the criteria with one change. The sixth criteria should read as follows:
 - “Willingness and ability to attend the Surgeon General’s CPO/PAC Chair meetings. Quarterly attendance is mandatory either in person or by teleconference, but regular monthly attendance is desired in the same manner.”

ACTION ITEM:

CDR Sellers will provide the updated CPO appointment criteria to CAPT Dean and request that the criteria be provided to the nominees.

-The Washington DC area contact for the next COA meeting is LCDR Drinkard. CDR Parks, LCDR Siegel, and LT Gilbert have offered to assist LCDR Drinkard in coordinating therapist activities at the COA meeting.

C. Request for Reports from the Field

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

V. Old Business

A. Certificates of Appreciation

LCDR Fultz faxed copies of 3 sample certificates to Albuquerque for review and comment. Therapists at other sites agreed to let those present in Albuquerque review the certificates and provide comments to LCDR Fultz. CAPT McGarvey encouraged the TPAC to distribute these certificates quickly so that recognized officers could include the certificates in their OPF prior to the promotion submission deadline of Dec 31.

ACTION ITEMS:

CDR Sellers and CDR Flyzik agreed to assist LCDR Fultz to implement the certificates of appreciation as quickly as possible. Other TPAC members are encouraged to submit suggestions to CDR Sellers of officers who should be recognized for assisting the TPAC.

B. Henry M. Jackson Foundation

CDR Sellers presented the report from CDR Nestor (**Attachment C**). CDR Sellers also reported that CDR Nestor noted that the category's relationship with CAPT Nelson (ret) at Thomas Jefferson University should be completed before an account with the foundation is established.

ACTION ITEM:

As per **Attachment C**, all therapists are requested to provide CDR Nestor with contacts for potential donors to a possible therapist account with the Jackson Foundation. Any therapists with questions about the foundation are encouraged to contact CDR Nestor.

VI. New Business

A. Reorganization of Recruitment/Retention Committee

Current committee projects include recruitment activities coordinated by CDR Hurley and a list of commissioned officer and civil service therapists coordinated by CDR LaBranche. CAPT McGarvey noted that some of the other task forces such as the home page, the facility survey, and mentoring could also be included under recruitment or retention functions. Potential advantages of re-organizing these activities within the committee include a single committee chair that could assist the PAC Chair with assignment of tasks and reporting of activities, and more flexibility in creating subcommittees that do not require the chair be a current TPAC member (like the current task forces).

ACTION ITEM:

CDR Aretino will develop a reorganization plan for the Recruitment/Retention Committee and present his ideas at the February TPAC meeting for a vote.

B. Nominations for TPAC

LCDR Siegel reported that the terms of five members will expire in 1998. CAPT McGarvey, CDR Sellers, and LCDR Siegel have all served on the TPAC for six years and are not eligible for reappointment. CDR Brueggemann has served only three years and is eligible for reappointment. CDR Nestor has served two non-consecutive terms. CDR Nestor's departure from the TPAC and CDR Flyzik's transfer to IHS potentially leaves BOP unrepresented on the TPAC.

ACTION ITEMS:

LCDR Siegel will contact CDR Brueggemann regarding reappointment to the TPAC. Any therapist interested in serving on the TPAC is advised to complete the attached self-nomination form and forward it to CDR Sellers by **February 1**.

VII. Reports

Chairperson

CDR Sellers provided a report (**Attachment D**) and noted that a picture of the presentation of the Fromherz award at the last COA meeting was published in the December issue of PT: Magazine of Physical Therapy.

Chief Professional Officer

CAPT Huylebroeck reported that one of his current priorities is to facilitate the appointment of the next CPO. He also provided updates about the Surgeon General. The current nominee is held up in committee by 5 members over his comments about late term abortions that were consistent with the President' position on the issue. The nomination will not be considered again until February. The acting Surgeon General is dividing his time between Washington DC and Atlanta, and the chief of staff is also an acting position for now.

CPO/PAC Chair Meeting Summary

Issues from the October meeting included PHS sponsorship of the AMSUS meeting in San Antonio during 1998, Bicentennial activities, the Jackson Foundation, the applicability of Title VII to EEO complaints within the corps, and the April report to Congress on the corps to be included with the DHHS appropriation request.

DCP Rep/Therapist Staffing Officer

LCDR Ravenel-Brown distributed her report (**Attachment E**). The deadline to request file reviews by promotion eligible officers and to submit corrections to the PIR was November 21. Documents for the OPF must be postmarked by December 31. Boards will probably begin meeting in February.

Recruitment and Retention Committee

CDR Hurley has 7 positions listed in his database and 22 therapists interested in positions. No therapists from other agencies have contacted him to coordinate recruiting activities, but more help is needed if the database is to support category wide activities.

ACTION ITEMS:

Field representatives should assist each agency to identify a recruitment contact to provide information for the therapist recruitment database to CDR Hurley.

COA Therapist Representative

LCDR Siegel reported that the new COA board member representing the therapist

category is CDR Gloria Stables. She may be reached at 301-496-8520 voice, 301-480-6637 fax, or via e-mail at stablesg@dcpcepn.nci.nih.gov. LCDR Siegel contacted her via e-mail and invited her to attend a TPAC meeting or submit a report for the minutes, but she did not return the message.

Awards Committee

CAPT Richards reported that the **deadline** for submitting nomination for the Fromherz and Hoog awards is **February 28**. Copies of the award criteria were distributed to therapy directors and are included in **Attachment F**. Currently, there are no plaques available to be presented with the award, but the TPAC may be able to obtain some through Thomas Jefferson University.

Education Committee

The latest course listing from LCDR Fultz is included in **Attachment G**. Seats are filling up fast for courses, so contact him directly for an update. A web page to post continuing education courses is under consideration.

Home Page Task Force <http://www.cc.nih.gov/rm/pt/tpac.htm>

CAPT McGarvey reported that no changes have been made to the home page. Once reviewed, the updated facility survey will be included.

Medical Readiness

Due to the probable appointment of a combined Surgeon General and Assistant Secretary of Health, CAPT Trawick reported that the CCRF will move out of the OSG to the Office of Emergency Preparedness. Questions about the program may continue to be directed to CAPT Trawick.

Therapist Category Archives

CDR Aretino reported that he would like to develop a poster display for COA and a brochure on the history of the therapist category with descriptions by discipline and agency. The document from Roger Nelson contains some information, but more input is needed from the category, including pictures. CAPT Richards, CDR Brueggemann, LCDR Drinkard, and LT Shumway are assisting CDR Aretino, but contacts need to be identified from each agency to provide additional information.

ACTION ITEM:

Each field representative should help to identify someone in each agency to serve as a contact to assist development of the category archives project. Pictures of past and present officers, preferably in uniform, while performing work activities are urgently needed and should be submitted to CDR Aretino by January.

Inter-service Advisory Committee

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

COA Meeting Task Force

CDR Sellers reported that the COA is trying to incorporate more category specific

programming this year, in part because of the success of the therapist activities last year. There will not be a pre-conference continuing education course, but CDR Varvel will be coordinating a multi-part ergonomics presentation (**Attachment H**) which may qualify for continuing education credit. CAPT McGarvey reported that the ergonomics session will be on Monday and Tuesday, the TPAC meeting will be held on Tuesday, and the paper presentations will occur on Tuesday and Wednesday. February 1 is the target deadline for abstract submissions, but it will probably be extended. Abstracts may describe scientific studies as well as clinical programs, case studies, and other topics.

Mentoring Program

CDR Pickering reported that she has a copy of a mentoring training guide, and that LCDRs Fultz and Smith have additional copies. CAPTs Mansell and McGarvey also have offered to participate in mentoring activities.

ACTION ITEM:

CDR Pickering will develop an outline to formalize mentoring activities within the therapist category and present it at the next TPAC meeting.

Recognition of Retired Officers

CAPT Jones reported that privacy issues were a potential problem in identifying officers planning to retire unless they voluntarily reveal the information (**Attachment I**). CAPT Jones offered to coordinate retirement awards with the awards committee with the approval of the retiring officer.

ACTION ITEM:

As per **Attachment I**, all officers who are retiring are requested to inform CAPT Jones, so with the permission of the officer, the TPAC can recognize their career of service.

Henry M. Jackson Foundation

See discussion under old business, item V. B

Bicentennial

A variety of possible projects to commemorate the PHS Bicentennial were discussed, and some areas were closely related to COA task force, the therapist archives, and quad service functions. Possible activities include displays for professional meetings, publications in professional magazines, a multi-service newsletter, and invitations to retired officers to attend and speak at the COA luncheon. Some activities may be limited due to funding concerns, and the task force has received some information from LCDR Ravenel-Brown.

Field Representatives

LCDR Ivana Williams was appointed as a new multi-agency field representative to report on officers assigned to agencies with only a few therapists. This will include parts of HRSA, SAMHSA (not St. Elizabeth's), FDA, FOH, and CDC for now. CDR Sellers thanked the field representatives for their reports which are included in **Attachments J through N**.

VII. Adjourn

The meeting adjourned at 1145 MDT. The next meetings will be held February 27, 1998 at 10:00 am MST in Albuquerque, and June 9, 1998 at the COA meeting.

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:

Any therapist interested in serving on the TPAC is advised to complete the attached self-nomination form and forward it to CDR Sellers by **February 1**.

As per **Attachment C**, **all therapists** are requested to provide CDR Nestor with contacts for potential donors to a possible therapist account with the Jackson Foundation. Any therapists with questions about the foundation are encouraged to contact CDR Nestor.

As per **Attachment I**, **all officers who are retiring** are requested to inform CAPT Jones, so with the permission of the officer, the TPAC can recognize their career of service.

Field Representatives:

Field representatives should assist each agency to identify a recruitment contact to provide information for the therapist recruitment database to CDR Hurley.

Each **field representative** should help to identify someone in each agency to serve as a contact to assist development of the category archives project. Pictures of past and present officers, preferably in uniform, while performing work activities are urgently needed and should be submitted to CDR Aretino by January.

TPAC members and other volunteers:

CDR Sellers and **CDR Flyzik** agreed to assist **LCDR Fultz** to implement the certificates of appreciation as quickly as possible. **Other TPAC members** are encouraged to submit suggestions to CDR Sellers of officers who should be recognized for assisting the TPAC.

CDR Aretino will develop a reorganization plan for the Recruitment/Retention Committee and present his ideas at the February TPAC meeting for a vote.

CDR Pickering will develop an outline to formalize mentoring activities within the therapist category and present it at the next TPAC meeting.

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 CDR Brueggemann regarding reappointment to the TPAC.

TPAC Chair:

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 try to contact the other CPOs and PAC Chairs to solicit their feedback on the position statement concerning the agency recommendation promotion precept.

LCDR Siegel will serve as an e-mail contact if needed.

CDR Sellers will provide the updated CPO appointment criteria to CAPT Dean and request that the criteria be provided to the nominees.