



**Public Health Service Academy
of Physician Assistants**

Executive Board Meeting Minutes

Wednesday, 8 January 2020

2000-2100 Hours (EST)

1-218-339-3264 Participant Code: 747 272

Call to Order - CDR Brian Burt, PHSAPA, President

Roll Call - CDR Tracy Branch, PHSAPA Secretary

Rank	First Name	Last Name	Position	Attendance
CDR	Brian	Burt	President	Present
CDR	Tim	McCreary	Immediate Past President	Present
CDR	Tom	Janisko	Vice President	Present
LCDR	Jodi	Moore	Treasurer	Present
CDR	Tracy	Branch	Secretary	Present
LCDR	Julie	Cure	Director of Civil Affairs	Present
LCDR	Dale	Welsh	Delegate	Absent
CDR (ret)	Mark	McKinnon	HOD Chief Delegate	Absent

Guests: CAPT (ret) Michelle Pelkey, LT Chantel Roberts, LT Beth Zalno, CAPT Robin Hunter-Buskey,

Approval of Minutes - CDR Tracy Branch, PHSAPA, Secretary
November 2019

Motion – CAPT Pelkey; 2nd – CDR Burt; Motion Passed

PHSAPA President Report: CDR Brian Burt

Introduction of New Delegate

- CDR (ret) Mark McKinnon
Very experienced on the floor
- CDR Welsh will be the second delegate

- Always seeking additional delegates
- Looking to submit resolutions to the HOD in 2020

PHSAPA President Report

- Updated incentive pay policy – documentation of clinical hours are required annually.
- RDF-4 will deploy to PR for the earthquake
 - Realignment projects for the deployment teams
- AMSUS
 - Conference was held in DC
- COA
 - Deputy SG has concerns with officers attending in uniform
- Federal PA manuscript is being developed
 - Focused on the transformation
- COSTEP
 - BOP has 25 COSTEP opportunities–
 - They will accept all disciplines that apply and will only accept SRCOSTEP no JRCOSTEP
 - Have 40 recruitment officers
 - Will be assigned to high need facilities
 - IHS – 2 vacancies the majority are pharmacists
 - ICE – 4
 - USDA – 1
 - Repayment is a 1-year of sponsorship and 2-years repayment
 - AAPA
 - Assembly of Representatives is one of the groups we need to work with
 - PAEA is another organization to work with for recruitment
 - Howard Striker is the Chair this year
 - Establish a list serve of PA programs
 - A challenge for recruiting PAs is that there is not enough time for PAs to apply for the COSTEP program due to the length of most programs
 - may want to consider apply to pre-PA programs
 - Seeking volunteers willing to serve on a workgroup to develop an abstract for the AAPA or similar publication
- Advocacy Summit
 - CDR (ret) McKinnon is registered and self-paid
 - CDR McCreary will represent Utah
- Holiday Card to sister services
 - Need to identify who the point of contact is for the constituent organizations
- Constituent Email list from AAPA
 - PHSAPA has access to the database of all members of the sister services
- 2020 AAPA Meeting Planning

- Increase the time of the meeting
- Define the purpose and structure of meeting
- PHSAPA member will have an article in JAAPA this month

Treasury Report: LCDR Jodi Moore

Total Balance \$4,121.00

- \$500-600 is due for the website update
- Transitioning to a recurring payment will save about 10% annually
 - will require more record keeping
- Go Daddy account it paid until 2021
 - Wild Apricot is due in March
- The SCC filing is mailed to the President of record and will go to CDR McCreary
 - This should be sent out in March
- Funding Travel
 - Recommend that officers representing the organization should have the expense of travel offset.
 - Delegate
 - Representative at Meetings
 - Need to increase membership

Director of Civil Services – LCDR Julie Cure

- Coin Update
 - Design was sent out to the PAPAG
 - B choice had a higher select rate than the A choice
 - 1.5 inch coin
 - The cost of printing
 - 100 coins
 - \$335
 - Mold fee - \$100
 - Total – \$435
 - Net \$560
 - 150 coins
 - \$602.50
 - Mold fee - \$100
 - Total - \$702.50
 - Net \$898
 - Recommend taking pre-orders for the coins to avoid an outlay of the funds
 - Consider advertising as a limited edition coin
 - Motion to order 100 coins - CDR Burt 2nd – CAPT Pelkey

- Motion has passed
 - Will investigate the forms of payment accepted by the company
- Website Update
 - Update the call in number for the meetings
 - CDR Branch will update
- Social Media Update
 - no new posts
- Membership Updates
 - New hires at IHS were sent information
- Practice hours have to be documented by June 2020

House Chief Delegate – LCDR Dale Welsh

AAPA conference Planning

- PHSAPA Annual Meeting: Monday, 18 May 1500-1600
 - Will look into the ability to extend the meeting to 90 minutes
- Veteran's Caucus Memorial and Federal Services Reception: Monday, 18 May 1630-1900
- IHS Symposium: Tuesday, 19 May 1030-1515
 - A Walk with the People: Motivational Interviewing: CDR Timothy McCreary
 - Community Health Medic to Chief PA: A History of PAs in the IHS: Ben Olmedo
 - Tobacco Interventions for American Indians/Alaska Natives: CDR Brian Burt
 - Trauma Informed Care for Alaska Native Communities: James Lesniak
 - PTSD in Native Communities: Miranda Petruska
 - Teen Vaping CME Tuesday, 0915-1015
- House of Delegates (HOD) Meeting Friday, 15 May 0800-1600

Meeting Adjourned 2100 EST

Next Meeting: Wednesday, 4 March, 2020, 2000-2100 ET

New conference number 717-275-8941 passcode 114 97 37