

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Meeting Minutes

July 15, 2009

I. LOCATION/DATE/TIME:

Location: Surgeon General's Conference Room (18-57) – 18th floor Parklawn Building

Date: April 15, 2009

Time: 1200H – 1300H EST

Teleconference Line: **866-917-3985**; Passcode: **7711285**

II. ATTENDANCE:

A. Voting Members

RANK	NAME	2/18/09	4/15/09	7/15/09	9/16/09	11/18/09	12/16/09
CAPT	Sarath Seneviratne	Pres.	Abs.	Pres.			
CAPT	Joannie Shen	Pres.	Pres.	Pres.			
CDR	B. Nhi Beasley	Pres.*	Pres.	Pres.			
CDR	Chandak Ghosh	Exc.	Pres.	Pres.			
CDR	Paul Jung	Pres.*	Pres.	Pres.			
CDR	Sianat Kamal	Exc.	Pres.	Pres.			
CDR	Paul Kitsutani	Pres.*	Pres.	Pres.			
CDR	Parmjeet Saini	Pres.	Pres.	Exc.			
CDR	Christina Thompson	Pres.	Pres.	Pres.			
LCDR	Sally Hu	Pres.	Pres.	Pres.			
LCDR	Ruby Lerner	Pres.	Pres.	Pres.			
LCDR	Mei-Ying Li	Pres.*	Pres.	Pres.			
LCDR	Quynh Nguyen	Pres.	Pres.	Pres.			
LCDR	Chauha Pham	Pres.	Pres.	Pres.			
LCDR	Sherbet Samuels	Pres.*	Pres.	Pres.			
LCDR	Camille Soondar	Pres.*	Exc.	Pres.			
LCDR	Roney Won	Abs.	Pres.	Pres.			
LCDR	Fei Xu	Exc.	Pres.	Pres.			

LCDR	Hawyee Yan	Pres.	Pres.	Pres.			
LT	Leorey Saligan	Pres.*	Pres.	Pres.			

*These voting members were available to call into the meeting; however, due to the shortage of conference lines, they were not able to dial in. Per discussion with the Chair and Vice-Chair, their attendance is being counted as "Present" with the aforementioned note.

B. GUESTS (those who notified via email of their attendance)

CAPT Marvin Guia	BOP
CDR Kathryne Feng	IHS
CDR John W. Hariadi	USCG
CDR Fe L Yambao	IHS
LCDR Malini Krishnan	CMS
LCDR David Lau	DHS
LCDR Melanie M. Mayor	FDA
LCDR Anna Park	FDA
LCDR Jerry Zee	BOP
LT Stephen H. Chang	FDA
LT Lisa Lee	BOP
LT Cecilia Nguyen	DIHS
LT QuynhNhu Nguyen	FDA

III. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on April 15, 2009 at 1202 hours by APAOC Chair LCDR Chauha Pham.

B. Membership Roll Call:

Roll call performed by APAOC Executive Secretary LCDR Quynh Nguyen and a quorum was met.

C. Approval of Meeting Minutes

A motion was made by CDR B. Nhi Beasley and seconded by CAPT Sarath Seneviratne to approve the April 2009 minutes. The motion was carried.

IV. REPORTS

1. Chairperson: LCDR Chauha Pham

- a. LCDR Pham congratulated all APAOC members who were promoted in the 2009 cycle. Please send your updated information to CDR Paul Kitsutani for updating in the APAOC Membership database.
- b. As everyone knows, the first half year of 2009 has been completed. LCDR Pham was very excited to report that APAOC has been very active during these months, especially the Public Relations and Awards & Recognition Subcommittees.
- c. May is known as the busiest month of the year for APAOC members since it has been chosen as APA Heritage Month. APAOC has hosted three events in May this year and they all went very well.
- d. Special thanks to the following officers:
 - LCDR Hawyee Yan who took the lead and organized the event located at the FDA Parklawn Building on May 28, 2009.
 - LT Saligan who organized the APA event located at BLDG 31, NIH on May 20, 2009.
 - LT Sophia Hsu, LCDR Areon Chen, LT QuynhNhu Nguyen and LCDR Hawyee Yan who represented APAOC in cooperating with CAPT Aponte (current MOLC chair) to celebrate the APA event at Tower building on Wooton Parkway on May 14, 2009. This event was not on APAOC's yearly schedule, so there were not any voting members who were available to

participate with last minute notice. Thank you to LT QuynhNhu Nguyen who gave a short speech on behalf of APAOC and LCDR Areon Chen who helped to man the APAOC poster booth.

e. The CAPT Lock shadow box was presented to Mrs. Lock on May 20, 2009. The event went very well.

- Thank you to LCDR Sally Hu for reserving the meeting room at her office building as well as LCDR Ruby Lerner and LCDR Hawyee Yan for helping with the organization of the event.

Mrs. Lock would like thank us for what we had done in the memory of CAPT Lock. LCDR Pham shared a few words from Mrs. Lock's e-mail as follows: "I do want to thank everyone who helped to put the shadow box together and everyone there who made this a special day for me. Remembering Allan in this manner was very meaningful to my family. The shadow box is in my study, and I am always able to look at it and remember all the enjoyment Allan took in being a part of APAOC."

f. Thank you to LCDR Sherbet Samuels and CDR Kitsutani who sent out the APAOC solicitation for membership in early June this year. The voting process will begin after July 31. For those who are interested in becoming APAOC voting members for the 2010-2012 term, please contact LCDR Samuels and CDR Kitsutani for more information.

g. Thank you again to CDR Paul Jung for taking care of APAOC's 2009 awards. On behalf of APAOC, LCDR Sally Hu announced three APAOC award recipients at the MOLC Luncheon COA/COF Meeting in Atlanta. LCDR Hu will give more details about this later.

h. The APAOC Executive Committee (EC) members met on June 9, 2009 to revisit and finalize the criteria for the CAPT Lock award with the presence of CAPT Gipson who originated this award last year and CDR Paul Jung regarding who would be nominees for the award. After the meeting, the EC, CAPT Gipson and CDR Paul Jung came to an agreement to keep the criteria unchanged. CDR Paul Jung will give more details about this later. The meeting minutes have been sent out to the voting members by LCDR Nguyen for any further comments and we have not heard anything from the group. So please let us know if you still have any comments about this issue.

i. On June 17, 2009. APAOC organized the first internal teleconference training section and it was hosted by CDR B. Nhi Beasley, Chair of the Career Development Subcommittee. The training went very well with a lot of useful discussions.

j. On July 2, 2009, CAPT Aponte, the current MOLC chair, called for a meeting with APAOC MOLC representatives, LCDR Sally Hu, LCDR Ruby Lerner and LCDR Pham to discuss the preliminary Luncheon plan for next year's 2010 COA/COF Meeting in San Diego. APAOC will be in charge of the organization for this luncheon next year since it will be APAOC's turn to be MOLC chair. According to previous chairs, it will take a lot of time to prepare and organize the event. We decided to create an APAOC planning group for the event and the Call for Volunteers has been sent out in the last two weeks via the APAOC list serve. We are excited to announce that we received a lot of responses from volunteers to help out. In the Fall, there will be another meeting with CAPT Aponte and other group representatives.

2. Past Chair report on COA meeting on behalf of APAOC: LCDR Sally Hu

LCDR Hu reported the following:

a. MOLC award luncheon

- APAOC presented three APAOC annual awards at the MOLC award luncheon: to CDR Angela Shen for receiving the RADM Samuel Lin Senior officer Award; LCDR Minh Kevin Lee for receiving the RADM Kenneth Moritsugu Junior Officer Award; and LCDR Mei-Ying Li for receiving the CAPT Allan Lock Service Award
- Thanks to CAPT Joannie Shen who delivered a very inspiring keynote address at the Luncheon.
- Thanks to LCDR Helen Hunter for receiving the award on behalf of CDR Angela Shen who could not be able to attend the meeting and also thank you for carrying the award plaque to CDR Shen.
- Thanks to LT Junio Colobong for taking the pictures for this event as our photographer.

- b. The MOLC poster
 - APAOC provided five pictures to the poster.
 - Thanks to the APAOC members who staffed the MOLC poster during the meeting.
 - Special thanks to LCDR Hawyee Yan who carried our T-shirts and coins and made them available to the officers who want to buy them.
- c. APAOC social night
 - There were a couple officers who asked for information about APAOC social night during the meeting. Unfortunately, we did not organize an APAOC social night this year because of some circumstances beyond our control. We may think about organizing this event for next year.
- d. Preparing for next year's annual meeting in San Diego, May 24-27, 2010
 - APAOC will lead MOLC next year and will be in charge of organizing the MOLC Award Luncheon program and other related activities, such as the MOLC poster.
 - It will be a very exceptional year next year: our first USPHS Scientific and Training Symposium under our new leadership team in sunny San Diego. We, APAOC, have to work hard together and be prepared to lead MOLC to promote the mission of USPHS next year.

3. Treasurer: CDR Christina Thompson

CDR Thompson reported that the total amount for the month of April is \$1923.28.

4. MOLC: CDR Parmjeet Saini (excused) and LT Leorey Saligan

LT Saligan reported the following:

- MOLC presentation to the SG originally scheduled for 22 May and rescheduled for 12 June has again been postponed by OSG. No date has been set, yet.
- The MOLC Website: www.molcusphs.org is up and running
- A 2-page MOLC brochure is available containing all the links for all 4 minority groups. They are given during BOTC courses.
- MOLC suggests that APAOC will start the planning process early for the 2010 COA conference luncheon. Meeting with the MOLC Chair and APAOC officers was held on 7/2/2009 to discuss this plan.

5. Second Roll Call: LCDR Quynh Nguyen (ONLY for those officers who missed the first roll call)

6. Standing Sub-committees

a. Awards & Recognition: CDR Paul Jung

CDR Jung reported the following:

- Qualification for the CAPT Allan Lock APAOC Service Award is for all past and current APAOC Voting Members.
- Current Voting Members should prepare to submit information for their Special Assignment Award at the end of this year. Notifications were sent earlier, but anyone with questions can contact CDR Paul Jung at PHSdoc@gmail.com.

b. Career Development: CDR B. Nhi Beasley

CDR Beasley reported the following:

- As LCDR Pham already mentioned, in June we held a Career Development seminar that consisted of advice from our senior officers via teleconference. This was supported by 9 senior officers from the following 7 categories: medical, pharmacy, health services, environmental health, dental, nurse, and scientist. Only 2 officers were able to be present on the teleconference, but the other 7 officers spent a lot of time filling out a survey to give us their comments and advice for promotion and success in the PHS. Certificates of appreciation were sent out to those officers that helped make the seminar successful.

- **Mentoring Program**
 - We continue to reach out to new APAOC members to determine interest in the APAOC mentoring program. Most of the new members have responded that they are interested in a mentor, so this is good news since last year we had more mentors than mentees.
 - Members that participated in last year's program were contacted to determine if they would like to keep the same mentor/mentee.
 - In the next week we'll solicit new participants for the program, as well as send out information on requirements of participation in the program. We hope that you will feel comfortable enough with your mentor/mentee to continually be in contact with this person. But for the shy officers, basically, it will spell out the required contact between mentor/mentor and offer suggestions for each contact.
 - We hope to have the matches done by the end of the month so that there is plenty of time for the mentor and mentee to work together before the end of the year.
- CDR Beasley recognized LCDR Katharine Feng whose help on the Subcommittee has been outstanding.

c. Charter & Bylaws: LCDR Mei-Ying Li and LCDR Roney Won

LCDR Li reported the following:

- LCDR Li thanked her team members for their hard work as well as those Subcommittee chairs who have sent their SOP revisions. She asked the Subcommittee chairs who have not sent in theirs to reply to her as soon as possible.
- LCDR Li reported that their group has been meeting weekly for the past a few weeks working on the APAOC SOP document.
- The group has done reviews of SOPs from other PACs to compare if there is a need to adopt contents for the APAOC SOP from other PACs.
- After the research, the group has decided not to proceed with adding narratives to the Bylaws to avoid the duplicate work and effort. The current Bylaws has the most useful information needed.
- LCDR Li also made clear that the table format of the SOP will be the final product presented next meeting if she has all the responses back from the rest of the Subcommittees.

d. Communications: CDR Parmjeet Saini (excused)

LCDR Ruby Lerner reported for CDR Saini. LCDR Lerner introduced LCDR Andrew Tran as follows: LCDR Andrew Tran is with the Office of Generic Drugs at FDA's Center for Drug Evaluation and Research where he works as a web developer and computer expert. He creates and maintains several internal web-based programs and databases which are used by >100 employees at OGD. He is also active in the HSO Professional Advisory Committee. On top of this, he has also been helping CDR Saini in updating the APAOC website. APAOC sincerely thanks LCDR Tran for all his assistance. LCDR Andrew Tran asked that if anyone has any questions or problems with the APAOC website, then please contact him (Andrew.Tran@fda.hhs.gov) or CDR Saini (PSaini@hrsa.gov).

e. Leadership & Strategic Planning: CAPT Joannie Shen

CAPT Shen provided the following report:

- (1) Our APAOC historian project resulted in the keynote delivery at the 2009 June COF/MOLC luncheon program (attached).
- (2) The other ongoing priority is to identify and serve the needs of officers assigned to remote and isolated area (TDY or PCS). On that front we continue to collaborate with outreach groups of other professional pacs. We recently contributed to a communications taskgroup to identify cost-efficient alternatives to stay in contact while working in remote locations as agencies vary in program support/resources (e.g., some programs provide satellite phones and others not even cell phones). In a recent briefing in preparation for H1N1 deployments worldwide, we learned that individuals may consider obtaining an unlocked QuadBand cell phone to be used with local (prepaid) Simm cards

accessible at airports/local convenient stores throughout the world. In addition, for those who have internet connections in remote locations, Katie Terra (IHS) synthesized a brief table comparing voice over internet options (for personal information only). Please adhere to agency security guidelines with PC/laptop use (e.g., CDC permits only NET2PHONE on official laptops).

f. Membership & Nomination: CDR Paul Kitsutani and LCDR Sherbet Samuels

CDR Kitsutani reported that the Subcommittee has received 11 applications for APAOC voting membership and thanks all of them for their interest in becoming future voting members. Officers that are still interested in applying may do so through July 31 by filling out an online application on the APAOC website. As a reminder, the length of service for a voting member is 3 years.

Also the Subcommittee encourages officers new to APAOC to apply as a general member, again using the online form on the APAOC website. The form should take no more than a few minutes to fill out. The reasons we would like officers to register as a general member are 1) the Subcommittee continues to keep track of the size and diversity of APAOC as a whole and 2) this year the Subcommittee is forwarding information on new members to the Career Development Subcommittee to assist with the APAOC mentoring program.

Finally, if current general members have new contact information or other changes to their profile (e.g. rank), please forward these changes to CDR Paul Kitsutani.

LCDR Samuels stated that they issued solicitation for nomination for voting membership on June 8, 2009. The deadline for applications is July 31, 2009. LCDR Samuels encouraged any general members who would like to take on a more active role in APAOC to apply for voting membership prior to the deadline date. She also encouraged current voting members who would like to serve another term to apply for voting membership.

g. Public Relations: CDR Chandak Ghosh and LCDR Hawyee Yan

CDR Ghosh and LCDR Yan reported that May was a busy month for the Public Relations Subcommittee. APAOC was involved with the presentation CAPT Lock's shadow box on May 20th, the NIH APA Heritage Month Program on May 20th, and the Parklawn APA Heritage Month Program on May 28th. The Subcommittee sent Certificates of Appreciation to the 18 APAOC Officers who volunteered at the Parklawn event.

In June, APAOC Officers attended the 2009 USPHS Scientific and Training Symposium in Atlanta, GA. The Public Relations Subcommittee thanks the APAOC Officers who volunteered at the MOLC Booth.

h. Recruitment & Retention: LCDR Camille Soondar

LCDR Soondar reported the following action items for the Subcommittee during this term:

- The committee was briefed on the collaboration about the MOLC Minority Recruitment Workgroup initiative and how we can assist in the future.
- We spoke about how we could work with the APAOC Communications, Public Relations, and Nomination and Membership Subcommittees in recruiting Asian Pacific American Officers to the PHS or APAOC.
- The committee was advised of a student doctor network (SDN) forum used as a vehicle to promote PHS to interested students, advisors, educators and practicing doctors in the fields of audiology, dentistry, pharmacy, physical therapy, podiatry, optometry, psychology and veterinary medicine. The website is: <http://forums.studentdoctor.net>
- We spoke about participating on recruitment fairs with the civilian HR staff within our own agencies in order to maximize recruitments efforts for both the agency and the Corps. However, since most of us are stationed in the field, this may not be easily attainable outside of the MD-DC area.

- Of note, the most recent list of APAOC membership indicates approximately 180 members listed as current or past voting member as well as general members.

7. Ad Hoc Subcommittee

a. Education & Training: CAPT Sarath Seneviratne

CAPT Seneviratne stated that the potential topic for next month's training is the GI Bill. since there have been many changes to it since the last training on it. Officers who have ideas for future training topics or presenters are encouraged to email CAPT Seneviratne.

F. PAC Reports - No report given

VI. Announcements/Other Business

VII. Closing Remarks/Adjournment

The meeting was adjourned at 1252 hours.

Respectfully submitted by:

LCDR Quynh Nguyen Date: 9/14/09
Executive Secretary

LCDR Chauha Pham Date: 9/16/09
Chair