

**ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE**

Office of the Surgeon General  
United States Public Health Service

**Meeting Minutes**

November 19, 2008

**I. LOCATION/DATE/TIME:**

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

Date: November 19, 2008

Time: 12:00H – 13:00H EST

Teleconference Line: **800-988-9587**; Passcode: **83624**

**II. ATTENDANCE:**

**A. Voting Members**

#	RANK	NAME	11/19
1.	CAPT	Sarath Seneviratne	Absent
2.	CAPT	Joannie Shen	✓
3.	CDR	Paul Jung	Excused
4.	CDR	Sianat Kamal	✓
5.	CDR	David Kim	Absent
6.	CDR	Rita Shapiro	Absent
7.	LCDR	B. Nhi Beasley	Absent
8.	LCDR	Sally Hu	✓
9.	LCDR	Paul Kitsutani (represented by LCDR Lee)	✓
10.	LCDR	Ruby Lerner	✓
11.	LCDR	Mei-Ying Li	✓
12.	LCDR	Quynh Nguyen	✓
13.	LCDR	Ryan Nguyen	✓
14.	LCDR	Chauha Pham	✓
15.	LCDR	Christina Thompson	✓
16.	LT	Nazmul Hassan	Absent

**B. General Members Present**

#	RANK	NAME	Agency
1.	CDR	Chandak Ghosh	HRSA
2.	CDR	Marvin Guia	BOP
3.	CDR	Fe Yambao	IHS
4.	LCDR	Evelyn Blaemire	CMS
5.	LCDR	Malini Krishnan	CMS
6.	LCDR	Lisa Kwok	FDA
7.	LCDR	David Lau	DHS
8.	LCDR	Hyon-Zu Lee	FDA
9.	LT	Loan H. Nguyen	FDA
10.	LCDR	Parmjeet Saini	HRSA
11.	LCDR	Jeanne Skanchy	FDA
12.	LCDR	Chau Vu	USDA
13.	LCDR	Hawyee Yan	FDA

14.	LCDR	Fei Xu	FDA
15.	LT	Leorey Saligan	NIH

### III. STANDARD AGENDA ITEMS

A) LCDR Sally Hu, Chair, called the meeting to order at 1202 EST. Council roll was taken by the LT Leorey Saligan. A quorum was established.

B) Approval of Meeting Minutes – LCDR Quynh Nguyen motioned to approve the minutes for the September 17, 2008 meeting as prepared by LCDR Chauha Pham. LCDR Chauha Pham seconded the motion and the minutes were approved by the members as is.

### IV. REPORTS:

#### A) CHAIR Report – LCDR Sally Hu

- ASH Reception:
  - In October 2008, APAOC supported MOLC on the reception for the Assistant Secretary for Health ADM Joxel Garcia.
  - Thanks LT Junio Colobong for taking pictures for the reception.
  - The APAOC chair gave a five minutes report about the group's accomplishments in 2008 and presented ADM Garcia an APAOC coin at the reception.
  - Both ADM Garcia and RADM Galson gave APAOC high remarks on our performance in 2008.
- Annual Report
  - The Chair is proud of working with each of you and especially working together to overcome the hurdles during the first half of the year. These successes could not be reached without our group effort.
  - Thanks to the nine voting members who have sent the Chair their excellent annual summaries.
  - Based on these summaries, the Chair will generate a draft of our annual report, which should be no more than two pages in length. The annual report will be reviewed by all voting members before our next meeting in December.
  - Thanks for your hard work; we had a very productive year, especially through a crisis in March. Below are the highlights of this year's accomplishments:
    1. We successfully organized the following FOUR outreach community events at different communities:
      - i. The NBC4 event at DC
      - ii. Chinese New Year celebration at the Lake Forest Shopping Center
      - iii. Asian Pacific American Heritage Month in Parklawn
      - iv. The Memory Walk 2008 at the National Mall
    2. We successfully hosted the following FIVE training sessions to provide a wide range of knowledge and guidance on the subjects related to USPHS:
      - i. USNS COMFORT MISSION
      - ii. Promotion Process 2008
      - iii. PHS Transformation

- iv. USPHS Regular Corps Assimilation
- v. Commissioned Corps Awards
- 3. We successfully organized a recruiting event during the APA summit
- 4. We have worked closely with the MOLC to accomplish the following TWO major events:
  - i. Supported the MOLC awards luncheon, prepared and staffed the MOLC poster displayed at the 2008 annual meeting in Phoenix, AZ;
  - ii. Supported MOLC at a reception for the Assistant Secretary for Health ADM Joxel Garcia.
- 5. We also improved our internal operation processes in order to significantly decrease the chance of such an incident occurring in the future by:
  - i. Establishing an EC weekly telephone conference call to provide open lines of communication among EC members and voting members; and
  - ii. Revising the By-laws to provide specific guidelines/guidance.
- Unit Commendation
  - Because of our outstanding performance this year, the Chair wrote up unit commendation for thirteen APAOC members (eight voting members and five non-voting members) for their unselfish, dedicated and voluntary service to APAOC.
  - The most key consideration for this nomination is that these members have delivered service beyond or above their regular APAOC duties.
  - For example, some non voting-members have stepped up to take voting members' responsibility. Some voting members led APAOC T-shirt project and supported membership subcommittee activities which are not covered by their regular APAOC duties
  - Some APAOC members have participated and supported in at least three APAOC driven events this year.
  - The award will be from the OSG.
  - Please remember, based on the policy of CC awards, you or any officer can nominate any other officers who, you believe, deserve an award. You do not need to be a Chair or supervisor to do it.
  - The Chair strongly believe that we should do anything possible to make sure that excellent performances of our APAOC members be recognized and that is why the Chair have worked very hard and devoted lots of time to put this award together.
- By-laws
  - Thanks LCDR Li who has spent lots of time on this very important task
  - Thanks all members who reviewed the draft and provided input to LCDR Li.
  - LCDR Li will give us detailed report about revising the by-laws.
- Membership
  - Thanks to the Membership subcommittee for putting all things together to form the APAOC leadership next year by selecting new voting members.

- Special thanks to LCDR Chauha Pham for her hard work to collect and cast the votes from voting members proactively.
- LCDR Christina Thompson will give detailed report about membership and will announce the complete list of new APAOC Voting Members for 2009
- After today's meeting, we will send out an email calling for 2009 leadership.
  - i. All VMs should list three positions of interest and a statement indicating what position you are interested in running for and why you are qualified for the position to the Chair and LCDR Thompson, both of us will work together to consolidate the responses and work through any issues.
  - ii. All VMs for 2009 are to read our by-laws carefully, especially on the expectations for VMs, the responsibilities of the positions that you are interested in and are encouraged to speak with officers who have held those positions. In short, please make sure you know what you are getting into for next year and make sure that you commit for the positions you have signed up for.
  - iii. We will vote before December 17<sup>th</sup>, 2008 on the positions that have more than one interested voting member based on their statements.
  - iv. We will announce the new APAOC leadership, at the next meeting in December.
- T-shirt
  - We launched our first T-shirt and we will use them as powerful tools to increase USPHS awareness including APAOC
  - Thanks LCDR Ruby Lerner for her leadership on this project; and
  - Thanks LCDR Ruby Lerner's family for donating money to cover half of the cost of these T-shirts
- CAPT Lock
  - We are in the process to prepare a shadow box for CAPT Lock after the approval from all voting members.
  - Thanks to CAPT Shen for donating \$200 to cover the cost related to the shadow box initiative.
  - Our awards subcommittee is collecting inputs from VMs whether we should create the CAPT Allan Locke Award for APAOC.
  - CDR Paul Jung is not available today and he will give us detailed report on this issue at our next meeting in December.

#### B) **TREASURER'S Report** – LCDR Ruby Lerner

- September Financial Status:
  - Balance from August 2008 = \$794.01
  - Expense for September = \$24.95 (Activehost, APAOC website maintenance for Oct)
  - September 2008 APAOC Coin Account balance = \$1581.66
  - Final Balance for September 2008 = \$769.06
  - Total in both accounts for September 2008 = \$2350.72
- October Financial Status:

- Balance from September 2008 = \$769.06
  - Expense for October = \$ 46.94 (\$24.95 Activehost, APAOC website maintenance for November + \$21.99 to LCDR Sally Hu for the MOLC Walnut Coin Holder)
  - October 2008 APAOC Coin Account balance = \$1581.66 (2 coins given to LCDR Sally Hu for MOLC event)
  - Final Balance for October 2008 = \$722.12
  - Total in both accounts for October 2008 = \$2303.78
- November Financial Status:
    - Balance from October 2008 = \$722.12
    - Expense for November = \$302.16 (\$58.19 MOLC event: ASH reception + \$461.50 APAOC T-shirts + \$49.90 Activehost APAOC website maintenance for December 2008 and January 2009)
    - Donation for APAOC T-shirts for November = \$230.75
    - November 2008 APAOC Coin Account balance = \$1581.66
    - Final Balance for November 2008 = \$382.56
    - Total in both accounts for November 2008 = \$1964.22

APAOC T-shirts are available, if interested in ordering contact LCDR Ruby Lerner and LCDR Chauha Pham. Each t-shirt costs \$10.00.

#### C) MOLC Report – LCDR Fei Xu

- The last MOLC monthly meeting was held on October 20, 2008 and November 17, 2008
- ASH reception:
  - Reception for ADM Joxel Garcia, Assistant Secretary of Health, was held on Oct 6 at the DHHS Humphrey Bldg. ADM Galson, RADM Williams and RADM Romano were present.
  - APAOC Chair Sally Hu presented APAOC coin to ADM Joxel Garcia.
  - ADM Garcia gave APAOC a high remark on APAOC's performances this year
- COA:
  - The COA is actively pursuing the current GI Bill issue where it excluded the USPHS Commissioned Corps. A lot of efforts are being worked on behind the scenes with the Senate Committee. The efforts are looking positive. The bill will take effect on August 2009, therefore there is some time to work on this matter.
  - Cap for regular Corps. The COA Board discussed the need to raise the cap to 2,800. It has been raised that recent cap hinders promotion of officers. No action is taken at the moment, more discussions on this issue is expected in the next meeting.
  - The deadline for COA meeting abstract submission for the conference has passed. It was on 11/14/2008. The committee is planning to extend the deadline.
- OFRD:
  - Readiness status is 89.4% as of October, 2008. The next readiness evaluation will be on 12/31/2008. Officers are encouraged to visit the OFRD website and ensure that they have updated immunization record (flu shot, PPD) and certifications.
- Leadership training
  - Free leadership training on strength-based approaches related to strategic planning available for officers from all MOLC groups to be conducted on 12/9/2008 from 0900-1300 at the Humphrey Building, USDHHS, Washington DC. The MOLC Chair will ask Ms. O'Neil, the person in charge of the event if it is possible to provide certificates for attendees who will complete the training.

D) **SECOND ROLL CALL.** Additional voting and general members were accounted for.

E) **STANDING SUBCOMMITTEE Reports**

1. **Awards and Recognition:** CDR Paul Jung

- The Subcommittee Chair would like to thank the voting members for their involvement with the awards nomination process. Also, voting members may be eligible for a special assignment award so please forward a copy of your initial appointment letter that you received once you were nominated as a voting member to APAOC, and a log of your activities for 30 days. For example, an hour of an official APAOC conference call is equal to 1 day of activity; one day of work at an outreach APAOC booth is also equal to one day. You need a total of 30 days worth of activities to be eligible for the special assignment award. This log should be e-mailed to CDR Jung by Nov 30<sup>th</sup>, 2008. Please feel free to e-mail CDR Jung with any questions.

2. **Career Development:**

- No report

3. **Charter & By-Laws:** LCDR Mei-Ying Li

- LCDR Li thanked all members who provided their feedbacks to the revision of the APAOC By-Laws especially to EC members.
- LCDR Li reported the revisions done this year under each section providing reasons and backgrounds of the changes.
- Seven voting members voted to approve the 2008 APAOC By-Law revision in the meeting and three members voted for approval via emails.
- LCDR Li will email the final list of members who voted for this draft to all voting members.

4. **Communications:** LCDR Ryan Nguyen

- The July meeting minutes and recent approved pictures will be posted on the APAOC website shortly. LCDR Nguyen has some computer issues but he expects to complete this task by the end of the week. He informed all members that OCCO did not renew their contract with Macro International Inc., the group who is responsible for all website migration; thus, everything is on hold until further notice. Therefore, his goal of completing the APAOC website migration to the new HHS server by the end of this year will not be possible. The next Communications subcommittee chair will have to complete this migration process. He informed the group that his term will end in December 2008, and he says thanks and farewell to everyone.
- LCDR Nguyen thanked everyone for their contributions with this subcommittee.

5. **Leadership & Strategic Planning:** CAPT Joannie Shen

- One possible project identified for 2009: the development of a public health workforce competency matrix;
- APAOC civilian member Mr. Prahlad Mathur suggested that APAOC discuss HHS EEO issues in future meetings;

- Transition teams are actively at work in all HHS vital agencies. APAOC officers are well prepared to face the upcoming changes and stand ready to promote and protect public health.
6. **Membership & Nomination:** LCDR Christina Thompson
    - The subcommittee chair announced 8 new APAOC voting members: LCDR Fei Xu, LT Leorey Saligan, LCDR Parmjeet Saini, LCDR Hawyee Yan, LCDR Chandak Ghosh, LCDR Sherbert Samuels, LT Camille Soondar, LT Roney Won.
  7. **Public Relations:** LCDR Quynh Nguyen
    - The National Memory Walk was held on October 18, 2008 at the National Mall in Washington, D.C. to support the Alzheimer's Association. There were 12 APAOC members who generously volunteered their time to help ensure that event logistics on the Walk Day were met by serving in a variety of capacities. Members supported the event by serving as Metro and line greeters, route and drop-off monitors, check-in and registration, refreshments, T-shirt distribution, advocacy sign-up, and cheering. The Public Relations Subcommittee sincerely thanks these 12 volunteers for their service and dedication to this very worthy cause.
    - The Public Relations Subcommittee organized APAOC volunteers for three successful events this year: CCACC Lunar New Year community outreach event, APA Heritage Month celebration, and Memory Walk. Thank you to all the members who generously donated their time and talents to these events throughout the year, and thank you to all those members who volunteered for more than one event. The Public Relations Subcommittee sincerely appreciates your continued service and commitment throughout this operational year.
  8. **Recruitment & Retention:** LCDR Hyon-Zu Lee (covering for CDR Paul Kitsutani)
    - 3 new members joined the Recruitment and Retention subcommittee: they are LCDR Kathyne Feng (IHS), LCDR Lisa Kwok (FDA) and CDR Fe Yambao (IHS)

#### F) AD-HOC SUBCOMMITTEE Reports

##### 1. Education & Training:

- no report

##### 2. Coin: LCDR Ruby Lerner

- 25 coins left, 2 coins given during the MOLC event in October.

#### G) PAC Reports

- no report

### V. ANNOUNCEMENTS / OTHER BUSINESS

- no announcements

### VI. CLOSING REMARKS / ADJOURNMENT:

- The CHAIR appreciates everyone's excellent work and she really enjoyed working with everyone. The Chair thanked everyone for attending our meeting today.
- The next meeting in December 2008 will be for voting members, this will be the last meeting for 2008.

- The meeting was adjourned at 1305 EST.

Minutes prepared by: LT Leorey Saligan.

Respectfully submitted by:

LT Leorey Saligan      Date: 11/19 /2008  
Interim Secretary

LCDR Sally Hu      Date:  
Chair

CAPT Sarath Seneviratne      Date:  
Vice-Chair

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