

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Meeting Minutes
September 16, 2009

I. LOCATION/DATE/TIME:

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

Date: September 16, 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.	Pres.		
CAPT	Joannie Shen	Pres.	Pres.	Pres.	Pres.		
CDR	B. Nhi Beasley	Pres.*	Pres.	Pres.	Pres.		
CDR	Chandak Ghosh	Exc.	Pres.	Pres.	Pres.		
CDR	Paul Jung	Pres.*	Pres.	Pres.	Pres.		
CDR	Sianat Kamal	Exc.	Pres.	Pres.	Exc.		
CDR	Paul Kitsutani	Pres.*	Pres.	Pres.	Pres.		
CDR	Parmjeet Saini	Pres.	Pres.	Exc.	Pres.		
CDR	Christina Thompson	Pres.	Pres.	Pres.	Pres.		
LCDR	Sally Hu	Pres.	Pres.	Pres.	Pres.		
LCDR	Ruby Lerner	Pres.	Pres.	Pres.	Exc.		
LCDR	Mei-Ying Li	Pres.*	Pres.	Pres.	Pres.		
LCDR	Quynh Nguyen	Pres.	Pres.	Pres.	Pres.		
LCDR	Chauha Pham	Pres.	Pres.	Pres.	Pres.		
LCDR	Sherbet Samuels	Pres.*	Pres.	Pres.	Pres.		
LCDR	Camille Soondar	Pres.*	Exc.	Pres.	Pres.		
LCDR	Roney Won	Abs.	Pres.	Pres.	Pres.		
LCDR	Fei Xu	Exc.	Pres.	Pres.	Pres.		

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

CDR Sridhar V. Basavaraju	CDC
CDR Lori Luu	BOP
CDR Alan C. Ou	FDA
CDR Amy Park	FDA
CDR Thuyanh Vu	FDA
LCDR Malini Krishnan	CMS
LCDR David Lau	DHS
LCDR Caroline Le	FDA
LCDR Josef F. Rivero	BOP
LCDR Jerry Zee	BOP
LT Quynhnhu Nguyen	FDA
LT Francis Bertulfo	TMA
LTJG Kazuhiro Okumura	NIH
Kelly Leong	CMS

III. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on September 16, 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 Paul Jung and seconded by CDR B. Nhi Beasley to approve the July 2009 minutes. The motion was carried.

IV. REPORTS

1. Chairperson: LCDR Chauha Pham

- First, congratulations to the 16 APAOC officers who received the Unit Commendation award from OSG. LCDR Sally Hu will give more details as well as answer any questions about this award. This is the very first award that has been given to APAOC.
- In the last month there have been a lot of communication among current voting members regarding the selection and voting process which we are working on right now. LCDR Pham really appreciates your time for being so proactive on this matter especially the Membership & Nomination Chair and Co-chair, and CDR Soju Chang. Please continue casting your votes by September 25, 2009.
- LCDR Pham would like to remind Subcommittee Chairs and Co-chairs to start working on the report for the end of the year as well as finishing updated information for the Standard Operation Procedures (SOPs) if you have not done so. This would help a lot for the next coming team in 2010. The reports can be sent to LCDR Fei Xu and LCDR Pham.
- Please also take a look at our website if you have a chance since CDR Parmjeet and LCDR Andy Tran have been working very hard to update it. Please send your comments and suggestions to these officers and LCDR Pham.

- As you know for the past several weeks, OFRD had organized a field training course at Fort AP Hill Army base. LCDR Pham notes that many APAOC members did join this opportunity, including the following officers who shared their comments and feedback about this training during the meeting:
 - CDR Amy Park
 - CDR Thuyanh Vu
 - LT Quynhnhu Nguyen
 - LT Leo Saligan
 - LCDR David Lau
- For those who volunteered to help out with the MOLC luncheon plan for next, please be patient. There will be a meeting coming up soon, so stand by.

2. Past Chair report: LCDR Sally Hu

- LCDR Hu congratulated the sixteen APAOC members who received the Unit Commendation award for their outstanding performance in 2008 in recognition of: Recruitment & increasing visibility of the USPHS during a challenging period for APAOC.
- Among these recipients, eleven were voting members in 2008 and five were non-voting members in 2008 as listed below. They are:
 1. CAPT Sarath Seneviratne (voting member)
 2. CAPT Joannie Shen (voting member)
 3. CAPT Astrid Szeto (non-voting member)
 4. CDR B. Nhi Beasley (voting member)
 5. CDR Soju Chang (non-voting member)
 6. CDR Paul Jung (voting member)
 7. CDR Paul Kitsutani (voting member)
 8. CDR Parmjeet Saini (non-voting member)
 9. CDR Christina Thompson (voting member)
 10. LCDR Sally Hu (voting member)
 11. LCDR Ruby Lerner (voting member)
 12. LCDR Mei-Ying Li (voting member)
 13. LCDR Chauha Pham (voting member)
 14. LCDR Quynh Nguyen (voting member)
 15. LCDR Fei Xu (non-voting member)
 16. LT Leorey Saligan (non-voting member)
- The group award is from the OSG and is the first group performance award for APAOC since APAOC was established in 1991, eighteen years ago.
- This award is not the last one and it just is a beginning. LCDR Hu encouraged members to continue working together as a team to reach some accomplishments that cannot be reached as individuals.

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 and LT Leorey Saligan

CDR. Saini reported that he had the opportunity to facilitate the August 17, 2009 MOLC meeting because Capt Aponte and other MOLC members were attending the Fort AP Hill OFRD training in Virginia. CDR Soju Chang presented the APAOC report and mentioned that APAOC just closed the nomination period for voting membership and is in the process of selecting its new members.

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

6. Standing Subcommittees

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:

- Participants in the Mentoring Program either have been notified or will be notified this week of the mentor/mentee pairing. Most of the pairings were done based on request for a particular individual from past experience or an established working relationship. We expect that all who have informed us of a particular mentor/mentee pairing will receive an email from either CDR Kathyne Feng or LCDR Beasley this week. For those individuals who contacted us about potential issues with the pairings, we are working on the changes and hope to have that done by the end of September.
- We also sent out an email soliciting participation in the program and we continue to review survey information from new APAOC members who have requested participation. We are currently going through the new APAOC members that joined in August and September. If these members expressed interest in participating, we expect to have them paired up by the end of September. If you do not hear from us by the end of September, then please contact CDR Beasley or CDR Feng.
- Please keep in mind that there tends to be more mentors than mentees. We try our best to pair people based on job position, category, time in service and location, but it cannot always be an ideal match.
- Lastly, we want to thank the members of APAOC for their active participation in this program. We feel that it is worthwhile and the members are who make it successful.

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

LCDR Li reported that the 2009 APAOC SOP draft template was completed and emailed to all voting members for review. She thanked all the members who made efforts to assist the Charter & By-Laws subcommittee to complete the task. LCDR Li asked voting members to look over the template and email her for any changes that need to be made before the next general meeting. The plan is to vote on the template by the next meeting or sooner.

d. Communications: CDR Parmjeet Saini

CDR Saini reported the following:

First, thank you to Co-Chair Andrew Tran for his continued support and dedication to update our website. We as a team successfully made the following changes to update our website:

1) Update our voting member's contact information:

<http://www.usphs-apaoc.org/membership/votingmbr.asp>

2) 8-19-09 APAOC Coin http://www.usphs-apaoc.org/aboutus/apaoc_coin.asp <http://www.usphs-apaoc.org/aboutus/coin.asp>

3) 8-17-09 Calendar of Events

<http://www.usphs-apaoc.org/communication/calendar.asp>

4) 8-07-09 Award Recipients

<http://www.usphs-apaoc.org/membership/awdrecv.asp>

5) 8-03-09 Milestone

<http://www.usphs-apaoc.org/aboutus/milestones.asp>

6) 8-03-09 Minutes meeting

<http://www.usphs-apaoc.org/communication/mtgmin.asp>

7) 8-25-09 Photo Gallery

<http://www.usphs-apaoc.org/others/gallery.asp>

8) 7-22-09 Past-Chair picture added – visit the above link (#7)

9) 7-22-09 Guest Presentation

<http://www.usphs-apaoc.org/career/guest.asp>

10) 7-13-09 APAOC Listserv

<http://www.usphs-apaoc.org/communication/listserv.asp>

11) 6-24-09 new link added General Membership Form

<http://www.usphs-apaoc.org/Surveys/TakeSurvey.asp?EID=52MB651B865BK7mBM5oBM73B2KM>

e. Leadership & Strategic Planning: CAPT Joannie Shen

CAPT Shen reported the following:

1) Leadership & Strategic Planning 08-09 Historian project resulted in the keynote delivery at the 2009 June COF/MOLC luncheon program (attached).

(2) One other ongoing priority is to serve the needs of officers assigned to remote and isolated areas on TDY and PCS by collaborating with outreach groups of other pacs. We recently contributed to the joint communications taskgroup identifying cost-efficient options to stay connected while working in remote locations. In a recent briefing in preparation for H1N1 deployments worldwide, we learned that one cost-efficient option is to use unlocked quad band cell phones with local prepaid SIMMs cards accessible at airport stores worldwide. In addition, for those who have internet connections in remote locations, Katie Terra (IHS) synthesized a brief table comparing voice over internet options. (For officers using agency assigned laptops, please adhere to agency security guidelines, e.g. CDC permits only NET2PHONE and this option is not included Katie's recent summary).

(3) Reflecting on the recent public health events such as the ongoing H1N1 (or past events such as Hurricane Katrina) that mobilized many of our officers, APAOC might consider highlight our collective participation from various perspectives (e.g. NIH reviews and conducts clinical trials, FDA regulates and approves the vaccines, CDC issues guidelines and outreaches to communities, IHS serves and protects special populations, etc.) which would demonstrate how we come together as a group in contributing to the PHS mission through respective professional work and the breadth and depth of our officers' public health roles in serving the nation.

(4) Regarding other ongoing APAOC efforts, we encourage all to be particularly mindful in reaching out to officers in isolated, remote areas and to newly commissioned officers who could benefit the most from our support network.

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

LCDR Samuels reported that we have six current voting members rotating off at the end of this year. We are hoping to fill the six slots. We have 18 applicants for voting membership. Applications for voting membership for the 18 candidates and the Voting Member Selection Scoring Sheet survey link were sent to all voting members who did not present a potential conflict - of - interest. Please vote as early as possible. The deadline for everyone to vote is **Friday, September 25, 2009**. We have six slots and 18 candidates, so please vote.

CDR Kitsutani added that the revised APAOC online general membership form has been working well so far, and hopefully this will continue to encourage new officers to officially apply as APAOC members. The subcommittee thanks CDR Soju Chang and LCDR Andrew Tran for helping to set up the new form our website.

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

LCDR Yan reported the following:

- APAOC member LT Jennifer Cheng is organizing the USPHS Team for the Walk4Hearing Walkathon on October 17 in Washington, DC. This is to raise awareness for hearing loss. APAOC members are encouraged to join the team. See <http://hlaa.convio.net/goto/jensteam> for details.
- CAPT Aponte (current MOLC Chair) will be sending out appreciation letters to APAOC officers who volunteered at the MOLC booth during the 2009 COA conference.

h. Recruitment & Retention: LCDR Camille Soondar

LCDR Soondar reported the following:

- We would like to introduce LTJG David Young, HSO officer currently assigned to IHS, Bylas, AZ. He joins us as a subcommittee member.
- The subcommittee members within their respective agencies and geographic regions are encouraging officers to participate in recruitment and retention opportunities as needed.

7. Ad Hoc Subcommittee

a. Education & Training: CAPT Sarath Seneviratne

Next training is on Wednesday, October 21, 2009.

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: 11/10/09
Executive Secretary

LCDR Chauha Pham Date : 11/13/09
Chair