



# Public Health Service Academy of Physician Assistants

## Board Meeting Minutes

Wednesday, 4 March 2020

2000-2100 Hours (EST)

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

**Call to Order:** President, CDR Brian Burt

**Roll Call:** Secretary, CDR Tracy Branch

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	Excused
CDR	Tracy	Branch	Secretary	Present
LCDR	Julie	Cure	Director of Civil Affairs	Present
LCDR	Dale	Welsh	HOD Delegate	Present
CDR (ret)	Mark	McKinnon	HOD Chief Delegate	Present
CAPT (ret)	Michelle	Pelkey	Director	Present

**Guests:** LCDR Ian Marks (USCG); LCDR Dave Lowe, (FDA); LT Beth Zalano (USCG); LT Sharay Holland (HRSA)

**Review and Approval of January 2020 Minutes** – CDR Tracy Branch, PHSAPA, Secretary

Edits were requested by CAPT Pelkey

2-grammatical edits

1. Under CO-STEP, then PAEA, establish "a" list serve (is written as 'an')
2. Under holiday card - is written as " ...for the continent organizations..."

Edits CDR Burt correct spelling of Striker

Motion – CDR Burt                      2<sup>nd</sup> – CAPT Pelkey

Minutes approved

**Discussion and Voting on House Delegate Nomination**– CDR Burt

LCDR Ian Marks, USCG – nominated as House of Delegate alternate

HOD is held during the annual meeting

In the past LCDR Dale Welsh and CDR (ret) Mark McKinnon were elected to serve as the HOD Delegates for the PHSAPA

LCDR Welsh contacted the USCG PA representative in August seeking a PA representative. In October, CDR (ret) Mark McKinnon was nominated to the Chief Delegate in November 2019. In January 2020 LCDR Marks contacted the AAPA and registered himself and CDR (ret) McKinnon as PHSAPA delegates.

LCDR Marks, had the impression that the organization was struggling and wanted to support the organization. Received approval from USCG leadership. Contacted AAPA to serve as a delegate after not receiving a response from LCDR Welsh. He completed the paperwork with AAPA after finding out that the PHSAPA didn't have a delegate registered with the AAPA. The USCG is no longer sponsoring LCDR Welsh.

CDR McKinnon stated the USCG attempted to establish their own constituent organization in the past but had low interest. The USCG only has 4 PAs that are members of the AAPA and therefore would not have enough to form an organization.

CDR Burt informed the membership that due to a PCS to DOD LCDR Welsh will no longer be able to attend the AAPA Conference and will be unable to fulfill his responsibilities as a HOD Delegate.

Motion to nominate LCDR Ian Marks as HOD Alternate Delegate

Motion - CDR Welsh

2<sup>nd</sup> CAPT Pelkey

CDR Branch abstains

Motion passes

**PHSAPA President Report:** CDR Brian Burt

Thanks the guests for joining the meeting.

Nothing to report

**Treasury Report:** LCDR Jodi Moore

- PHSAPA Account Update
  - Checking Account - \$905.86
  - PayPal \$1,993.63
  - Savings \$1,005.43
  - Total Assets \$3,904.92
- Wild Apricot annual payment was processed via PayPal in February.
- CDR Burt was working on converting the payment account to Wild Apricot's new system. No update is available.

- PHSAPA coins were ordered and have been paid for via a check. LCDR Cure received communication, production began on 21 Jan. a delivery date is uncertain due to CONVID-19. The online store on the website has been established and coin orders can be processed via the shop.
- The Annual Report to Virginia SCC has been completed. The PHSAPA now has online access and can conduct future Board updates online.
- PHSAPA agreed to partially fund CDR (ret) McKinnon's travel to the Leadership Summit. CDR McKinnon due to a family emergency will not be able to attend the Summit.

**Director of Civil Services:**

- Updates – Coin, Website, Email, Membership
  - No new updates to social media sites or from membership.

**House Chief Delegate:** CDR (ret) Mark McKinnon

- Annual Conference Monday, May 18, 1500-1600
- AAPA conference Planning
  - When resolutions are received they will be shared with CDR Burt and CDR Branch for dissemination.

**New Business:**

- Review of the website, RADM Michael Milner is listed as the Ex Officio. The Bylaws do not mention an Ex Officio role. As a result CDR Burt has removed him from the website.
- Applications for Board vacancies, no applications have been received to date.
- Deployment to support COVID
  - LCDR Welsh returned from a 14-day deployment to NY. Conducted medical screening on those having returned from Mainland China. There are >600 officers deployed in various ports of entry to screen travelers. Customs and Border Protection Officers were reassured by public health officers being on site. Upon return some officers had a mandatory 14-day quarantine.
  - Some officers have the ability to complete their clinical hours if they are in a setting where officers are conducting medical exams.
- CDR McCreary is attending the AAPA Leadership and Advocacy Summit representing Utah.
- LCDR Welsh in applying for FMRB and was informed that the training modules needed to have been completed within the past 36 months. Inquired if there was a policy stating this and who he could speak with about it. He was directed to contact CDR Degrange.

**Meeting Adjourned 2115 EST**

Motion to adjourn LCDR Cure; 2<sup>nd</sup> CDR Pelkey

**Next Meeting: Annual Meeting:** Monday, 18 May 2020, 1500-1600 ET