

Therapist Professional Advisory Committee Meeting Minutes

Date: December 1, 1995

Time: 0900 to 1140 hours EST

Location: IHS Office of the Director
Parklawn Bldg, Rm 605
5600 Fishers Lane
Rockville, MD 20857

Attendees:

In Rockville, MD:	In Albuquerque, NM:	In Phoenix, AZ:
CDR Charles McGarvey (chair) LCDR Karen Lohmann Siegel (secretary) CAPT Willis A. Trawick CDR Elaine Corrigan LCDR Georgia Johnson (FR) LT Bart Drinkard (FR)	CAPT Charlotte Richards CAPT Jim Jones (FR) CDR John Hurley (FR) CDR Dominick Aretino (guest) Henry McMillan (guest)	CDR David Nestor
On Speaker Phone: CDR Michael Flyzik (FR) (from Fort Worth, TX)	FR = Field Representative	On Speaker Phone: CAPT Michael Huylebroeck (CPO) (from Whiteriver, AZ)

Absentee TPAC members:

Sandra Adams
 CAPT Judith Bell-Krotoski
 CDR Becky Sellers
 CDR Sherry Phillips
 CDR David Brueggemann
 Lt James Standish

I. Call to Order

The meeting was called to order by the chair at 0900. Albuquerque and Phoenix sites participated via videoteleconference. Fort Worth participated via speaker phone in Rockville, and Whiteriver participated via speaker phone in Phoenix.

II. Adoption of Agenda

The agenda for the meeting was amended to include two additional items and the CPO report was moved to earlier in the meeting. The amended agenda is shown in **Attachment A**.

III. Adoption of Previous TPAC Minutes

The previous TPAC minutes from the meeting of August 25, 1995, were accepted as published.

IV. Open Forum

A. Welcome New TPAC Members

CDR David Nestor and CDR David Brueggemann have been approved by their agencies to serve on the TPAC. The updated TPAC roster is included in the minutes (**Attachment B**).

ACTION ITEM:

All TPAC members and field representatives should review the attached roster for accuracy. Please FAX corrections to LCDR Siegel at 301-402-0663.

B. Action Item Review from August 25, 1995 meeting minutes.

Videoteleconference capabilities at other sites in the Washington, DC area are still being explored by CDR Schroeder and LCDR Siegel.

CAPT Jim Birke provided an update on research award activity which was included in the last TPAC minutes. CAPT Birke recommended expanding the scope of the award to include clinical and administrative functions as well as research. The TPAC agreed that this is a good idea and should be implemented.

ACTION ITEM:

CDR McGarvey will contact CAPT Birke and ask him to develop new award criteria with the assistance of other interested therapists.

LCDR Siegel has been unable to contact some potential members of the new recruitment/retention/membership committee due to recent transfers. A report should be available at the next TPAC meeting.

LCDR Fultz has agreed to serve as chair of an education committee. The TPAC charter mandates that all committee chairs be current members of the TPAC. For this reason, both the education and award committees will be called task forces so the current coordinators can continue to serve in that capacity. The TPAC may consider changing this item in the charter at the next revision.

ACTION ITEM:

CDR McGarvey will define task statements so that the award and education committees may become task forces and retain their current chairs.

CDR Nestor agreed to serve as chair of a task force to develop a policy and procedure manual for the TPAC. An update of the task force activities is included below under item VII.

Five therapist have returned self-nomination forms to CDR McGarvey expressing their interest in supporting TPAC activities. CDR McGarvey thanked those therapists for volunteering. The self-nomination form is included again with the minutes (**Attachment C**).

LCDR Siegel has provided copies of the therapist brochure to the DCP Recruitment Branch and the Army/Baylor P.T. program for distribution with application requests.

No therapists have suggested strategies on how to produce additional brochures. CDR McGarvey has asked Sandra Adams to investigate a mechanism to reproduce the brochures at NIH.

No therapists submitted agenda items for the inter-service meeting.

CDR Sellers was not able to attend the meeting to report on the status of updates to the TPAC roster.

CDR McGarvey provided Parklawn Building security with a list of individuals attending the TPAC meeting.

C. Request for Reports from the Field

CDR McGarvey reported that 6 field reports had been received via FAX as of the meeting date.

CAPT Mike Huylebroeck reported that he will be traveling to Fort Sam Houston to greet the new COSTEP matriculating to the Baylor P.T. program and meet with program staff. He also will visit BOP sites in Texas.

CAPT Trawick reported that 14 therapists have been accepted to the medical readiness force. He encouraged all therapists to apply as soon as possible. A copy of the application is **attached (D)**. CAPT Trawick also has meet with representatives of the Army to review their medical readiness exercises.

V. CPO Report

The CPO report (**Attachment E**) and the minutes of the November 30, 1995 CPO/PAC Chair meeting (**Attachment F**) were submitted by the CPO. In addition, CAPT Huylebroeck verbally reported on the CPO/PAC Chair meeting with Dr. Manley on November 30. The bulk of the meeting was spent discussing the results of the GAO report. The Surgeon General has received a copy of the report and has until late December to develop a response to the report. The contents of the report are not meant for general distribution at this time, but some of the critical elements of the report were shared with the TPAC.

Congressmen John Kasich and Lamar Smith asked the GAO to review the commissioned corps and answer questions about why the corps exists, the rationale for a military pay structure, and the savings to the government that would result if the corps was dissolved. The GAO has estimated that the conversion of commissioned corps officers to the civil service would save the government \$162 million annually. The GAO commented that the last time commissioned officers of the PHS participated in DOD activities was in 1952. The GAO also reported that the duties and hazards faced by commissioned officers were different from the armed forces, and did not justify military pay benefits. There appear to be some inaccuracies and debatable findings in the report on which these conclusions were based.

The discussion with the Surgeon General focussed on the response to the GAO report which is due in late December. Dr Manley plans to request an extension until middle January, but does not know if it will be granted. An extension would allow more time to draft a response. Dr. Manley and CAPT Huylebroeck both stressed that officers should not panic or make any career decisions at this time. The

Surgeon General is drafting a general response to the report, but also wanted category specific reports. In particular, Dr Manley asked CPOs to report on the impact on their respective categories if all commissioned officers were to be converted to civil service. Those CPO responses were due back to the Surgeon General on December 1, the day of the TPAC meeting. As of the CPO/PAC Chair meeting, agency response to the GAO report in support of their commissioned officers had been limited.

The response to the GAO report may include several issues. Savings to the government with a conversion to civil service will have additional costs. Many agencies have Title 38 pay structure and the GS system must pay extra for overtime and on-call time. Contracting to fill vacancies also is very costly, Therapist vacancies in the VA system emphasize problems with the civil service system in recruiting and retaining therapists. It is unlikely that a large percentage of officers would accept conversion to the civil service if offered. In the therapist category, 66% of regular category officers and 32% of regular + reserve category officers are retirement eligible by 12/96, and would probably not become civil service employees. Many senior officers have training and skills that would be difficult to replace in the civil service pay structure that rates staff therapists from GS-7 to GS-11, and chief therapists at GS-12. This could have a dramatic impact on the agencies to which therapists are assigned. The impact would be significant on the IHS. Approximately 45% of the therapist category is assigned to the IHS, and therapists make significant contributions in the facilities to which they are assigned. Officer interactions within the commissioned corps structure also allows research developments at one agency to be implemented in the clinical setting in other agencies. For example, advances in the management of the insensitive foot made at the Hansen's Disease Center have been implemented in patient care within the IHS and BOP. In addition, therapist are critical to the research mission of the NIH by their participation in numerous clinical research protocols. In response to the GAO comments that commissioned officers are not assigned to hazardous duty situations, it may be noted that commissioned officers are assigned to the BOP and Hansen's disease center and work with infectious agents.

An additional avenue of response to this report is through the COA and other professional organizations. Although the Surgeon General cannot petition outside organizations for letters of support, the COA and other officers can. CAPT Huylebroeck has already contact the APTA. The COA apparently has developed packets of information that can be used to solicit letters of support from professional organizations. A meeting was tentatively scheduled with CPO/PAC Chairs and COA executive director, Michael Lord, on December 4, 1995. LCDR Siegel attended and amended **Attachment G** to the minutes.

Finally, at the request of the Surgeon General, do not direct questions/comments/concerns to OSG or DCP, because their offices are unable to handle all the requests. Officers should speak with their CPOs and PAC Chairs directly. In addition, CAPT Huylebroeck promised to share all information of importance he receives with officers in the field, independent of TPAC minutes if necessary.

Other issues discussed at the CPO/PAC Chair meeting included the new agency recommendation precept for promotion. CAPT Huylebroeck is developing the criteria for therapists in the IHS, and when complete, they will be available to anyone interested. The other issue discussed at the CPO/PAC Chair meeting was a mentoring program under development.

VI. New Business

A. Recognition of Retired Officers

CAPT Jim Jones requested via memo that the TPAC develop a mechanism to recognize officers as they retire from the commission corps. This memo was previously published in the TPAC minutes. CAPT Jones has agreed serve on a task force to establish a procedure by which TPAC

and/or the retiring officer's agency can recognize the officer prior to retirement. TPAC supported this idea and suggested that these task force activities may be coordinated with the newly expanded role of the research award task force.

ACTION ITEM:

CAPT Jones will contact CAPT Birke to coordinate new award/recognition activity functions and will update the TPAC about his progress at the next meeting.

B. Special Pay for Therapist Category

CDR McGarvey reported that special pay has been approved in the Army, Navy, and Air Force for therapists who have received board certification from their professional organizations. CDR McGarvey asked CDR Rebecca Parks to investigate how these other services have implemented special pay and her report is **attached (H)**. Other categories in PHS are also investigating special pay for their officers. CDR McGarvey would like therapists to review the report and comment as to whether our category should formally request board certified specialty pay in the PHS. If comments are positive, a vote will be taken at the next TPAC meeting about submitting a formal request for special pay to the Surgeon General.

ACTION ITEM:

All therapists should review the report on special pay for therapists in DOD and inform CDR McGarvey as to whether they support TPAC in requesting that PHS therapists receive special pay according to the published guidelines.

C. Video Tape Production on Military Courtesy

LT Jim Standish was unable to attend the TPAC meeting due to illness, but did forward his report to CDR McGarvey. Included were a video tape and accompanying information packet (**Attachment I**) on uniformed services customs and courtesies. Pending OSG approval, copies of the video tape will be made and distributed to field representatives for distribution to the field. CDR McGarvey commended LT Standish for his efforts in compiling the information and producing the video tape.

ACTION ITEM:

CDR McGarvey will review the video tape on uniformed customs and courtesies that was produced by LT Standish and forward a copy of the video to OSG for approval to distribute the tape to officers in the field.

D. Inter-service Therapists Advisory Committee Report

The most recent inter-service meeting was attended by LCDR Michael Smith in October. Education program announcements were forwarded to LCDR Fultz for inclusion in the education task force report. Other issues discussed at the meeting included the role of chiropractors in the DOD services. A copy of the meeting minutes is included (**Attachment J**).

E. History of Therapist Category

CDR McGarvey noted that a history of the therapist category was developed for PHS and Commissioned Corps centennial activities by CAPTs Dale Swett, Roger Nelson, Walt Schneiderwind, and Bill Fromherz. The information included a chronology of the category with important milestones, but was last updated in 1987. In addition, the current information is not in a completed final draft suitable for archiving purposes. CDR McGarvey has asked CDR Phillips to review the packet, update the information since 1987, and develop a document suitable for archiving by the TPAC.

ACTION ITEM:

CDR Phillips will review the current information on the history of the therapist category and report her plan for developing an archive document at the next TPAC meeting. Therapist in the field are urged to contact CDR Phillips via phone at (716) 263-6286 or FAX at (716) 263-5816 and provide her with significant achievements of officers in your discipline and the national impact of their accomplishments (especially with emphasis on activities since 1987).

F. Home Page

Many categories have home pages on the Internet or will be coming on line soon. LCDR Siegel attended a meeting called by RADM Richard Bertin to review each category's home page status and discuss issues of importance to DCP with respect to consistency of presentation. LCDR Siegel's report of that meeting is **attached (K)**. CDR McGarvey has identified a member of the Rehabilitation Medicine Department at NIH who could implement a home page for the therapist category. However, therapists need to develop the content for this home page. CDR McGarvey asked for volunteers from the field to develop the content for the home page including a mission statement, recruitment information, and contact for additional information. CDR McGarvey noted that many agencies also have home pages. Some facilities do not list the therapy services available at that facility, so therapists may want to evaluate their own agencies home pages for accuracy.

ACTION ITEM:

CAPT Charlotte Richards, CDR John Hurley, and CDR Elaine Corrigan volunteered to help CDR McGarvey develop the content of a home page on the Internet for the therapist category.

VII. Reports

Chairperson

CDR McGarvey's report is **attached (L)**.

CDR McGarvey received a memo from the Chief of Staff, RADM Stephen Corbin requesting information about musical talents of officers for the purpose of composing a PHS Anthem. Responses were due back to him November 30, but the questionnaire is included in **Attachment M** for therapists who would still like to respond.

CDR McGarvey received a memo for RADM Joyce Johnson, the CPO of the medical category, announcing that she has found a large number of copies of the document the Ship's Medicine Cabinet. They are available to anyone who would like to request them provided they state their reasons for requesting the document. CDR McGarvey has requested several copies as described in the memo **attached (N)**.

The Office of the Secretary has distributed some material about reorganization within DHHS that is **attached (O)** for review.

CPO/PAC Chair Meeting

The report from the November 30 meeting was included under the CPO report in item V. LCDR Siegel attended the October 28 meeting and a summary of the discussion is **attached (P)**.

DCP /staffing officer report

CAPT Fromherz continues on extended sick leave. The office staff checks his phone messages regularly and some member of the office staff will address all requests. Greg Stevens, another staffing officer in DCP, has assumed many of CAPT Fromherz's responsibilities. If therapists have any problems that they feel have not been addressed by DCP, they may contact the CPO for additional assistance.

Recruitment/Retention/Membership Committee

CDR Sellers was unable to attend the meeting and no other TPAC members in attendance were aware of the level of response to the request to FAX corrections to the membership list published in the last minutes. If therapists have not already done so, they should inform CDR Sellers of any necessary corrections, deletions, or additions to the published list.

Side Issue:

Although CDR Sellers was unable to attend the meeting, she requested CAPT Richards to act as her proxy in any voting in order to assure a quorum. CDR McGarvey expressed his appreciation, and requested that other TPAC members do this in the future if they cannot attend the meeting. At the COA meeting last May, there was not a quorum, and voting for new TPAC members and officers could not occur, CDR McGarvey anticipated that the vote for new TPAC members and officers would occur at this year's COA meeting.

ACTION ITEM:

All therapists planning to attend the COA meeting in Oklahoma should contact CDR McGarvey so that an appropriate sized room can be reserved for the TPAC meeting. Any members of the TPAC who will not be attending the COA TPAC meeting should contact CDR McGarvey in advance of the meeting so they can make arrangements to vote for new members and officers via proxy. CDR McGarvey will develop the proxy form after the ballot is completed, hopefully at the February TPAC meeting.

COA Report - none available

Education

A task force report by LCDR Jeff Fultz is **attached (Q)**.

Policy and Procedure Task Force

CDR Nestor has agreed to serve as chair of a task force to develop a policy and procedures manual for the TPAC. It will serve as an orientation and users' manual for officers, members, and field representatives of the TPAC. It also will clarify deadlines for some TPAC activities, length of tours, and expectations of members. Other therapists participating on the task force include CAPT Andy Smith, CAPT Keith Varvel, and CDR Mike Flyzik. A draft of the document will be circulated to task force members by December 15 for their review and comment. CDR Nestor plans to submit the document to CDR McGarvey by January so it can be reviewed at the next TPAC meeting.

Field Reports Bureau of Prisons

CDR Flyzik reported that there is a critical shortage of therapists in BOP. There are currently openings in Fort Worth, Lexington, and Rochester, and in the next 18 months two new medical facilities will open in Fort Devens, MA, and Butner, NC. Anyone interested should contact CDR Flyzik at (817) 535-2111 x 451 for more information. Site visits also can be arranged.

See remaining **attachments** for additional reports.

- VIII. Meeting was adjourned at 1140 hours. Next TPAC meeting is tentatively scheduled for February 23 in the IHS office of the Parklawn Building.

Respectfully submitted:

LCDR Karen Lohmann Siegel
Secretary, TPAC

Date

Concur:

CDR Charles McGarvey
Chair, TPAC

Date

Concur:

CAPT Michael Huylebroeck
Chief Professional Officer,

Date

Therapist Category

ACTION ITEM SUMMARY:

LCDR Siegel will investigate videoteleconference capabilities at NIH and CDR Schroeder will explore options at the FDA.

LCDR Siegel will contact LCDR Long, and CDR Aretino and CDR Sellers about their possible participation in the newly reorganized recruitment and retention committee.

Any therapist interested in participating in any TPAC activities are urged to contact the TPAC Chair, CDR McGarvey via the self-nomination form.

All therapists (commissioned corps and civil service) should review the roster published in the August TPAC minutes and FAX corrections to CDR Sellers at 505-782-5723, also include FAX numbers and E-mail addresses if applicable.

All TPAC members and field representatives should review the attached TPAC roster for accuracy. Please FAX corrections to LCDR Siegel at 301-402-0663.

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CDR McGarvey will define task statements so that the award and education committees may become task forces and retain their current chairs.

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CAPT Charlotte Richards, CDR John Hurley, and CDR Elaine Corrigan volunteered to help CDR McGarvey develop the content of a home page on the Internet for the therapist category.

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proxy form after the ballot is completed, hopefully at the February TPAC meeting.

THERAPIST PROFESSIONAL ADVISORY COMMITTEE
MEETING AGENDA

December 1, 1995

- I. Call to Order
- II. Adoption of Agenda
- III. Adoption of Previous TPAC Minutes
- IV. Open Forum
 - A. Welcome new TPAC members
 - B. Action item review
 - C. Request for reports from the field
- V. CPO Report
- VI. New Business
 - A. Recognition for Retired Officers
 - B. Special Pay for Therapist Category
 - C. Video Tape Production on Military Courtesy
 - D. Inter Service Therapists Advisory Committee Report
 - E. History of Therapist Category
 - F. Home Page
- VII. Other Reports
 - Chairperson C. McGarvey
 - CPO/PAC Chair Meeting Summary K. Siegel
 - DCP Rep/Therapist Staffing Officer W. Fromherz
 - Recruitment/Retention/Membership Committee B. Sellers
 - COA Therapist Representative M Schroeder
 - Research Award Activity J Birke
 - Education J. Fultz
 - P&P Task Force D. Nestor

Field Reports

Indian Health Service	J. Jones
.....	J. Hurley
.....	A. Esparsen
.....	D. Nestor
.....	D. Weaver
Coast Guard	J. Standish
Food and Drug Administration	M. Schroeder
Carville	J. Figarola
National Institutes of Health	
Occupational Therapy	B. Parks
Physical Therapy	B. Drinkard
Bureau of Prisons	M. Flyzik
Community Mental Health Services	G. Johnson
Federal Occupational Health	A. Plumstead
Health Care Financing Administration	S. Patterson
Centers for Disease Control	C. Themann