

**I. Introduction of Members in Attendance**

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

**Attendance Roster**

Rank	Name	Rank	Name
<b>AHRQ</b>			

<b>BOP</b>			
LCDR	Bong, Randy	LT	Patterson, Lisa
LCDR	Pollard, Anita	LTJG	Dyer, Brigit
LT	Adams, Cindy	LTJG	Holland, Camille
LT	Kanten, Benjamin		
<b>CDC/ATSDR/NIOSH</b>			
<b>CMS</b>			
CAPT	Baier, Fay	CDR	Moore, Thel
CDR	Casey, Marie	CDR	Karikari-Martine, Pauline
<b>DHS/USCG</b>			
LCDR	Dorse, Karen		
<b>DOD/TMA</b>			
<b>DIHS/ICE</b>			
CDR	Nielson-McArdle, Cynthia	LT	Lawrence, Gia
LCDR	Anderson, Sara	LT	Pappas, James
LCDR	Galano, Joanne		
LT	Jesse, Michelle		
<b>DOJ/USMS</b>			
CDR	Rettino, Mary		
<b>FDA</b>			
CAPT	Matrakas, Katherine	LT	Bernardino, Leigh
CAPT	O'Lone, Martha		
CDR	Bernato, Laurie		
CDR	Shaffer, Diann		
CDR	Sweeney, Colleen		
CDR	Westerbuhr, Kellie		
LCDR	Bah, Isatu		
LCDR	Humbert, Jason		
<b>FOH</b>			
CAPT	Aker, Diane	CDR	Porter, Terry
CDR	Deffinbaugh, Kim	LTJG	Hardin, Kristen
<b>HRSA</b>			
CAPT	Hench, Karen	LCDR	Butts, Jettie
CAPT	Puente, Anna Maria	LT	Vargas, Antonio
<b>IHS</b>			
CAPT	Atkinson, Dolores	Ms.	Haldane, Sandra
CAPT	Dale, Kathy	CDR	Keene (King), Wayne
CAPT	Tartaglia, Michael	LCDR	Aryal, Cenk
CAPT	Warner, Bonnie	LCDR	Creager, Joe
CDR	Chambers, Charles	LCDR	Lagowski, Lisa

IHS			
LCDR	Palucci, Lisa	LT	Mather, Judith
LCDR	Pearson, John		
NIH			
OS/OPHS/OSG/OCCO			
CAPT	Dandridge, Beverly		
CAPT	Prince, Joyce		
CDR	Richards, Edecia		
LT	Hardin, Joshua		
PSC			
SAMSHA			
USDA			
CDR	Adams-King, Janice		
GUESTS			
Ms	O'Connell	Dianna	

## II. Acceptance of Minutes

February 2008 minutes were presented to the committee members for acceptance and approval. LDCR Josefina Haynes-Battle made a motion to approve the minutes as written and a second was made by CDR Diann Shaffer. 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 –CAPT Michelle Poindexter for RADM Carol Romano

A new Assistant Secretary for Health was appointed, Dr. Joxel Garcia. He will be commissioned as a Medical Officer in the PHS. He has reported to duty this week. His promotion ceremony will be in late April and more information will be forth coming.

The Surgeon General (SG) is continuing his national initiative to campaign for” Healthy Youths for a Healthy Future”. He had successful events in West Virginia and Miami and will be traveling next to Wyoming and North Carolina. Information is posted on the SG website. A new web link from the SG home page is being developed that will pull together multiple HHS resources on Childhood Overweight and Obesity Prevention for consumers and providers. An April date is expected.

Eli Manning (NFL Most Valuable Player 2008 & NY Giants Quarterback), will promote physical activity during the National President’s Challenge kick-off on March 20, 2008. All are encouraged to join or continue participation in the President’s Challenge and log in thirty of minutes of exercise at least 5 days a week on the web site: [http://www.PresidentsChallenge.org/login/register\\_individual.aspx](http://www.PresidentsChallenge.org/login/register_individual.aspx).

**Policy**

New policy requires uniform wear as of July 1 for nurse officers. Policy on local uniform authority is forthcoming. For officers, April 7 is the date for switching to the summer uniform.

**Nursing Leadership & Outreach**

The Office of Reserve Affairs coordinates the Inactive Reserve Corps (IRC) for civilians who want to be commissioned but are interested in serving only per diem (prn) deployment assignments. This IRC has over 4,000 individuals who are frequently deployed for short missions. Indians Health Service nursing is working with the IRC for potential assignments.

The journal, *Public Health Reports*, is coordinated by the Office of the SG. The Surgeon General's Perspective is in each issue. The next one will be on Obesity. Please review and use this in your own efforts to bring visibility to the prevention needed in this area.

American Nurses Association (ANA) released a new guide to the Code of Ethics for Nurses: Interpretation and Application on February 15, 2008. ANA has also released its policy document on "Adjusted Standards of Care in Extreme Circumstances," on its web site to assist nurses with resource decisions during disasters.

CAPT Julie Sadovich has been selected to participate in the ANA House of Delegates Opening Ceremony in June 2008. CAPT Sadovich will lead the pledge of allegiance for the delegates.

**Readiness**

The Office of Force Readiness and Deployment (OFRD) website is not accessible currently because of security work needed; work is in process to fix this.

The USS Boxer (CP08-PAC) will embark on a 58-day sail from San Diego, CA on 28 April 2008 and visit Pacific ports in Guatemala, El Salvador and Peru. This is the first of several missions planned from April through December. Interested persons need to get their supervisor approval and communicate interest to their Agency Liaison.

**Transformation**

We have 29 new nursing Senior COSTEPS selected this year so far. A recruitment power point presentation is being developed by Office of Commissioned Corps Operations (OCCO) for nurse category recruitment. This will be shared with you as soon as it is finalized.

**Comment**

Best wishes to all for a happy spring break season.

**IV. Treasurer’s Report- LT Joshua Hardin**

Statement as of 04/03/2008

Cash Balance	COF Checking	\$ 4,144.94
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**Income**

Nursing Coins	\$ 695.00
Coins Still Available # 431	
<b>Total Income</b>	<b>\$ 695.00</b>

		Expected PD Date
<b>Approved Expenses</b>  (Not Executed)	Web Fees/Domain Name	\$ 46.47 Immediate
	Est Pubs Awards	\$ 900.00 May
	Est NRD Food estimate	\$ 500.00 April
	<b>Total Expenses</b>	<b>\$ 1,446.47</b>

<b>Requested Expenses</b>  (Not Approved)	T-shirts	\$ 1,325.00 May

**Recap of Cash Activity**

Beginning Cash Balance	\$ 3,449.94	
Total Income	\$ 695.00	
Total Expenses	\$ 1,446.47	
<b>Ending Cash Acct Balance</b>	<b>\$ 2,698.47</b>	(Available Cash )

**Budget Comparison Report**

Income	2007 Budget	2008YTD Actual	YTD Variance
Nursing Coins	\$ 5,000.00	\$ 695.00	\$ 4,305.00
T-shirts			
NPAC Capital Contribution			
Miscellaneous			

Total Income

Actual Annual Expenses	2007 Budget	2008 YTD Actual	YTD Variance
Postage			
Bank Fees			
Pubs Awards	\$ 304.00		
Awards Shipping	\$ 96.40		
Food/Misc	\$ 263.78		
Nursing Coins			
Web Fees		\$ 46.47	
COF Fees			
T-Shirts			

Total Expenses

**V. N-PAC Chair Report – CAPT Michelle Poindexter for CDR Katherine Berkhusen**

**A. General Updates**

- The Surgeon General (SG) recently returned from Miami, FL where he spoke on Childhood Overweight and Obesity Initiatives. The SG will also speak about these initiatives in the North Carolina Research Triangle. The SG plans to speak in Wyoming on Under-age Drinking and meet with state officials (including the First Lady of Wyoming), in this regard.
- On Monday Mar 24, 2008, there will be a portrait unveiling ceremony for former HHS Secretary Tommy Thompson in the Great Hall of the H. Humphrey Bldg. CC Officers are encouraged to attend.
- COTA & OFRD are teaching the Officer Basic Course (OBC) monthly, with courses scheduled until October. Each OBC can have up to 50 participants. The April course is full; May & June courses are filling up. We need to ensure that all new CAD are getting into the course. The FY 09 course dates will be released soon.
  - OCCO plans to place the OBC course as a TDY on all CAD orders so that new officers are set up to attend the next OBC. Travel and lodging will be covered. Expenses for the individual officer are kept to a minimum. Navy does come to the OBC to measure officers for their uniforms. Officers do pay for their uniforms (the cost to the officer for the khaki's runs around \$220.00). All officers are encouraged to apply for the one time uniform allowance.

- This year, we heard that there will be increased numbers authorized by HHS to attend the COA. Last year 250 officers were authorized at the expense of HHS (their own agency's funds). This year it is predicted that 500 officers will be supported. This restriction does not apply to officers working at DoD, Coast Guard or other non-HHS agency.
  - Each agency will receive feedback on how many officers from their agencies will be authorized to attend.
  - COA will be held on June 9-12, 2008, in Tucson, Arizona (<http://www.coausphs.org/>).
  - Early bird registration rates will be effective until April 21, 2008.
  - Please note that individuals who submit a paid registration will not be eligible for a scholarship.
- Promotions boards are underway and will be conducted until the end of April. The assimilation boards will convene shortly thereafter.
- The promotion benchmarks for promotion year 2009 will be posted soon, perhaps early April.
- The recruitment goal of officers has been reset to a lower number due to limited funding. The new number is 6,150 by the end of the FY.
  - The nurse category and the HSOs are the only categories that are increasing.
  - The dental category is decreasing in numbers; followed by the pharmacy category which has a slower decline going on. The physician category is plummeting. The other categories are holding their own.
- To recapitulate a message sent by RADM Romano to the nursing listserv:  
Last summer, the U.S. Public Health Service (USPHS) Commissioned Corps supported two components of Secretary Leavitt's Health Diplomacy Initiative: the USNS Comfort Humanitarian Assistance Training Deployment and the Peleliu Pacific Partnership Mission. These missions are scheduled to begin in late spring and run through the fall of 2008.

Continuing Promise 2008 will be conducted in two distinct phases to accomplish its mission to Central America, the Caribbean and South America:

- The USS Boxer (CP08-PAC) will embark on a 58-day sail from San Diego, CA on 1 May 2008, and visit Pacific ports in Guatemala, El Salvador and Peru.
- The USS Kearsage (CP08-CARIB) will set sail from Norfolk, VA, on 6 August 2008, and visit Caribbean ports in Nicaragua, Panama, the Dominican Republic, Colombia, Trinidad, Tobago and Guyana over a 115-day period.

The Mercy Pacific Partnership 2008 is currently expected to visit Pacific Rim and Pacific Island nations:

- The USNS Mercy (T-AH19), a U.S. Navy hospital ship, will sail for a 148-day period with USPHS participation beginning 1 May 2008, in Guam, and proceed to the Philippines, Vietnam, Cambodia, Singapore, Timor Leste, Australia and Papua New Guinea.
  - As during the previous health diplomacy training missions, OFRD plans to provide sequential rotations lasting roughly +/- 30 days. We have received assurances from the

U.S. Navy that they will pay all travel costs associated with deploying USPHS Commissioned Corps officers. **Thus, Agencies in which Corps officers are assigned will NOT have to pay these travel expenses.**

- OFRD will not accept names directly from Corps officers. Corps officers should submit their interest to the Agency liaisons. Corps officers attempting to submit their names directly to OFRD will be referred back to their Agencies. However, OFRD (after consulting with the respective CPOs) will make the final decision regarding which of the Agency-nominated officers will participate on these training deployments.
- CAPT Joan Hunter, the PSC appointed/voting member will be assuming a new position as Director of Psychological Health at the National Guard and has stepped down from co-chairing the career development sub-committee. She has been asked by our CPO to work on a DoD, Mental Health Project reviewing a significant number of new/and existing USPHS Commissioned Officers who will provide MH services (transfer billets to DoD) at various military treatment facilities nationwide. CDR Kim Deffinbaugh who is the voting member alternate for PSC will stand in till the end of the fiscal year. CDR Deffinbaugh will also be co-chairing the career development sub-committee (as the voting member) until the end of the fiscal year. Thank you CDR Deffinbaugh.
- CDR Robinson has resigned as the co-chair of the Communications sub-committee. Her current workload at the Commissioned Officers Training Academy has escalated. A new component of the COTA training responsibility is to be TDY for 2 weeks every month while implementing the training of new officers at the Officer Basic Course in Lansdowne, Virginia. We thank CDR Robinson for her leadership and commitment to the NPAC despite her tremendous workload. The NPAC leadership and CAPT Trent-Adams as the current co-chair are looking at another potential co-chair from within the sub-committee.
- Folks may have noticed that our nursing website is not as up to date as we would like. We ask for your patience and understanding. The communications sub-committee is working to transition all of the information that is currently on the website to the HHS server and our energy is spent in this regard.
- On March 31, 2008, the ORDF quarterly administrative review will be done. All officers are encouraged to review and update their qualifications for Basic Readiness.

#### **VI. Transformation Updates- CAPT David Kelly**

The Transformation web page is currently running. Please visit ( <http://usphs.gov/>).

#### **VII. Current Projects: CDR D. Laurie Bernato**

The Esprit de Corps Group has had four teleconferences since February. Currently, the main goal of the group is to raise funds for N-PAC via sale of t-shirts at the COA Symposium in June.

**Background:** These t-shirts will be sold at the N-PAC booth at the COA Symposium in Tucson, Arizona to raise funds for the N-PAC treasury and to promote Esprit de Corps. T-shirts not sold

can be purchased via the N-PAC website. CDR Bernato will be coordinating the ordering and selling of the t-shirts at the symposium.

The Esprit de Corps Committee is recommending the sale of children's t-shirts as a fund raising item. No one else will be selling these and it will provide parents with a practical souvenir to bring home to their children. The manufacturer charges the same price for the children's t-shirt as the adults.

The t-shirts cost \$7.50 and will be sold for \$15.00.

After presenting the group's proposal at the N-PAC Business Meeting, it was decided that 70 adult t-shirts will be ordered and 25 children's t-shirts. The 30 t-shirts remaining from last year's order will also be sold in Tucson.

The Esprit de Corps group is still evaluating the submitted slogans and will make a recommendation at the next N-PAC meeting.

## **VIII. Quarterly Verbal Committee Reports**

### **A. Mentoring-CDR Diann Schaffer**

#### **FY 08 Mentoring Sub-Committee Goals:**

- To create channels of communication through development and maintenance of a dynamic and relevant website.
- To support the transition of new nurses from civilian life, other federal services, or academia into the USPHS by serving as a mentoring resource.
- To support retention of nurses by providing information and serving as a resource to fellow USPHS nurses throughout their career.
- To support the retention of nurses by promoting a mutually rewarding mentoring relationship that will last throughout their careers.

#### **Mentoring Committees and Projects**

Working Group: Coordinate committee members to maintain website content, to provide current category content and to respond to inquiries submitted via the mentoring web mail site.

Develop an implementation plan to link mentors with recently called to duty officers to help facilitate those officers in learning about the USPHS and developing a proactive approach in planning and achieving their career goals

Identify officers in various agencies who can serve as mentors.

Develop a system to promote the feedback from mentees by FY09.

Monitor mentoring accountability through routine mentoring activity reporting and increase reporting to 50% for FY08, 80% by FY 09, and 100% by FY2011.

Establish relationships among nurse officers which foster career development through informed decisions.

**Ongoing projects**

1. Reviewing Mentoring Directory, will decide within next fiscal year whether to discontinue use as resource or not. On Schedule. All Members.
2. Creating tracking mechanism for mentoring committee weekly requests on AOL e mail account. On Schedule, started 2/08. All members.
3. Created sign off system amongst committee members covering AOL e-mail account to assure coverage and accountability. On Schedule, started 2/08. All members, LCDR Humbert created first log sheet, CDR Broussard creating folder for tracking and reporting continuity.
4. Updated and continue to review Web site for outside users. On Schedule, landing page submitted and waiting further direction regarding submissions and updates to improve web site links. On Schedule, LCDR Humbert, CDR Shafer, CDR Belsito, CDR Antonowsky, LCDR Hunter.
5. Continue to review the sub committee objectives and goals and work to make this program more efficient and effective to the Nursing category and possibly use as a model for the Corps in the future. On Schedule, all committee members participating in this project.
6. Continue to review applicants for Mentoring committee. On Schedule, there are currently 6 Nurse applicants to be reviewed next meeting; all members are reviewing these applicants.

**Mentoring Sub-Committee Issues**

1. 15 inquiries to email address this cycle inquiring regarding counseling for promotions from 2-23-08 through 3-8-08, 5 officers counseled but referred to individual agencies for possible mentoring and information regarding promotion cycle.
2. Promotion inquiries and counseling are important to all officers however the process is time consuming and we need to devise a mechanism to have officers receive constant information and counseling from their agency or identify a mentor at the beginning of their career.
3. 6 inquiries, 3-9-08 through 3-22-08 2 nursing students 2 CO, and one civilian, 1 requesting mentor, and joining committee, 1 request to do a survey, 1 request for information on Public Health Nursing, 1 request for resource directory update, 1 request to access our web site through a bog. ALL responded to timely.
4. Should we maintain the Mentoring resource directory or not. This is to be decided in the future but at this time no new officers are being added and there are many who are being removed due to inactivity or retirement.

**B. Awards Sub-Committee-CDR Susan Orsega****FY 08 Award Sub-committee Goals:**

- Facilitate and support efforts that ensure nurses are recognized through the awards process for their outstanding contributions and noteworthy accomplishments;
- Encourage award nominations in order to recognize the accomplishments of HHS nurses;
- Facilitate and improve the understanding of the awards process of both CS and CC nurses through overall education and training mechanisms.
- Recognize the value of public acknowledgment of award presentations.
- Liaise with other committees and agencies as appropriate to reach the goals and objectives identified by the PAC-N and mission of the CORPS.

**Awards Committees****1. COA Awards Team**

CDR Suzanne England as the team leader coordinates this team who is responsible for reviewing three COA awards. This team is comprised of four members. In December 2007, this team reviewed five complete applications for the Nurse Responder of the Year Award. The announcement for the Mabel Mae Wagner and Lucille Woodville Awards was distributed on 14<sup>th</sup> March 2008 and submission deadline will be 4<sup>th</sup> April 2008. Once the deadline is closed, this team will review and process the award submissions.

**2. MANE Awards Team**

There are seven members in this team, including the team leader CAPT Bonnie Warner. The 2008 deadline for award submissions has been extended to 21<sup>st</sup> March 2008. As of 3/14/08, six applications have been received for the following awards:

Gregg Group Award  
 Hasselmeyer Award  
 Hazel Award  
 McLaughlin Award  
 Petry Leone Award

**3. Publication Awards Team**

The Publications Award review team consists of eight members including the team leader, CAPT Cindy Wilson. The 2008 Publication Awards submission deadline was 10<sup>th</sup> March 2008. Six articles were received. Each member invests at least 6 + hours during the award review period. The team leader invests at least 10-15 hours performing activities such as blinding and emailing articles and maintaining a database.

Six applications are being currently reviewed for the following awards:

RADM Marie O' Henry Award  
 RADM Faye Abdellah Publication Award for Nursing Research  
 RADM Julia Plotnick Award

Currently both the Publications and MANE team are conducting the application review process and will submit the award nominations to the co-chairs, Awards Subcommittee who will then forward these onwards to Chair, N-PAC and Chief Nurse Officer by 7<sup>th</sup> April 2008. After their concurrence, the awards plaques will be ordered and names forwarded to the Events subcommittee.

#### **4. Education Team**

In February 2008, LCDR Merchant voted to Education Team Leader position and there are eight members in this team. The Education team's participate in activities related to identification of educational needs regarding nursing award recognition. Ensuring the transparency of the process essentially translates into clearly identifying the manner of submitting nominations (Tips for Writing Awards) as well as providing examples and resources for questions regarding the nomination process. This team is currently preparing a presentation in May for upcoming AMSUS awards.

#### **5. Awards Outreach Team**

The Outreach a team is comprised of five members led by CDR Maureen Cippel.

The role of the Outreach team to increase awareness throughout organizations by communicating with the public; coordinating the call for nominations through the list serve etc; developing other modes of communication (flyers, other agency publications, conferences, meetings, serving as liaisons, etc.) to disseminate calls for nominations; and coordinate with the N-PAC Events subcommittee specifically for the Nursing Recognition Day Committee (presenter and award recipients).

A list of contacts created for each agency aimed at developing a "grass roots" effort to increase the aforementioned awareness.

LCDR Jennifer Williams and LCDR Jason Humbert developed an Outreach committee distribution List has been created. This subcommittee plans to utilize this list to broaden the notification and announcement of awards.

#### **Awards subcommittee Projects**

1. **Military Health System (MHS) Annual Award review process.** In January 2008, the subcommittee was tasked to coordinate and process the MHS Awards. The co-chairs delegated this to COA Team. This team quickly responded, submitted a list serve announcement and reviewed applications in response to the Chief Nurse Officer and N-PAC chair's need. As a result, the co-chairs are restructuring the teams to create an AMSUS and MHS team in response to the needs of the N-PAC to recognize those through new Awards processes. *In process.*
2. **Awards Webpage.** The webpage Awards subcommittee link was updated in March 2008. *Completed.*
3. **Awareness strategy- Lunch and Learns.** In an effort to promote awareness of the various awards offered, two lunch and learns have been planned. CDR Maureen Cippel conducted a lunch and learn in February 2008 to promote the MANE/Pubs awards and the overall awards available to the HHS nurse. Another lunch and learn that will focus on AMSUS Awards is being planned for May 2008. *Completed.*
4. **AMSUS Award team.** The AMSUS nurse category has several awards. This year, the Awards subcommittee will design a team to coordinate announcement, review and process applications of PHS officers. This was achieved in response to a need identified by the N-PAC Chair.
5. Establishment of recorder/secretary. *Completed.*

#### **Awards Sub-Committee Issues**

1. **Subcommittee membership.** The subcommittee currently has 43 active members. During the Awards subcommittee meeting held in February 2008, the Subcommittee SOP was presented. Several members who have actively participated in the Awards subcommittee for many years

raised concerns about the statement, "the number of members within each subcommittee may not exceed 20 or more members at one time." Correspondence with the N-PAC chair is currently underway to justify the membership.

### **Next Fiscal quarter project and team planning**

1. AMSUS Award team composition. This team will be identified with goal to coordinate the AMSUS award review process.
2. N-PAC Lunch and Learn (L/L). Education team coordinating AMSUS Award L/L in May 2008.
3. Subcommittee membership. The Awards co-chairs will monitor the attendance of the participants during the team and the award subcommittee conference calls. In July 2008, the roster listing will be updated and membership notifications will be sent.
4. Building Awards group leadership. The Awards co-chairs will conduct an Awards team leader strategic meeting in July 2008 to build team capacity and identify FY 2009 goals. Another outcome of the meeting will be to establish guidance documents (if necessary) to maintain continuity of the awards reviewing process within the teams from year to year.

### **C. Events Sub-Committee- LCDR Ann-Marie Matlock**

#### **FY 08 Events Sub-Committee Goals:**

- To provide easy access via web links to current events occurring in our nation
- To organize Annual U.S. Public Health Service Nursing Recognition Day.
- To support the COA conference nurse category day at the COA conference

#### **Events Committees and Projects – ongoing projects**

- a. Website information needed to be updated for new site – information gathered and forwarded – CDR Dandridge, LTJG Tzeng and CPT Poindexter assisted with this project
- b. Nursing Recognition Day – Set for Friday May 2, 2008 – NIH Campus Lister Hill
  - i. Speakers set up – invitation letters and CEU information being mailed out this week – CDR McGuire, LCDR Matlock and LCDR Fuller assisted with this project
  - ii. Registration announcement to come out week of March 24 – Sandy Haldane completing this project
  - iii. Call for posters coming soon – CPT Dandridge putting together information for posters
  - iv. Call for booths/tables coming soon – need a volunteer for this (meeting scheduled for March 20 – CDR Karlson coordinating
  - v. Food for breakfast – LCDR Fuller will be coordinating
  - vi. Registration and CEU information – CPT Merced-Galindez coordinating
  - vii. Slideshow – will ask LCDR Denis to coordinate again this year
  - viii. Choral ensemble – CDR Mc Guire will coordinate
  - ix. Honor Guard – awaiting volunteer name to coordinate this
  - x. Program for NRD – Sandy Haldane is coordinating this

**COA category day** – LT West and LT Ryder setting up, CEU information coming soon

#### **Events Sub-Committee Issues**

None identified

**IX. New Business – CAPT Michelle Poindexter for CDR Katherine Berkhausen****A. Public Health Advocacy – the Role of Nurses-CDR Janice Adams-King**

- Public Health Advocacy-the Role of Nurses -CDR Janice Adams-King

At the annual NPAC retreat, the NPAC leadership discussed our strategic plan. We identified 4 areas of focus for our category, (Recruitment, Retention, Communication and Public Health Advocacy). At the February NPAC meeting CDR Berkhausen began discussions on how we as nurses could support the various Surgeon General's healthy lifestyle initiatives and Calls to Action. This meeting had some lively discussion from nurses on ways we could support the various HHS healthy lifestyle initiatives and SG call to action. It was agreed that an ad hoc group be formed to address this. CDR Berkhausen asked CDR Janice Adams-King to lead the ad hoc group. You may have noticed the list serve message for the open call for nominations to be part of this group. We had a great response from nurses around the country from various agencies with diverse backgrounds to include civilian nurses, and nurses outside of HHS. I would say that we do not need additional members at this time. I have asked CDR Adams-King to brief us on the ad hoc group's discussions and to keep us abreast of their work. This allows the NPAC leadership to continue to guide the efforts of the group on behalf of the nurse category.

**ROUND TABLE DISCUSSIONS**

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