

MEETING MINUTES: Nursing Professional Advisory Committee (N-PAC) N-PAC General Membership Meeting Federal Occupational Health – Road Show

MINUTES

FEBRUARY 20, 2013 TIME: 13:00

PLACE: BETHESDA CRESCENT BUILDING
7475 Wisconsin Avenue, Suite 700
Bethesda, MD 20814

Teleconference: Call –in Number 888-455-2071, Passcode: "NURSE"	
MEETING CALLED BY	CDR Marilyn Ridenour, N-PAC Chair Elect
TYPE OF MEETING	General Membership Meeting
FACILITATOR	CDR Marilyn Ridenour, N-PAC Chair Elect
NOTE TAKER	LT Sherri A. Wheeler, N-PAC Secretary Elect
TIMEKEEPER	LT Sherri A. Wheeler, N-PAC Secretary Elect
ATTENDEES (IN PERSON)	Road Show Attendees: CNO RADM Kerry Nesseler; CAPT Susan Orsega, LT Sherri A. Wheeler, CAPT Kim Deffinbaugh, CDR Brenda Ross, LCDR Laketta Carr, LCDR Sarah Trinidad, LCDR Filita Moore, LCDR Kristen Hardin, LCDR Colleen Kerr, LT Chandra Jolley

Agenda topics

TIME: 13:00

TOPIC: WELCOME

PRESENTER: CDR MARILYN RIDENOUR,
N-PAC, Chair Elect

DISCUSSION	Introduction: CDR Marilyn Ridenour, FY N-PAC Chair Elect. I will be sitting in for CAPT Gordon today. She was not able to facilitate the meeting today due to an important work related conflict in schedule, so on her behalf I would like to Welcome N-PAC voting members, liaisons, ex-officio and all other participating nurses on the line. Thank you so much for taking the time out of your busy schedules to join us for this special meeting showcase. Today is February 20, Wednesday and the N-PAC meeting is being hosted by the wonderful nurses assigned to the Federal Occupational Health Agency and led by CDR Brenda Ross, our FOH Voting member. We will hear from her and a team of nurses who will provide us a presentation illustrating how FOH nurses are supporting the Federal Public Health Service Strategic Plan. Hope everyone had a sweet Valentine's Day and enjoyed their time to commemorate the achievements of our past and present Presidents, spend time with family and/or just took the opportunity to rest! With that we will start the meeting with a Roll Call by LT Wheeler, standing in for CAPT Reyes and a brief introduction of our FOH Officers.
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CONCLUSIONS	Welcome	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
CDR Marilyn Ridenour, N-PAC Chair elect facilitating	CAPT Veronica Gordon, N-PAC Chair	N/A
LT Sherri A. Wheeler, N-PAC Secretary elect minutes	CAPT Madelyn Reyes, N-PAC Executive Secretary	N/A

TIME: 13:02

TOPIC: ROLL CALL

PRESENTER: LT SHERRI A. WHEELER
N-PAC Secretary Elect

DISCUSSION	Roll-Call - Present Voting Membership only: Christine Fallon, BOP; Shawn Armes, BOP; Marilyn Ridenour, CDC; Anitra Johnson, CMS; David Norberg, DHS; Mary Brooks, FDA; David Cross, IHS; Brenda Cook, IHS; Paula Thompson, IHS; Judith Mather, IHS; Leslie Wehrlen, NIH; Brenda Ross, OS/PSC; Josefine Haynes-Battle, SAMHSA; Scott Lamberson, USDOJ/USMS; Patrice Williams, NIH.	
CONCLUSIONS	Roll Call - Absent Voting Members only: Cathy Miller, FDA; Wanda Chestnut, HRSA; Bryen Bartgis, IHS; Leorey Saligan, NIH; Geoffrey Thompson, IHS.	
ACTION ITEMS	PERSON RESPONSIBLE	NOTIFICATION
Excused: CAPT Veronica Gordon, N-PAC Chair	CDR Marilyn Ridenour	FEB 2013
Excused: CAPT Madelyn Reyes, N-PAC Executive Secretary	LT Sherri A. Wheeler	FEB 13, 2013
Excused: CDR Nicole Knight, BOP	None	FEB 19, 2013
Excused: Ms. Rokhsareh Shahidzadeh, FDA	None	FEB 19, 2013
Excused: Mr. Jerod Noe, NIH	None	FEB 20, 2013

TIME: 13:05

**TOPIC: ACCEPTANCE OF THE MINUTES –
DECEMBER 2012**

PRESENTER: LT SHERRI A. WHEELER
N-PAC Secretary Elect

DISCUSSION	There were no December 2012 Meeting Minutes provided	
CONCLUSIONS	No acceptance of December 2012 General Meeting Minutes	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tabled until Next General Meeting	CAPT Madelyn Reyes	None provided

TIME: 13:05

TOPIC: CHIEF NURSE OFFICER REPORT

PRESENTER: RADM KERRY NESSELER

DISCUSSION	1. January 27-31, 2013 National Council State Board of Nursing, Chicago; Licensing, accreditation, School of Nursing accreditation.
	2. Follow-up Visit to India; follow-up care to that.
	3. Federal Service Nursing Council, meeting January 17, 2013: Army, Navy, Red Cross, USUSA, VA.
	Presentation of nursing education program with Vets who are interested in becoming nurses.

4.	N-PAC retreat January 25, 2013. Great progress, objectives met.	
5.	February 6, Nurses deployment after action deployment; Cudos to the Nurse Category! Deployment efforts: Sandy Hook, Super Storm Sandy, Saipan. Thanks to CAPT Lindsey and all other nurses who deployed during this time that were able to discuss their experiences. Several nurses discussed their deployment experiences during the after action deployment meeting.	
6.	CAPT Orsega – Comment: Needs Assessment Questionnaire. Currently in CAPT Beck’s hand, being passed on to the OSG for approval in the future.	
7.	Tomorrow, February 21, 2013, next Federal Nurses Network Meeting, ~ 30-nurses leaders in attendance, Nurse Lillian Koenig will be representing FOH. Presentations from several federal agency representatives: CMS, ACF, AHRQ, and others.	
8.	The Surgeon General spoke of the Nursing Strategic Plan, congratulations to all those who participated.	
9.	All hands-on meeting tomorrow following the Federal Nursing Network meeting. The Deputy Surgeon General will be present and speaking to the nurses about the state of the Corps and answering any questions that you may have.	
10.	The call-in number will be made available for the all hands-on meeting tomorrow.	
11.	Announcement for a new position has been posted; Division of Nursing Position is opening up at HRSA. The Director of Nursing, a \$90,000,000.00 budget, HRSA, HHS. Will send out to List Serve, and will mention at Federal Nurse Network meeting tomorrow as well.	
12.	Commission Corps: Call to active duty for Nurse Corps begins June 1 st , RADM Giberson announced. Prescreening first; specifically looking at prescreened applications: GPA, Health Status, References, Work Status in previous job. Top nurses with skills sets will be selected.	
13.	Promotion Cycle: January – June, announcement will not be before COF. DCCPR is running behind due to short staff. Promotion cycle began with announcement for participants.	
14.	Nursing Benchmarks for 2014 are posted. The Nurses are the only ones to get their promotion benchmarks in. Thank you to the nurses, CAPT Susan Orsega leading out.	
15.	Announcement of the individual who handles PHS retirement, has retired. Mr. Tom Berry.	
16.	LCDR Christine Collins, nurse returning to CDR Davis’ place: OSG – Senior Advisor in place of CDR Greg Davis.	
17.	The Chief Nurse’s time will expire October 31, 2013. An announcement will be going out March 1, 2013. Encourage qualified nurses to apply; you will need agency’s support. If you are interested and qualify please Consider applying.	
18.	Open questions	
CONCLUSIONS	No Questions asked from parties present or parties on teleconference line.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

DISCUSSION	
	<p>1. Imported Drug Study: I would first like to make a special announcement to solicit Volunteers for a very special research opportunity. Ms. Connie Jung (Lead Research POC, may be on the line to answer questions following this announcement. TO ALL NURSE PRACTITIONERS WHO ENGAGE IN CLINICAL PRACTICE (All others --- please disregard this message): FDA's Office of the Commission/Officer of Policy & Planning and Center for Drug Evaluation and Research is recruiting additional volunteers to participate in a study on healthcare provider understanding and attitudes toward imported drugs and patient practice of buying imported drugs. We are interested in interviewing you as a member of a specialized group of healthcare providers. Because you are federally employed, we cannot provide you with any incentive pay. The interview will take no more than 60 minutes and can be arranged at your convenience during the workday through our contractor, RTI. Eligibility is determined to have a current license to practice your field in any State or U.S. Territory, working currently or have worked in the past year in a clinical practice, with current authorization to administer and prescribe (nurse practitioners). You are not eligible if you have work in pharmaceutical manufacturing industry. (If you have already participated in this study during the 1st recruitment request, (Thank you!). Please do not reapply as this is part of the same study and we are in need of additional volunteers. If you are interested, please send an email of interest with your name, area of practicing specialty (if applicable), and telephone contact information to Suzanne Dolina at sdolina@rti.org and copy Miriam Campbell (Miriam.campbell@fda.hhs.gov <mailto:miriam.campbell@fda.hhs.gov>) and Denise Penn (denise.penn@fda.hhs.gov <mailto:denise.penn@fda.hhs.gov>). The recruitment period will run until Wednesday, 2/27/2013. In the event that sufficient numbers are obtained before 2/27/2013, the recruitment period will end early at that time. Accepted study participants will be notified by Wednesday, 3/6/2013. Thank you in advance for your participation! Connie Jung</p> <p>Connie Jung, RPh, PhD, Acting Associate Director for Policy and Communications, Office of Drug Security, Integrity and Recalls, Office of Compliance, Center for Drug Evaluation and Research, U.S. Food and Drug Administration, 10903 New Hampshire, Ave. Silver Spring, MD 20993. Email: connie.jung@fda.hhs.gov mailto:connie.jung@fda.hhs.gov, 301-796-4712.</p>
	<p>2. 2013 APAOC Annual Awards Call for Nominations:</p> <ul style="list-style-type: none"> - Reminder of the Asian Pacific American Officers Committee Awards: Deadline, March 8, 2013. <p>The Asian Pacific American Officers Committee (APAOC) is pleased to announce the call for nominations for the 2013 RADM Samuel Lin Senior Officer Award, the RADM Kenneth Moritsugu Junior Officer Award, and the CAPT Allan Lock Service Award. These awards recognize and honor contributions made by individuals who have had a substantial impact on the mission of the U.S. Public Health Service (PHS) Commission Corps, Department of Health and Human Service (HHS), other federal government agencies as well as community health care</p>

<p>organizations. Specially, the officer's accomplishment(s) should have led to improving and maintaining the health and welfare of the Asian Pacific American Community.</p>
<p>Details: The eligibility criteria have been included in the nominations packets. A brief overview of each award follows:</p>
<ul style="list-style-type: none"> - RADM Samuel Lin Award – Recognition of a senior officer (Grade O-5 and above) or civil service employee for outstanding contribution toward enhancing the health communities within the U.S. and/or abroad.
<ul style="list-style-type: none"> - RADM Kenneth Moritsugu Award – Recognition of a junior officer (Grade O-2, O-3, or O-4) or civil service employee who has demonstrated a genuine sense of public service and leadership initiative, and whose Contributions helped to protect, promote, and advance the health and safety of our nation.
<ul style="list-style-type: none"> - CAPT Allan Lock Award – Recognition of a current or past voting member of APAOC officer for exemplary service to the PHS Commission Corps and the nation. Specifically, the officer's accomplishment(s) has/have led to substantially assisting or improving the APAOC.
<p>Current APAOC voting members are not eligible for the RADM Samuel Lin Award and the RADM Kenneth Moritsugu award.</p>
<p>Nomination Deadline: COB Friday, March 8, 2013.</p>
<p>POC: Please submit your nominations electronically using the appropriate attached award nomination form to LCDR Stephen Chang or LCDR Jade Pham, APAOC Awards and Recognition Subcommittee Chair and Co-Chair at Stephen.Chang@cms.hhs.gov and Jade.Pham@fda.hhs.gov, respectively.</p>
<p>Please note: All relevant accomplishments from the date the nominee was called to active duty or began Federal service can be used to meet the award criteria. Without exception, nominees will need to meet all criteria by the date nominations are due.</p>
<p>3. February is Black History month: Remember this is Black History Month and even though the month is almost over, there may still be some exciting events out there to participate in. Unfortunately, I am not aware of any, and if there is anyone that knows of any events, especially those that may be of interest to nursing please share.</p>
<p>4. BCOAG Awards 2013: Deadline, March 7. The Black Commissioned Officers Advisory Group (BCOAG) is accepting nominations for the George I. Lythcott Award, the Hildrus A. Poindexter Award, and the Retired Public Health Service (PHS) Officer Recognition Award. Award nominations are due Thursday, March 7, 2013. Nominations should be submitted electronically to LCDR Tarsha Cavanaugh at tcavanaugh@hrsa.gov. Self-nominations are accepted. For more information, please go to their website http://www.usphs.gov/corpslinks/bcoag/</p>
<p>5. Death Notice: LCDR Andrea Griep (Nurse Officer): It is with great sadness that I inform you of the death of Andrea Griep, Assistant Health Services Administrator, at MCC Chicago. Andrea passed away on Sunday after a prolonged battle with cancer. Andrea had many friends at the institution and will surely be missed by all.</p> <p>LCDR Andrea Griep Profile: LCDR Andrea Griep, USPHS (Ret), passed away Sunday, 10 February 2013.</p> <p>LCDR Griep, a nurse officer, was assigned as the Assistant Health Services Administrator at the Chicago Metropolitan Correctional Center and retired 1 February 2013 from the USPHS. LCDR Griep joined the U.S.</p>

Army in October 1981 and later joined the USPHS as a Senior COSTEP in September 1996 and came on Active Duty in November 1997 at Fort Worth. She also served at Terre Haute (2005-2007) and arrived in Chicago in February 2007 where she remained until her retirement.

Visitation/Funeral Service is Saturday, February 16, 2013. Schultz Funeral Home, 722 8th Street, DeWitt, Iowa 52742, (563) 659-5556, Visitation 10:00am – 11:00am, Funeral Services 11:00am – 11:30am. Grave side service to follow at Elmwood Cemetery performed by military honor guard. Luncheon will be held afterwards: American Legion 704 9th Street, DeWitt, Iowa 52742. Condolence notification, including arrangements will be placed on the Sallyport (BOP intranet) under death notification. All cards and flowers may be sent to the attention of The Schultz Funeral Home, 722 8th Street, DeWitt, Iowa 52742. Monetary donations can be made to the American Cancer Society: www.cancer.org. Thank you for your support.

6. No further items for the Nurse-PAC Chair Report

CONCLUSIONS	No questions	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

TIME: 13:53 **TOPIC: FOH WELCOME** PRESENTER: CDR BRENDA ROSS
OS/PSC Voting Member (FOH)

DISCUSSION	Greetings for all in attendance from FOH Voting Member/Facilitator & Host – CDR Brenda Ross.	
	CAPT Kim Deffinbaugh provides FOH demographics: 19/35 Senior Clinical staffs is nurses; 4/6 Chiefs at FOH are nurses.	
CONCLUSIONS	Nurses are in Leadership leading the way at FOH.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

TIME: 12:55 **TOPIC: FEDERAL OCCUPATIONAL HEALTH (FOH) NURSES – SUPPORTING THE FEDERAL PUBLIC HEALTH SERVICE NURSING STRATEGIC PLAN** PRESENTER: LCDR FILITA MOORE, LCDR SARAH TRINIDAD

DISCUSSION	Power Point Presentation: Federal Occupational Health (FOH) Nurses – Supporting the Federal Public Health Service Nursing Strategic Plan: Improving the Health, Safety and Productivity of our federal employees.	
	Mission alignment to the Federal Nursing Strategic Plan (NSP); Inclusive to the National Nurses Strategic Plan (NSP).	
	Presentation Highlights:	
I.	Introduction: History and overview of Federal Occupational Health (FOH)	
II.	Description of Clinical Services	
III.	FOH Clinical Services supporting the United States Federal Public Health Services Nursing Strategic Plan	
	- Goal 1: Heart Healthy	
	- Goal 2: Healthy Eating	

-	Goal 3: Mental and Emotional Well Being	
-	Goal 4: Tobacco Free Living	
IV.	FedStrive Program and upcoming kick-off events	
V.	Conclusion	
Slides attached to FOH Road Show Invite _FOH Presentation for NPAC		
Questions:		
1.	Could any officer looking for BLS Certification obtain a certification through FOH? The BLS offered at FOH is not a Health Care Provider course.	
2.	RADM Kerry Nesslerer: Congratulations for a great job! How many of those (Wellness Centers) are paid for by FOH? Answer: Agency dependent, funded by either paid fees from the employees or by the agency itself.	
3.	CAPT Susan Orsega: Curious, Identified NPS that are within FOH, next steps, understanding what services and programs you are using here at FOH. What question you may want to consider are what type of programs are the teams using for best practices that may already be done in other agencies, so not to recreate the wheel.	
4.	Questions from the phone line: Open phone line for questions:	
5.	While they are opening the phone line, I (CDR Brenda Ross) would like to thank RADM Nesslerer, CAPT Susan Orsega and LT Sherri Wheeler for being here.	
6.	Question: LT Coachmen: Very elated to be in on the conference call, my question is in regards to Certification. What type of certification are you offering at FOH? Answer LT Jolley: We offer certification in AED, First AID, Blood Borne Pathogens.	
7.	No further questions at this time.	
CONCLUSIONS	BLS Certification offered by FOH is to Health Care Provider Certification required for Health Care Workers.	
-	FOH Serves more than 360 Agencies; and over 1.8 Million Federal Employees	
-	> 300 Occupational Health Centers/Clinics and 8-Areas Offices	
-	FOH has 6-Divisions: Clinical Services, Environmental Health, Employee Assistance, Organizational Development, Administrative and Resource Management, and Business Development.	
-	40 Wellness/Fitness Centers	
-	FOH and the NSP: Promoting, Prevention and a "Culture of Health"	
1.	Heart Healthy (FedStrive Advantage, Health Risk Assessment (HRA)	
2.	Healthy Eating (Wellness/Fitness Centers, Coordination of services with Fitness Center staff)	
3.	Mental/Emotional Well Being (EAP Services, Coordination of services with EAP Counselors)	
4.	Tobacco Free Living (Smoking Cessation Program)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
FedStrive Kick Off: Dallas, TX	FOH	February 27

FedStrive Kick Off: Seattle, WA	FOH	March 6
FedStrive Kick Off: Philadelphia, PA	FOH	March 19
FedStrive Kick Off: Atlanta, GA	FOH	March 27
Presentation of CNO Coin to LCDR Filita Moore & LCDR Sarah Trinidad	RADM Kerry P. Nessler	February 20
for their presentation.		

TIME: 13:55

TOPIC: N-PAC UPDATES AND DISCUSSION

PRESENTER: SUBCOMMITTEE CHAIRS

DISCUSSION	
	A. Career Development Sub-Committee: CDR Marilyn Ridenour and CDR Cathy Miller
	Report from CDR Marilyn Ridenour on the 4-workgroups:
	a. Continuing Education Resource Project: Lead, CDR Brenda Cook,
	Objective: This project is an educational resource initiative in which a Responder e-learn is utilized to provide career development opportunities and information.
	- The topics this quarter are disaster preparedness and response
	- Each link requires registration, but no costs are associated
	- Resources include the CDC, FEMA, the National Nurse Emergency Preparedness Initiative, University Public Health online training and related articles
	The links were submitted to CAPT Gordon for approval.
	They are also working on collaboration with Readiness and Response Sub-committee on CE resources.
	b. Mentoring Workgroup: Leads, CDR Claire Karlson and CDR Sherry Secrist
	Objective: Identify and train mentors from all Agencies who can assist Civil Service, Tribal and Commission Officers to meet their career goals, and provide career development.
	- Currently we have 74 approved mentors and 24 new mentor applications. Once the 24 are approved we will be 2 short of our goal of 100 mentors.
	- 10 Regional Mentor Coordinators: Each Regional Mentor Coordinator has 5 – 7 mentors assigned. RMCs have or will be sending out welcome letter/email to their new mentors.
	- OBC Open House: The team continues to attend OBC training and meeting nurse officers. This effort is coordinated by CDR Shawn Armes. Looking for volunteers for the 3/7/2013 OBC Open House. Contact CDR Armes at sarmes@bop.gov .
	c. Webpage Project – Lead, CDR Nicole Knight
	Objective: Serve as a resource and advisory group to aid in communicating Career Development and training information to nurses.
	- They are in the process of revising the format of the Career Development page on the NPAC website.

-	Once the page is revised the following will be addressed: The Mentoring Project's Tip of the month will be added to the
	Career Development page; The AOL button will be added ; Education
	Resources will be added.
-	They have suggested that information regarding billet transformation be added and this will be
	forwarded to NPAC leadership for approval.
d.	Nursing Spotlight: Lead, LCDR Arcenaux
	Objective: To formally recognize nurses for their achievements and accomplishments.
-	The next featured nurse has been sent to the Communications Sub-committee for posting.
-	Next call for nursing spotlight nominations will go out in March 2013.
	Questions: CAPT Orsega: Billet Transformation information on the website: Is there a plan
	for when that will be posted? Answer: CDR Ridenour: No, CDR Knight was not on the
	call today (excused).
	Comment: Quick facts for billet transformation, or archives for billet, PPT for billet transformation
	No further Questions.
B.	Communication Sub-Committee: CDR Scott Lamberson and CDR Michael Krumlauf (absent)
	Report from CDR Scott Lamberson on the 3 Workgroups :
a.	Website:
-	1,811 visits
-	4,967 page views (job postings, 22 NRD, Position available, USPHS, Career Development Resources)
b.	List Serve
-	Marketing 10% each calendar year by January
-	Monitor use of list serve posting/members
-	Compliance
-	1,817 subscribers
-	Posting 65, November peak month with 27 postings (What can or cannot be posted on List Serve)
c.	Collaborative PHS Nurse.org
-	Finalizing orientation guide/nurse resource manual, finalized by end of February 2013
-	Face Book RN page, thank you! Contributions , visit the FB page
-	Sign-up for Nurse Recognition Day (NRD) on FB page
-	Currently 1,721 likes
-	68 persons talking about comments on Face Book
-	111 weekly total reached
	Questions: CNO Nessler: Thank you! Numbers are very informative
	No further questions.

C. COA/COF Category Day: CDR Nicole Knight (excused) and CDR Bernetta Lane		
- Updates (neither sub-committee chair is present for meeting)		
- CAPT Susan Orsega Comments: COA Category Day meeting are going well. There will be a Clinical Nurse Competency Training Session that has been added to Pre-Conference and the Category Day.		
- Question: CAPT Susan Orsega – Is there any information regarding military transportation, room constraints/room sharing, cost effective saving options? No answer available LT Wheeler agrees to reach out to COA representative CDR Anita Pollard.		
CONCLUSIONS	No remarks	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow-up with CDR Anita Pollard regarding COA cost saving items	LT Sherri A. Wheeler	Open

TIME: 14:17

TOPIC: ROUNDTABLE

PRESENTER: CDR MARILYN RIDENOUR

DISCUSSION	OPEN ITEMS:	
1. LCDR Leslie Werhlen: Reminder of NRD – Still accepting abstracts until Friday, CDR Gettie Audain, gaudain@HRSA.gov , application remains open. Small offering for leadership workshops; PHS-Nurse.gov, Date: Friday, May 3, 2013. Theme: Embracing Diversity, Limitless Possibilities in Nursing.		
2. CNO – Recruitment for NRD, 48-Letters sent out by CNO, look at strategies for NRD.		
3. C. Everett Koop Lecture Presentation at COA will be offered by Dr. Richard Carmona.		
4. All hands-on Meeting Call-in Number: 1-877-267-1577, Pass Code: 3073, CMS employees: 6-3100.		
CONCLUSIONS	No further announcements	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

TIME: 14:22

TOPIC: N-PAC CLOSING REMARKS

PRESENTERS: RADM KERRY NESSELER,
CDR MARILYN RIDENOUR

DISCUSSION	Appreciation for those in attendance.	
Next Meetings: March 20, 2013		
CONCLUSIONS	No further questions or discussion	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Presentation of FOH Coin to RADM Kerry Nessler, CAPT Susan Orsega and LT Sherri Wheeler	FOH Clinical Director Dr. Gene Migliaccio & Ms. Lillian Koenig	February 20
Meeting Adjourned: 14:23	CDR Marilyn Ridenour	February 20
Next General Meeting, March 20, 2013	CAPT Veronica Gordon	March 20