

I. Introduction of Members in Attendance

N-PAC Voting Membership					
Rank	Last Name	First Name	Agency	Term	Attending
CAPT	Poindexter	Michelle	AT LARGE (USDA)	Oct 07 – Sep 10	Present
LCDR	Davis	Wendy	BOP	Oct 06 – Sep 09	Excused
LCDR	Strong	Donna	BOP	Oct 06 – Sep 09	Alternate
LT	Thomas	Timothy	BOP	Oct 07 – Sep 10	Present
LT	West	Christine	CDC	Oct 06 – Sep 09	Present
CAPT	Rossi-Coajou	Mary	CMS	Oct 06 – Sep 09	Present
LCDR	Zorrilla	Delia	DHS	Oct 06 – Sep 09	Alternate
CDR	Belsito	Linda Jo	ICE	Oct 07 – Sep 10	Present
CDR	Berkhousen	Katherine	FDA	Oct 06 – Sep 09	Present
CDR	Trent-Adams	Sylvia	HRSA	Oct 07 – Sep 10	Present
CAPT	Stephens	Leslie	IHS	Oct 06 – Sep 09	Alternate
CDR	Lincoln	Carol	IHS	Oct 05 – Sep 08	Present
LCDR	Peterson	Cheryl	IHS	Oct 05 – Sep 08	Present
CDR	Orsega	Susan	NIH	Oct 07 – Sep 10	Present
LCDR	Matlock	Ann Marie	NIH	Oct 07 – Sep 10	Present
CAPT	Kelly	David	OS	Oct 05 – Sep 08	Excused
CAPT	Hunter	Joan	PSC	Oct 06 – Sep 09	Present
LCDR	Haynes-Battle	Josefine	SAMHSA	Oct 07 – Sep 10	Present
CDR	Blevins	Justin	USMS	Oct 06 – Sep 09	Present
RADM	Romano	Carol	OSG/NIH	Open	Present
LCDR	Gordon	Veronica	OS/DCCOS	Jul 07 – Sep 09	Present
CAPT	Merced	Florentino	SAMSHA	Oct 06 – Sep 09	Absent
LCDR	Magnotta	David	OS	Oct 06 – Sep 09	Absent
CAPT	Bangs	Gary	EPA	Oct 06 – Sep 09	Absent
LCDR	Doan	Jenny	DoD	Oct 06 – Sep 09	Absent
CDR	Denis	Patrick	OS	Oct 06 – Sep 09	Present

Attendance Roster			
Rank	Name	Rank	Name
AHRQ			

BOP			
CDR	Bridges, Paula	LT	Roher, Misty (Representative)
LCDR	Murphy, Yvonne	LTJG	Holland, Camille
LCDR	Pollard, Anita	Ms	Osten, Jan
CDC/ATSDR/NIOSH			
CAPT	Lambert, Mary	LCDR	Valderrama, Amy
LCDR	Austin-Hansberry, Lori		
CMS			
CDR	Casey, Marie		
DHS/USCG			
CAPT	Aker, Diane	CAPT	Anthony, Yvonne
CDR	McGinnis, Jerri	LCDR	Hieber, Lysa (Representative)
DOD/TMA			
DIHS/ICE			
CDR	Nielson-McArdle, Cynthia	LCDR	Hieber, Lysa
CDR	Jones-Wills, Eunice	LT	Jones, Jennifer
LCDR	Fuller, Barbara	LT	Lawrence, Gia
DOJ/USMS			
CDR	Rettino, Mary	CDR	Hanton, Lori
FDA			
CAPT	Matrakas, Katherine	LCDR	Miller, Cathy
CDR	Antonowsky, Yvonne	LCDR	Colburn, Scott
CDR	Sweeney, Colleen	LCDR	Humbert, Jason
CDR	Maher, Carmen	LCDR	Wolfgang, Edward
CDR	Anderson, Amy	LCDR	Kidd, April
CDR	Bernato, D. Laurie	LCDR	Perkins, Vada
CDR	Westerbuhr, Kellie	LCDR	Bah, Isatu
		LCDR	Hamilton, Martin
FOH			
CDR	Deffinbaugh, Kim		
HRSA			
CAPT	Pepper-Callahan, Nanette	CAPT	Lindsey, Carol
IHS			
CAPT	Warner, Bonnie	LCDR	Creagor, Joe
CDR	Keene, Wayne	LT	Delmar, Marjorie
CDR	Chambers, Charles (Representative)	LCDR	Pearson, John
CDR	McKeown, Carolyn		

NIH			
CAPT	Walsh, Diane	LT	Carter, Paula
LT	Cozzarelli, Tara A.	LT	Hoang, Nam
NOAA			
OS/OPHS/OSG/OCCO			
CAPT	Wasem, Cathy	LT	Hardin, Joshua
CAPT	Chern-Hughes, Betty	LTJG	Powell, Nikkia
CAPT	Dandridge, Beverly	LTJG	McBryde, Stacey
CDR	Cippel, Maureen		Yu-Shears, Janette
PSC			
SAMSHA			
USDA			
GUESTS			

II. Acceptance of Minutes

January 2008 minutes were presented to the committee members for acceptance and approval. CDR Katherine Berkhausen made a motion to approve the minutes as written and a second was made by CDR Colleen Sweeney. The minutes were approved and will be sent to the website master for posting and PHSNURSING-L@LIST.NIH.GOV for distribution.

III. Chief Nurse Officer Report – RADM Carol Romano

As of Feb 4, 2008 I assumed the responsibilities of the Acting Chief of Staff in the Office of the Surgeon General. I will continue to serve as your Chief Nurse and want you to know that our Acting Surgeon General is supportive of my commitment to all of you. I am grateful for the leadership in the Nursing Professional Advisory Committee who continue to work to serve you and assist the Office of the Chief Nurse.

The Surgeon General (SG) is chairing a major initiative on the national priority on childhood overweight and obesity. A coordinating council of representatives from the different HHS agency initiatives is focusing on creating synergy across programs, increasing public awareness and reaching out in partnership with public and private stakeholders and champions. I challenge nurses to think about how they can move the SG's message forward. A web page will be forthcoming soon with a one stop shopping list of resources. Stay tuned.

Policy

A special policy for nurse officers is in process and will increase the accession bonus for new federal hires or conversion from civil service to the Commissioned Corps to \$20K for a 3 year contract and \$25K for a 4 year contract. Special pay for certification is also under discussion.

The appointment board process will soon be automated and will allow nurses outside the Washington DC area to participate in a virtual review process. Revisions to this process are being piloted and I ask your support if you are contacted to serve. Over 300 nurse applicants to the Commissioned Corps need to be reviewed and evaluated against specific appointment standards by a board of senior nurse officers. Several nurse officers have been invited to participate on the 2008 boards. We need to complete our backlog of new applicants and look forward to nurses agreeing to serve on these boards and getting supervisor support.

Readiness

We continue our health diplomacy mission. Three nurse officers have volunteered to be detailed to Afghanistan for a 1-year tour of duty. We also have a nurse serving as the Deputy Health Attache in Iraq. International humanitarian assistance training missions are planned with DoD this summer and information will be shared when it is available. Continue to check your readiness status, as we still strive to achieve 100% compliance. The nurse category has currently achieved 82% in basic readiness. Your sustained fulfillment with this requirement is an illustration of officer-ship and serves as a symbol of overall success for the nurse category.

Nursing Leadership & Outreach

The Federal Nursing Service Council (FNSC) met with the American Nurses Association (ANA) to discuss potential partnerships, ways to enhance communication, and strategies to give visibility to nurses in federal service. The FNSC is a council of the Chief Nurses from Army, Navy, Air Force, PHS, VA, and Red Cross. PHS chairs this group for 2008. In addition the ANA leadership will meet with the Surgeon General and Deputy Surgeon General this month to discuss ANA programs as well as the priorities of the Office of the Surgeon General and how nurses can collaborate on those health priorities.

As part of our transformation recruitment efforts RADM Sam Shekar and I met with the American Association of Colleges of Nurses (AACN) to discuss how we can foster the recruitment of nurses into the Commissioned Corps. We also discussed strategies to give visibility to federal nursing in the Schools of Nursing. I ask that you all continue your outreach to academic institutions to touch those who are being formed as our future nurses. The most effective recruitment strategies are those face to face encounters where you share your personal experiences as nurses.

RN Magazine has interviewed me, along with other nurse leaders, for the March 2008 issue that features different perspectives of nursing in the future. The article will appear on the web site <http://www.rnweb.com>

I had the opportunity to speak with nurses at the State of the Art Symposium on Stroke this month in New Orleans, sponsored by the American Heart Association and American Stroke Association. Nurses are playing a critical and valued role in fighting this leading condition that robs people of their health. I encourage all of you to seek opportunities to share our message of health promotion and disease prevention.

Transformation

Recruitment continues to be one of the major initiatives of transformation of the Commissioned Corps. We have reached 25% of our goal for the category and stand at 1398. It appears that many of our efforts are working. I know that with every nurse as a recruiter, we will meet our target of 1500 nurses this year.

The N-PAC is continuing to facilitate communication with the Nurse Applicant Workgroup (NAW), and the Associate Recruiter Program (ARP) to establish the Every Nurse is a Recruiter (ENIAR) campaign.

Assignments in isolated hardship and hazardous duty locations present officers and their family members with unique personal and professional challenges. The Commissioned Corps Isolated Hardship and Hazardous Duty Assignment Support Survey was designed to gain a better understanding of the needs of Corps officers and their family members in these assignments in order to structure a support system targeted at meeting identified needs and increasing satisfaction with the assignments and career choice. Results of this survey can be found at http://dcp.psc.gov/ccbulletin/articles/Transformation_Update_02_2008.htm . This data will provide a baseline for future evaluations. Assignment incentive pay is under consideration and in the policy review process.

Career Development

The Office of the Surgeon General reported that HHS will allow agency funding for 500 attendees to this year's USPHS Scientific and Training Symposium in Tucson, AZ June 9 -12, 2008. More information will be forthcoming regarding the number of attendees from each OPDIV. Visit the web site for conference information and registration at <http://www.phscofevents.org/index.cfm>

Comment

We are slowly moving past winter and anticipate leaping into spring. As the light of day gradually increases, consider the light that you as nurses bring to the people and the populations you care for. Your light of hope guides the path of others toward health. Hold fast to your light and do not let it be darkened by disappointments, budget cuts, ignorance of our impact or lack of appreciation. Enkindle your light with the importance of our mission and you will shine! Thank you for the difference you make each day in fighting for our Nation's health.

IV. Treasurer's Report- LT Joshua Hardin

No updates at this time.

V. N-PAC Chair Report – CDR Katherine Berkhausen

A. General Updates

- New NPAC leadership: We have had some transition in the NPAC leadership and I wanted to make you aware of this.
 - New non-voting member co-chair for Recruitment & Retention: CAPT Kathy Matrakas
 - New non-voting member co-chair for Publications & Presentations: CDR Colleen Sweeney
 - New voting member co-chair for Communications: CDR Sylvia Trent-Adams
 - I have also asked LT Joshua Hardin to assist our treasurer CAPT Tino Merced. They will be developing a new bookkeeping format and guidance for managing our NPAC finances.
- The Surgeon General's Office reported at the last SG/CPO/PAC meeting that the Overweight and Obesity in Children Council met with all of the HHS, OP Divs who have programs to address this. This group met for their first meeting to collaborate as a coordinating council and to look for ways to increase outreach efforts. This initiative was launched by First Lady Laura Bush back in Nov 2007 at the DHHS new Childhood Overweight and Obesity Prevention Initiative which targets

obesity prevention and the promotion of healthy weight for children. Admiral Galson is the chair of this coordinating council.

- The Workshop on Improving Health Literacy, held Sept 7, 2006 which looked at the large body of scientific evidence in support of health literacy improvement and to identify gaps in information that need to be assigned priorities; the proceedings are now available on the HHS website <http://www.surgeongeneral.gov/topics/healthliteracy/toc.htm> . Health literacy is the degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions. In order for our people to take action to maintain and improve their health, they have to have accurate and understandable information.
- The NPAC leadership voted at our last business meeting to accept the revised Charter and Bylaws. I still have to do the final edits (i.e. missed commas etc) and then we will post it. The significant changes were related to approval of NPAC funds and the sub-committee goals.
- Vote on approval of releasing \$500. from the NPAC treasury to support Nursing Recognition Day activities.
- New Policies:
 - Dental Officer Accession Bonus went into effect January 29, 2008.
 - Temporary Promotions-Dental Officers, January 15, 2008
 - Extension – 2007 Medical Officer MRB/ISP, January 10, 2008

VI. Transformation Updates- CAPT David Kelly

No updates at this time.

VII. Current Projects

A. N-PAC FUND RAISING COMMITTEE REPORT - CDR Bernato

CDR Bernato recently assumed lead over the N-PAC Fund-Raising Committee. Needs assessment review of the committee, along with suggestions and updates:

- Need for volunteers
- Inquiry as to whether the committee should consider other items besides T-shirts to sell as a fund raiser
- N-PAC decision/recommendation for future t-shirts: Serious, funny or just serious
- Contest for Slogans-February 19-March 19, 2008
 - Winner wins free T-shirt
 - Voting on slogans-March 24-April 14
 - Tabulations of votes-April 15-18
 - Ordering of T-Shirts-April 21
- Call for volunteers at booth to sell T-shirts-April 28-May 16
 - Development of booth schedule and logistics
 - Teleconference Wednesday, February 20- CDR Bernato will contact the volunteers

B. REPORT ON COA/COF CONFERENCE – LT West

USPHS Scientific and Training Symposium
Held in Tucson, AZ June 9-13, 2008

- **Conference Theme:** "Public Health Strategies for the New Millennium"
 - Early Bird Registration until 4/21/08
 - Junior officer and student scholarships available
- **Nurse Category day on June 12, 2008; Theme:** Nursing Leadership in Public Health: Forging into the New Millennium
- **Key note speaker:** Dr. Bernadette Melnyk PhD, RN, CPNP/NPP, FAAN, FNAP, Dean and Distinguished Foundation Professor in Nursing
Arizona State University College of Nursing & Healthcare Innovation
- **Expected CE's:** 6.75
- **Three Panels and Breakout Sessions:** Three Dimensions of Global Nursing Leadership, Nursing Led Public Health Interventions for Advancing Global Health, and Taking on the Challenge: Nurses Leading the Fight Against Diabetes & Obesity; Breakout Session: Just in Time Leadership

C. JOAG Liaison Report – LCDR April D. Kidd

- JOAG voting members plan to participate in a Forwarding Thinking training retreat in Rockville, MD on March 7-8, 2008. The training will be offered by RADM Kendig and several Bureau of Prison staff members and officers. The day and a half length training will provide JOAG officers long range planning strategies and strengths to prospectively plan Corps initiatives. The Forward Thinking training was provided to several members of the senior Corps leadership last summer.
- **Forward Thinking Retreat will be offered to all junior officers as a COF Scientific Symposium pre-conference event on June 7-8, 2008.** This retreat is designed to help shape future Corps Officers to think constructively and futuristically concerning the face of the Corps. Information on the upcoming training is below:
 - **WHAT:** Forward Thinking is a concept of future planning for the Corps over the next 20-30 years. During the retreat, junior officers will share their collective voices in developing a vision for the future of the Corps. In addition, at the conclusion of the retreat, we will have the opportunity to present our ideas to RADM Galson, our Acting Surgeon General.
 - **WHY ATTEND:** This is a unique opportunity for junior officers to advance the mission of the Corps, and direct the next generation of leaders to keep the Corps growing and getting stronger. In addition, it is an excellent professional, leadership, and career development activity for individual officers, and the participants will develop an invaluable skill set that will benefit them throughout their careers.
 - **WHERE:** Tucson, Arizona at the Tucson Convention Center. The Commissioned Officers Foundation (COF) will be providing the conference room for this retreat, and it will be facilitated by officers from BOP as well as JOAG voting members.
 - **WHEN:** Saturday, June 7 (afternoon) and Sunday, June 8 (all day). This is the weekend before the USPHS/COF Scientific Training and Symposium.
 - **HOW MUCH:** There is no fee to attend this retreat; however, junior officers will have to provide their own travel and lodging if they do not receive funding from their own agency to attend.
- **HOW TO SIGN UP:** Send an e-mail to LCDR Aimee Trefiletti at alt5@cdc.gov indicating your name, rank, agency, and category **by Friday, March 28.**

- Solicitation for self nomination of JOAG voting membership to serve Oct 2008 – Sept 2010 is forthcoming soon.

VIII. NURSING REPORT – LCDR David Magnotta

Nurse Applicant Committee Report FY 08			
February 2008			
Nurse Applicants			
Current total number of applicants in NAC packet	144	Total calls to active duty (CADs) by month and agency	19
Current # of conversions	26	DHS	3
Current # of new applicants	33	I.H.S.	5
		BOP	11
OCCO		HRSA	0
Total Applications on hand	336	NIH	0
General Duty	256	USMS	0
IRC	1	CMS	0
JR Costep (Apps)	32	PSC	0
Sr Costep (Apps)	47	FDA	0
Total Separations per month and by type	6	Current Status - Total Strength of Nurse Category	1393
Retirements	5		
In-activations	1	Nurse Category Top Four Agencies	
Terminations	0	I.H.S.	502
IRR Terminations	0	BOP	247
		DHS	173
		NIH	106

IX. Quarterly Verbal Committee Reports

A. Research – LT Christine West

Meetings

- Sub-committee members continue to teleconference monthly. We had a sub-committee meeting on January 11, 2008 and next proposed meeting time is February 8, 2008

PAC Survey

- The report for the survey is completed and has been reviewed by NPAC chairs; needs final approval
- An overview will be given at the NPAC business meeting and NPAC general meeting in February

Lunch and Learn

- We presented on the January NPAC general meeting on the topic: Designing a Successful Survey.

Website Update

- We submitted updates to for the updated N-PAC research subcommittee webpage, which will include: posting biosketches of each of the members, soliciting for updated nursing publications, and helpful research-related links.

Strategic Plan 2008

- Currently working on 3-5 goals and objectives based on the 4 priority areas given the December NPAC retreat.

B. Communications – LCDR Cheryl PetersonFY 08 Communication Sub-Committee Goals

- Increase awareness of PHS, Civil Service and Commissioned Corps Nurses on public health and nursing topics
- Develop guidelines for website and nursing listserv
- Revise/update N-PAC website
- Review/revise Nurse Resource Manual

Communication Sub-Committee and Projects

- **Working Group:**
Listserv: monitor membership and activity with listserv
As of date – 1,758 subscribers
- **Website Group:**
Update transition of website:
The transition will be done in phases. Phase 1 is to get all sub-committee front page on the website. Deadline for this is March 1. This will be placed on a staging server until the transition is completed. The N-PAC website is currently maintained for basic information on the old site. CAPT Kelly is maintaining this until the transition is completed.
Website leads are LCDR Gettie Butts and LTJG McBride
- **Nurse Resource Manual:**
Update Nurse Resource Manual- The edits have been made to the document. Since time elapsed from the first submission of the manual to revising with edits, the chapters were revised again. CDR Cynthia McArdle became the lead for the Nurse Resource Manual group. GPO guidelines for publication have been incorporated in the manual. Final edits are being completed with GPO format and will be submitted shortly.

Resource Manual lead: CDR Cynthia McArdle

- **Collaborative Group:**

CDR Rettino is the new lead for the group as CDR Robinson is co-chair for the committee. Activity currently working on is the poster presentation for the Scientific Symposium to present information on the website transition.

Committee Scribe:

Many thanks to LCDR Liz Hobson-Powell for scribe duties this quarter.

Communications Subcommittee's Issues

Recommend the topics based listserv item be removed from the N-PAC strategic plan.
Request 2 new members for group.

C. Career Development - CAPT Joan Hunter

- 1) CAPT Kelly, CAPT Hunter, CDR Anderson and CDR Belsito attended the first meeting to discuss the Career Development and the Mentoring SC in order to work together to develop their initiatives without overlapping services. CAPT Kelly shared a document with CAPT Hunter and CDR Anderson discussing the goals and objectives of career development as it relates to the Corps Transformation, which will result in providing the guidance and direction for the upcoming year's SC goals and objectives.

Action:

*CAPT Kelly, CAPT Hunter and CDR Anderson will meet with CAPT Kelly, Career Development Transformation Officer, on a monthly basis to develop the goals and objectives for the SC as it relates to the Corps Transformation.

*SC projects will be developed from the outcome of these meetings.

- 2) CDR Anderson updated the SC regarding the Nurse Resource Manual, as we have been tasked to update the 3rd and 4th Chapters related to the information being outdated since our last submission a year ago.

Action:

*LCDR Miller and LCDR Brown have volunteered to complete these revisions and will be submitting the information to CDR Anderson upon completion.

- 3) LCDR Perkins is working on a CEU review presentation for the March Lunch and Learn at the N-PAC meeting.

Action:

*LCDR Perkins is to send out the presentation prior to the N-PAC meeting to obtain feedback from the SC members.

- 4) LCDR Knight updated the SC on the transformation of the new SC website.

Action:

*LCDR Magnotta and LCDR Knight are working together to revise our current web pages to the new website format that has been provided from the N-PAC Webmaster.

- 5) CDR Martin updated the SC on the FAQS Project. CDR Martin has forwarded the completed project to CAPT Hunter and CDR Anderson for review and approval.

Action:

*CDR Martin is to send the completed project to LCDR Knight for her to include this information in the newly designed website.

X. New Business – CDR Katherine Berkhausen

A. SOP for NPAC Sub-committee Membership

- Sub-committee Operating Procedure : The NPAC leadership voted to accepted a new document that we are calling the Sub-Committee Operating Procedure. The ad hoc group that worked on this represented various agencies and sub-committees. The purpose was to better organize and standardize how our sub-committee operates; this discussion started at our NPAC retreat last year. CAPT Mary Rossi-Coajou and her ad hoc group (CDR Susan Orsega, CDR Amy Anderson and CDR Jackie Morgan) worked not only very hard but rapidly to bring this document to fruition. The highlights of the document (which will also be posted for your review) are:
 - Templates were created to help with some of the administrative work of the sub-committees: for meeting minutes, quarterly reports and annual reports and are attached as appendices.

B. Public Health Advocacy – the Role of Nurses

- Call to action from the nurse category:
 - Chief nurse meeting with ANA: to facilitate the SG Call to Actions moving on the ANA agenda/radar
 - Increase awareness with your professional nursing organization; whether school nurse, nurse practitioner, etc.
 - What are things we as nurses can do:
 - Increase awareness
 - Talk to our own families, schools, communities
 - Sharing info via a media packet: facts, handouts, slides
 - Develop health lifestyle messages that you use in all public discussion/conferences: decrease TV watching, etc.
 - How do you support the call to actions in your own personal life
 - Professional life
- We should target these areas at health fairs....
- <http://www.surgeongeneral.gov/publichealthpriorities.html>

Public Health Priorities

Disease Prevention
Eliminating Health Disparities
Public Health Preparedness
Improving Health Literacy

Disease Prevention

Overweight and Obesity
Increasing Physical Activity
HIV/AIDS
Reduce Tobacco Use

ROUND TABLE DISCUSSIONS

*The Next N-PAC Meeting Is Tentatively Scheduled For:
21 MAR 2008 from 1300-1500
Surgeon General Conference Room, Parklawn Building (18th Floor)*