

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

Date: January 16, 2008

I. LOCATION/DATE/TIME:

Teleconference only; 16, January 2008; 1200 – 1300.

II. ATTENDANCE:

A. Voting Members

#	RANK	NAME	1/16	3/9	5/21	07/16	9/17	11/19
1.	CAPT	Sarath Seneviratne	✓					
2.	CAPT	Joannie Shen	✓					
3.	CDR	David Kim	Exc.					
4.	CDR	Paul Jung	✓					
5.	CDR	Rita Shapiro	✓					
6.	LCDR	B. Nhi Beasley	✓					
7.	LCDR	Chauha Pham	✓					
8.	LCDR	Christina Thompson	✓					
9.	LCDR	Mei-Ying Li	✓					
	LCDR	Parmjeet Saini Executive Secretary	✓					
10.	LCDR	Paul Kitsutani	✓					
11.	LCDR	Quynh Nguyen	✓					
12.	LCDR	Ruby Lerner	✓					
13.	LCDR	Ryan Nguyen	✓					
14.	LCDR	Sally Hu	✓					
15.	LCDR	Sianta Kamal	Exc.					
16.	LT	Nazmul Hassan	Exc.					

B. GUESTS: This meeting was called for voting members only; roll call for guests was not taken. The following guests e-mailed their attendance.

CAPT Quirico C. Cabredo, DHS

CDR Nita Sood, HRSA

CDR Elise Young, HRSA

CDR Lanchi Nguyen, HRSA

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CDR Marvin Guia, BOP

CDR Lee Hanley, EPA

LCDR Dianne Paraoan, FDA

LCDR Jeanne Skanchy, FDA

LCDR Chau Vu, USDA

LCDR Thuyanh Vu, FDA

LCDR Connie Jung, FDA

LCDR Varsha B. Savalia, FDA

LCDR Diem-Kieu H. Ngo, FDA

LCDR Caroline Le, FDA
 LCDR David Lau, DHS
 LCDR Lisa Kwok, CDC
 LCDR Fei Xu, FDA
 LCDR Derwent Daniel, HRSA

LT Margaret Mahool, BOP
 LT Sukhminder K. Sandhu, FDA
 LT Andrew Tran, FDA
 LT Maria Benke

III. STANDARD AGENDA ITEMS:

A. CALL TO ORDER:

The meeting was called to order on 16, January, 2008 at 1202 hours by APAOC chair LCDR Sally HU

B. MEMBER ROLL CALL:

LCDR B. NHI Beasley

C. APPROVAL OF PAST MINUTES:

The minutes of our last meeting in November 2007 has approved through emails by 2007 voting members before this meeting

IV. REPORTS:

A. Chairperson Report:

Welcome:

1. LCDR HU thanks:
 - o the APAOC leadership 2007 for your job well done and for set up a high standard for us
 - o LCDR Dianne Paraoan for her hard work to make our transaction so smooth for an early start in 2008.
2. LCDR Hu introduced herself:
 - o a technology licensing specialist at the office of technology transfer of NIH
 - o In the scientist category, responsible for managing patent prosecution, marketing and licensing activities on HIV therapeutic technologies
 - o Negotiate license agreements/business deals with the pharmaceutical companies around the world. I really appreciate this wonderful opportunity to serve APAOC with a group of excellence officers.

Meetings:

- We will maintain the same schedule for our bi-monthly meeting.
- The remaining months are for training lectures or voting member meetings based on the announcements
- We will stick on one hour meeting period so that please prepare well before the meetings.
- We should do most of the communication by emails and or teleconferences. Our general meeting is to brief and update on important issues/events.
- We really appreciate LCDR Parmjeet Saini to step up to take care our meeting minutes. Sally asked LCDR Saini to introduce himself to AAPOC.
- LCDR Saini shared his introduction:
 - o he is in the HSO category
 - o he received his Masters in Public Administration in 2003 and now pursuing his Doctorate in Health Sciences

- Through out his career he worked for INS, DOJ, BOP, and now assigned to the Office of Performance review as a Public Health Analyst in NY Region II.
- LCDR Hu asked voting members to email their summary/report to LCDR Saini after meeting
- LCDR Hu asked the general members to email LCDR Saini their information during APAOC meeting for him to record their attendances.

Operating:

- Our operation year is based on Calendar year.
- Have major activities in the first 6 months and slow down in the remaining 6 months:
 - the summer is vocation time for the families with children
 - the last three months will be extremely busy because of the multiple tasks such as promotion related activities for the eligible officers, electing 2009 leadership team/voting members as well as the use/lose issues.

APAOC Involvement:

- Voting members are encouraged to participate in all activities and subcommittees.
- These voting members with 2 or more unexcused absences may be asked to resign so to open the slot for those general members wishing to be voting members.
- Non voting members are encouraged to participate in subcommittees and participation in subcommittees can be recognized with a certificate or a letter of appreciation at the end of year upon recommendation from chair of subcommittees.

FY 2008 Plans:

- In 2008, APAOC will focus on two major aspects community outreach/ recruiting activities, and membership services.
- LCDR Hu suggested that every one should focus on doing one most important thing for APAOC in 2008 in order to implement these two concepts.
- LCDR Hu asked the voting members to go one step further: to take a leadership on one event or project in 2008.
- LCDR Hu also suggested for us to improve the efficiency of our communication:
 - Proactively reach out for each other to make sure everyone is on the same page.
 - Provide the suggestions /the solutions when one raises any questions/concerns.
- We should support each other as a team to accomplish something for APAOC with limited time and energy.

NBC expo and other issues:

- We already accomplished our first community outreach activity last weekend.
- Displayed APAOC poster at the booth managed by SciPAC at NBC4 Health Fitness Expo.
- NBC4 Expo is an annual event which attracted more than 100, 000 people this year. APAOC poster drew the people approached us to learn more about USPHS including APAOC.
- We distributed more that 245 USPHS related flyers to those who asked for.
- There are major four groups are interested in our poster:
 - Attendees interested in USPHS by themselves
 - Graduate students
 - high school students preparing to apply colleges
 - Government employees
 - other uniform officers
 - Non-Government employees.
 - parents (including Grandparents) collecting information for their children,
 - colleagues collecting information for their co-workers

- Friends collecting information for their friends For the first group,
- Thank **CAPT Vein Vanderhoof** and **LCDR Fei Xu** for managing our poster to promoting APAOC.
- Thank **LCDR B. Nhi Beasley, LCDR Christina Thompson, LCDR Quynh Nguyen, LCDR Chauha Pham** and any other APAOC members who staffed our DC-COA booth to promote USPHS at NBC4 expo.
- LCDR Hu introduced our corresponding secretary: LCDR Chauha Pham:
 - LCDR Pham is in Health Services category.
 - She has been working at Department of Transfusion Medicine of NIH for almost 15 years.
 - LCDR Pham's duty is to deliver all the information that is related to our committee and all of APAOC member are benefiting from her hard work: our weekly FYI emails.
 - Please send her the information for distributing if you believe that information is good for APAOC.

B. TREASURER REPORT:

LCDR Ruby Lerner did not have any transactions to report this month. LCDR Wei Guo had a baby and is on leave according to LCDR Sally Hu, but LCDR Guo promised to send me the report from last year as soon as he gets back. Please let me know if you have any questions. Thank you very much. Donations are welcome and should be sent to:

COF (Commissioned Officers Foundation)
8201 Corporate Drive, Suite 200
Landover, MD 20785

C. MOLC REPORT:

CDR Rita Shapiro mentioned that first MOLC meeting is schedule for January 28, 2008. Therefore, MOLC representative will share a report during our next meeting.

D. SECOND ROLL CALL:

LCDR Sally Hu took the second roll call and all were present.

E. STANDING SUB-COMMITTES:

I. Award & Recognition (CDR Paul Jung):

CDR Paul Jung made three announcements as the following:

1. Announcing the 2008 RADM Kenneth Moritsugu and RADM Samuel Lin awards. The APAOC junior and senior officer awards were announced at the last meeting and flyers were sent to all the PAC chairs. Please spread the word and direct people to the APAOC website or to me (PHSdoc@gmail.com / 202-226-2424) for more info.
2. APAOC is keeping track of all volunteer and community service performed by its members (voting and non-voting). If you've spent time at a local health fair or career day, drop me an email at PHSdoc@gmail.com and let me know the date, the number of hours spent, and a short description of what you did.
3. All APAOC voting members should keep track of their official time in APAOC activities so that they can apply for the Special Assignment Award at the end of their term. For more information, contact me at PHSdoc@gmail.com.

II. Career Development (LCDR B. Nhi Beasley):

- LCDR Beasley thanked Hye-Joo Kim for chairing the Career Development subcommittee Mentor mentee program.
- LCDR discussed the following two topics:
 - The utility of the Mentor mentee program because last year there were approximately 60 officers

listed, however, only one mentor contacted her mentee at least four times. It was decided that the program is unique, useful, should be kept and that LCDR Beasley will update the list and encourage communication between mentors and mentees.

- if APAOC members would like to receive notification of CE training since some members may belong to several list serves and LCDR Beasley did not want to duplicate information. It was decided that LCDR Beasley and CAPT Seneviratne would work together to determine the best course for APAOC.
- LCDR Beasley also announced that volunteers for the Career Development subcommittee should contact her

III. Charter & Bylaws (LCDR Mei-Ying Li):

- In 2007, C & B committee successfully collected the APAOC Standard Operating Procedures (SOP) from each subcommittee in the table format.
- LCDR Li updated that the Bylaws is revised annually and Charter is every 3 years (last revision for Charter was 2006).
- The C & B committee plans to expand the SOP piece collected and put in the suggested narrative format instead of table style. It will then forwarded to the committee for commends.

IV. Communication (LCDR Ryan Nguyen):

- The APAOC website has been updated to include 2008 APAOC chair, subcommittee chairs, and executive committee members.
- Currently, LCDR Nguyen is working with Macro International Inc. to initiate the migration process as well as redesigning the APAOC website. Once the blue print is completed, he will solicit input and/or comments from our voting members before finalization.
- In the mean time, the current APAOC site should be working normally. Any questions can be directed to LCDR Ryan Nguyen.

V. Leadership & Strategic Planning (CAPT Joannie Shen):

- CAPT Joannie Shen is working for OPDIV Centers for Disease Control and Prevention and is assigned to California Department of Public Health
- Contact information for those interested in joining the Leadership & Strategic Planning Subcommittee: Joannie Shen, MD, MPH, PhD, and CAPT, US Public Health Service Centers for Disease Control and Prevention, Assigned to California Department of Public Health Joannie.Shen@CDPH.CA.gov
- Review APAOC mission: To promote leadership, enhance the visibility, and facilitate opportunities for Asian Pacific American Officers in the US Public Health Service.
- Leadership & Strategic Planning Subcommittee 2008 Goals continue previous APAOC goals are: to provide career development guidance to officers, to recruit and retain membership in the USPHS and APAOC, and to increase the visibility of USPHS and APAOC, and understanding of our missions
- 2008 Leadership and Strategic Planning Subcommittee Operation Overview
 - 1st Quarter: GOALS: Reviews past year's goals and assess if appropriate for upcoming year, Invite volunteers to serve and co-chair the subcommittee, and Dialogue with Subcommittee Chairs and APAOC Chair collect goals/objectives from other Subcommittee Chairs Incorporate the goals/objectives into the overall APAOC strategic plan for review
 - 2nd 3rd Quarter: IMPLEMENTATION: Distribute the updated overall plan to APAOC. Meet with committee members to discuss each subcommittee / task group will implement their respective elements of the plan monitor progress of meeting goals and update the committee on the status
 - 4th Quarter: REVIEW: Were the goals and objectives accomplished? Each subcommittee/ task group updates the committee on their status. Each subcommittee/ task group provides in writing what goals were accomplished, report of accomplishments, and summarize pending objectives for

APAOC 2009.

VI. Membership & Nomination (LCDR Christina Thompson):

- The Committee is currently under transition period. LCDR Thompson has been contacting LCDR Beasley to transfer the responsibilities.
- The busiest time of the year for this Committee is during the summer. This is the period where APAOC will be asking volunteer for voting membership for the next term.
- The Committee is seeking volunteers at this time. If anyone is interested in joining, please email LCDR Christina Thompson at christina.thompson@fda.hhs.gov.

V. Public Relations (LCDR Quynh Nguyen):

- The Subcommittee's major event for 2008, as in previous years, will be the Asian Pacific American Heritage Month Program in May. Last year's event was a huge success, thanks to the many volunteers representing APAOC. The program could not have been as successful as it was without the help of these volunteers, so for this year, volunteers will again be needed to staff the APAOC booth and help with other logistics on the day of the event. This committee will keep you posted near the events.
- The Subcommittee is also planning some type of community outreach project in the DC area, which will be determined a later date.
- Throughout the year, the Committee will also work with the MOLC representatives to participate in other opportunities as they arise. For example, APAOC participated last year in the retirement ceremony for RADM Moritsugo. The Committee is seeking volunteers at this time. If anyone is interested in joining, then please email LCDR Quynh Nguyen at quynh.nguyen@fda.hhs.gov.

G. Recruitment & Retention (LCDR Paul Kisutani):

- The Recruiting and Retention subcommittee has 3 main goals/objectives for this year: 1. to continue to support APAOC officers who wish to participate in recruiting activities on their own, such as career fairs, presentations, etc. If officers are not official Associate Recruiters, the subcommittee will provide them with recruiting materials. If they are Associate Recruiters but are unable to obtain materials from their category leads, the subcommittee will also try and provide them with materials.
- To recruit at 1-3 events involving large groups of Asian and Pacific Americans:
 - Examples of event activities would be setting up APAOC/PHS booths at conferences or other large gatherings of Asian groups, be it undergraduate students, graduate students, or professional or other organizations.
 - Inquires have already been made about possible participation by APAOC in the following events, with responses pending from conference organizers:
 - 2008 Asian Pacific American Federal Career Advancement Summit in DC (May 2008),
 - Federal Asian Pacific American Council Conference (? May 2008, Virginia)
 - The Asian American Student Union of the University of Maryland College Park has been contacted by e-mail to inquire about large events that they plan to hold this year.
- To work with and support the Public Relations Subcommittee in its activities.

H. Ad Hoc Subcommittee

a. Education & Training (CAPT Sarath Seneviratne):

- Capt Sarath mentioned that his team will continue to maintain and improve standards to deliver education and training for AAPOC community on monthly bases.
- Capt's main goal is to get good speakers so feel free to recommend a presenter.
- Sally also mentioned that stay tune for this month's education and training session and feel free to recommend a good speaker form your organization.

b. Coin: LT Nazmul Hassan was excused for his absent – No report at present

c. PAC Reports – No report at present

V. ANNOUNCEMENTS / OTHER BUSINESS

- LCDR Hu announced that the appointment letters for those starting you term this year were ready to distribute.
- LCDR Hu also had four Special Assignment Awards for four officers who are the last year voting members.

VI. Closing Remarks/ADJOURNMENT:

- APAOC chair thanks everyone for attending today's meeting and emphasize to maintain standards to represent USPHS and APAOC with respect, pride and dignity:
- We, as the APAOC, continue to move forward into 2008 with the same excitement and enthusiasm with which we rode through this past year.
 - For current voting members, each of us will step up to do what we do best for APAOC.
 - For ex-voting members, we need your expertise and continuing supports.
 - For general members, please get involved APAOC activities and at same time please let us know what you want from AOAPC so that we can serve you better.
- Let us working together, promote the missions of USPHS, missions your agency and the mission of APAOC in 2008.
- Our meeting adjourned at 1305 EST.

Respectfully submitted by:

LCDR Parmjeet S. Saini Date: 1/30/2008
Executive Secretary

LCDR Sally Hu Date: 1/31/2008
Chair