

Technical Advisory Group Minutes
Annual Meeting, May 7-9, 2002
Nashville, Tennessee

The Nashville Area Indian Health Service (IHS) hosted the 2002 annual meeting of the Technical Advisory Group (TAG) in Nashville, Tennessee, May 7 - 9, 2002. Partners in Leadership: "Indian Women of Today" was this year's theme, showcasing Indian women's roles within the Nashville Area organization and its affiliates, including the Tribal level. Fifteen attendees represented the Areas and Headquarters as follows:

- Aberdeen - Pam Geffre
- Albuquerque - Bernice Wyaco
- California - Mona Celli (Representative)
- Navajo - Patricia Wilson
- Phoenix - Brenda Turner
- Tucson - Joyce Antone
- Office of the Director - Sharon Hoppman and Olivia Buckley
- Office of Public Health - Teddra Penland
- Office of Management Support - Brenda Miller
- Alaska - Connie Greene
- Billings - Dorothea Grass
- Nashville - Susan Brintnall
- Oklahoma - Carolyn Whitecloud
- Portland - Christine Brittell

As a point of reference, a copy of the three-day meeting agenda is attached. To familiarize participants with the Nashville Area and its Tribes, a historical overview of the Area was provided, along with a synopsis of the 25 member Tribes and 3 urban centers.

Integral aspects and functions of the Area were highlighted through spoken and visual presentations of primary facilitators representing each venue, and in one instance, a woman Tribal Leader. Each organization's role and relationship with the IHS was explained in the presenter's overview. In keeping with the agenda theme, four of the five primary presenters were Indian women, representing their Tribes of Eastern Band of Cherokee, Cherokee Nation of Oklahoma, Seminole Tribe of Florida, and Wampanoag Tribe of Gay Head (Aquinnah).

Day two of Partners in Leadership: "Indian Women of Today", emphasized TAG members themselves, and what personal and professional skills could be gleaned, gathered, and incorporated from the learning session into each individual's work setting. Recognizing shortfalls and then taking responsibility of self to change was central in any change. Ms. Jan Elliott, consultant for National Seminars, was the session leader and major catalyst in extending the group's possibilities and the means for achievement.

To further enhance the health and welfare of the TAG members, day three offered preventive health awareness and stress management, evoking thought to the adage of "an ounce of prevention is worth a pound of cure". An anti-terrorism session sensitized our awareness and need for preparedness of environmental conditions for our protection. A technologies update was offered demonstrating different equipment to improve office productivity and efficiency.

The upcoming retirement from Indian Health Service of fellow TAG member and friend, Ms. Olivia Buckley, was recognized by the membership honoring her with a gift and dinner at a well-known Nashville entertainment site. Olivia will be sorely missed by all of us. She was a mainstay to TAG and the Office of the Director.

TAG was provided an overview of the Alternate Dispute Resolution (ADR) program now being utilized by IHS management to aid in the resolve of

internal disagreements and misunderstandings. Through the recommendation of IHS EEO Headquarters, Ms. Sheila Somberg, M.B.A., consultant of Mediation USA, conducted the ADR session.

The TAG meeting concluded with the following Old and New Business, with Hot Topics incorporated. Hot Topics' scale of importance identified at the meeting is numbered and highlighted.

Old Business

8 - During the past year, the TAG PD Committee compiled an Area Director's Secretary position description (PD) that would encompass common tasks and duties for each of the twelve locations. With each Area being operationally different, a generic GS-09 PD would, at the discretion of the Area Director, allow promotional opportunities to those secretaries who are presently a GS-07 or GS-08. The intent of this exercise was not to change what is already in place at the Area offices. A conference call was arranged with Ms. Andrea McCabe, Human Resource Specialist, HQ's Field Staff Support, to occur during this TAG meeting to conclude appropriate wording of the PD, etc., and to allow TAG to address any questions relative to the status of the PD. However, communications once again deteriorated between what we wanted to accomplish and what the Personnel factions deemed correct. We are still in limbo as to what direction we should go. PD Committee Chairman, Dorothea Grass, said she would contact Ms. McCabe for further discussion of the position she had taken and to coordinate a call between Ms. McCabe and the workgroup.

As of this date, the National TAG Charter has been submitted to Headquarters and awaits approval.

6 - Time and attendance continues to be an issue. ITAS hours are not legitimate; hours reported and worked. Reporting is not accurate. There lacks a clear policy and application throughout the Agency. This is a NCEO issue and should be addressed in that forum. Suggested solutions? Morale issues continue to arise. Some disillusionment rests in the lackadaisical attitude of supervisors and management to enforce time and attendance regulations. TAG concluded it was unable to have an influential effect on this issue.

New Business

Discussion to change the monthly conference call was shelved. Members committed to assure their presence for future calls, or arrange for a substitute. It will continue on the first Tuesday of each month at 2:00 p.m. Eastern time.

1 - A mission/vision statement needs to be developed for TAG, # 2 - along with specific goals and objectives, to be presented to the Area Director, IHLC.

3 - The value of TAG was raised for discussion. The following items were identified for future events.

- o Initiate a glory file of accomplishments
- o Incorporate training and skill building
- o Emphasize networking
- o Develop and approve agenda 3 months before the next meeting
- o Identify positive responses/benefits of this meeting and possible topics/items for next year's meeting.

- # 5 - Communications with Supervisor/Area Directors can be enhanced through records, i.e., meeting minutes and evaluations of TAG activities. Lack of communication, evidently, exists within some Areas. Assertiveness must be exercised to open communication avenues between supervisors/Area Directors.
- In order to reinforce the importance of TAG and the necessity of members' attendance at the yearly meetings, it was determined that an "encouragement" memo, signed by the Director, would evoke a more positive reaction and support from all Area Directors.

7 - Ms. Carolyn Whitecloud and the Oklahoma Area will host the 2003 TAG meeting in May. No specific days were identified. It was determined that the hosting Area will provide clerical support to record minutes.

4 - Recruitment of Support Staff (Discussion focused primarily on headquarters support staff scarcity and the need to fill.)

- Word of Mouth Referrals
- Details
- Identify individuals who want to move up
- Recruit family members who can share expenses

The Nashville Area Acting Executive Officer, on behalf of the Nashville Area Director, closed out with the TAG. We thank Mr. Richie Grinnell for his attention to the issues conveyed and his support and cooperation with TAG. A list of Hot Issues will be provided to Mr. Grinnell for him to present at the National Council of Executive Officers' meeting the week of June 24, a venue he expressed was more appropriate, since issues presented were within Area operations managed by Executive Officers.

The May, 2002 Technical Advisory Group Meeting minutes are respectfully submitted by member and recorder, Susan P. Brintnall, this day, Wednesday, June 19, 2002.

**TAG Planning Session
Partners In Leadership: "Indian Women of Today"
Nashville, Tennessee
May 7-9, 2002**

Tuesday, May 7, 2002

8:30 a.m.	Nashville Area Welcome	Michael D. Tiger Area Director
8:45 a.m.	Meeting Overview/Announcements /Introductions	Susan Brintnall Secretary to Area Director
9:00 a.m.	Historical Overview: Nashville Area Office and the Indian Health Service	Deborah Burkybile, RN, MSN, CPC Managed Care Consultant
9:45 a.m.	Break	
10:00 a.m.	Nashville Area Tribes Profiles	Kevin Molloy, MSEH, RES Special Asst. to the Area Director
11:00 a.m.	Group Photo Session and Travel to Area Office	
11:30 a.m.	Calumet Building - Area Office Tour	
12:00 p.m.	Lunch	
1:00 p.m.	Tribal Leadership: A Native American Woman's Personal Perspective Wampanoag Tribe of Gayhead (Aquinnah)	Beverly Wright Chairperson
2:00 p.m.	Cherokee Indian Hospital Presentation Cherokee, North Carolina	Edwin McLemore, JD, BS Health System Administrator
2:45 p.m.	Break	
3:00 p.m.	Unity Healing Center Cherokee, North Carolina	Peggy Jenks, MPH Director
4:00 p.m.	Relationship Between Nashville Area Office and United South and Eastern Tribes (USET)	Brenda Shore-Fuller Health Information Officer
4:30 p.m.	Reconvene on Wednesday	Tim , ED

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Jan Elliott

Wednesday, May 8, 2002

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| 8:30 a.m. | Opening: "It's All About You" |
| 9:00 a.m. | Interpersonal Skills |
| 10:30 a.m. | Break |
| 10:45 a.m. | Getting the Recognition & Respect That You Deserve |
| 12:00 p.m. | Lunch |
| 1:15 p.m. | Power Robbing Speech Mistakes |
| 2:30 p.m. | Break |
| 2:45 p.m. | Gotta Have Some Fun |
| 4:00 p.m. | Wrap Up |

Reconvene on Thursday

positive affirmation

I am organized

I am multi task talented

smile
word - marvelous

Connie Marie Greene
Connie M

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Thursday, May 9, 2002

*lucy.wilson@nashville.gov
tracy.buck@nashville.gov*

8:30 a.m.	Preventive Health Awareness Metro Nashville Health Department	<i>Diabetes</i> Lucy Wilson, MS Tracy F. Buck, MS, RD
9:30 a.m.	Stress Management	Palmeda Taylor, PhD Area Psychologist
10:15 a.m.	Break	
10:30 a.m.	Stress Management Continued	
11:00 a.m.	Alternate Dispute Resolution Mediation USA	Sheila Somberg, MBA Consultant
12:00 p.m.	Lunch	
1:00 p.m.	Office Innovations & Equipment* Demonstration and Training	Scott McCoy Computer Specialist, DIRM
1:45 p.m.	Terrorism Awareness*	Kevin Molloy, MSEH, RES Nashville Area Security Officer
2:15 p.m.	Break	
2:30 p.m.	Hot Topics, Old and New Business* • Conference w/Andrea McCabe	TAG Members
4:00 p.m.	Close Out with Nashville Area Director*	Mr. Tiger and TAG Members
4:30 p.m.	Adjourn	

- In Area Office DIRM Training Room

Sunday, May 05, 2002