



Office of the Surgeon General
 United States Public Health Service
Meeting Minutes
 16 March, 2011

I. LOCATION/DATE/TIME

Location: Teleconference
 Date: 16 March 2011
 Time: 1200H – 1300H EST
 Teleconference Line: **866-453-9254**; Passcode: **6470546**

II. STANDARD AGENDA ITEM

- A. Call to Order:
 The meeting was called to order on January 19, 2011 at 1200 hours by APAOC Chair LT QuynhNhu Nguyen.
- B. Membership Roll Call:
 Roll call performed by LCDR Aaron Chen and a quorum was met.
- C. Approval of Meeting Minutes
 Meeting Minutes from January (2011) and November (2010) were approved.

III. REPORTS

- 1. **Chairperson: LT QuynhNhu Nguyen**
 Discussions were opened by soliciting ideas to increase participation in APAOC. It was suggested that APAOC consult with OCCO and OSG for ways to identify and reach out to officers and new CADs, as well as prepare a brochure for distribution at OBC- and maybe even offer t-shirts, water bottles and other items to increase APAOC’s visibility. The APAOC poster is in dire need of updating. LT Nguyen requested that Standing Subcommittee chairs please submit their Strategic Plans.
- 2. **Past Chair report: LCDR Roney Won and LCDR Leo Saligan**
 LCDR Won- no new information to report
- 3. **Treasurer: LCDR Hawyee Yan**

3/15/11	Balance from February 2011	\$1706.06
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- 4. **MOLC: CDR Chandak Ghosh and LCDR Yang Wang**
 - 1) The 2011 Officer Basic Courses have been scheduled and the graduation dates are announced: 20 May, 17 June, 22 July, 26 August, 23 September. Volunteers are requested to represent APAOC and MOLC at the graduation ceremonies and sell coins, etc. Contact CDR Chandi Ghosh (cghosh@hrsa.gov) or LCDR Yang Wang (Yang.wang@psc.hhs.gov)

2) MOLC will be requesting membership numbers from the various Minority Officers Groups to compare to list of active duty officers provided by OSG. MOLC hopes to verify that minority officer statistics are up-to-date and determine what percentage of minority officers are involved with Minority Officers Groups.

3) MOLC is designing a new website which will include personal stories and videos of minority officers. The new website is: <http://www.usphs.gov/corpslinks/molc> . If you are interested in being portrayed, contact APAOC's MOLC Representatives.

4) The MOLC has started planning to host an exhibit hall booth and the 2011 Awards program for the Commissioned Officer Foundation Training Symposium (June 20-23, New Orleans, LA). The Awards ceremony will be either a breakfast or lunch on June 22. To volunteer on the MOLC committee to organize these, contact APAOC's MOLC representatives..

5. Second Roll Call: LCDR Aaron Chen

(ONLY for those officers who missed the first roll call)

6. Standing Sub-committees

a. Awards & Recognition: LT Fei Xu and LT Karen Ho

APAOC received two nominations for the RADM Samuel Lin Senior Officer Award, the RADM Kenneth Moritsugu Junior Officer Award and the CAPT Allan Lock Service Award. The deadline to submit nominations has been extended to April 15, 2011.

b. Career Development: CDR Kathryn Feng

CDR Feng reported the following:

If there are any junior officers looking for mentors, there are many APAOC officers who are willing to serve as mentors. Please e-mail CDR Feng at kathryne.feng@ihs.gov if you are interested in having a mentor.

c. Charter & Bylaws: LCDR Aileen Renolayan

The Charter was revised and approved by 13 Voting Members in November of 2010. The Bylaws document was updated in 2008 and is due for revision. Charter and Bylaws Subcommittee is soliciting volunteers to assist with the Bylaws revision. Members interesting in participating please contact LCDR Aileen Renolayan at aileen.renolayan@dhs.gov

d. Communications: CDR Camille Soondar and LCDR Andrew Tran

Several updates have been made. Check out new website :

<http://www.usphs.gov/corpslinks/apaoc/default.aspx> Please send updates to LCDR Tran at Andrew.Tran@fda.hhs.gov

e. Leadership & Strategic Planning: CAPT Joannie Shen

- The Leadership and Strategic Planning Standing Sub-Committee is seeking volunteers. Please contact CAPT Joannie Shen at Joannie.Shen@cdc.hhs.gov if interested.
- Special solicitation: In addition to the immediate emergency response handled officially by the HHS/CC/ORFD, there will be future needs beyond initial emergency responses. APAOC is in a unique position to offer assistance based on our membership diversity, cultural competency, language skills and special knowledge of the communities in need. L&SP SC suggests that APAOC offer assistance in response to the Japan

Earthquake/Tsunami. Many APAOC members have ties to the affected communities and this tragedy is close to our hearts. This is also an opportunity to compile a data base of APAOC members' skills for future action plans. Please contact Karen Ho at karen.ho@ahrq.hhs.gov

f. Membership & Nomination: LCDR Parmjeet Saini and LT Sophia Hsu
No report.

g. Public Relations: CDR Soju Chang and CDR Christina Lee

Fifteen APAOC members participated in the Lunar New Year health fair, sponsored by the Chinese Culture and Community Service Center (CCACC), at the Lakeforest Mall in Gaithersburg, Maryland, on February 6th, 2011. Members received several inquiries about the USPHS and types of job performed by Corps officers. CDR Christina Lee wrote a very nice story about this event, which appeared in the 2011 March Issue of COA Frontline Newsletter. CDR Chang and CDR Lee would like to thank those officers who volunteered for this event. Certificates of Appreciation have been sent to these officers via e-mail. Thanks to LCDR John Cruz for preparing the Certificates of Appreciation.

The Public Relations Subcommittee is in the process of coordinating events to celebrate the APA Heritage Month in May. Announcements to solicit volunteers will be sent via APAOC listserv in the near future.

In addition, APAOC will be participating at the Chinese Culture and Community Service Center (CCACC)'s Health and Community Service Fair on May 21, 2011. See Appendix A for more information. Both CDRs Chang and Lee will be out of town at the OFRD training on that date and can't take lead to coordinate this event. Request for volunteers will be sent out shortly.

h. Recruitment & Retention: LCDR Sherbet Samuels and LCDR Hyon-Zu Lee
LCDR Hyon-Zu Lee- Nothing to report

7. Ad Hoc Subcommittees

a. Education & Training: LT Khang Ngo and LCDR Nam Esther Chun

The Education and Training Subcommittee is pleased to report a successful training session held on February 16, 2011 with CAPT Daniel Beck. CAPT Beck offered a very informative and invigorating presentation on deployments from OFRD's perspective. Thank you all for your participation.

At this time, the Subcommittee is requesting education and training topics to be covered at future sessions. Please email your suggestions to LT Khang Ngo (Khang.Ngo.USPHS@hotmail.com) and LCDR Nam Esther Chun (nam.chun@fda.hhs.gov).

We would like to make the sessions useful and meaningful for our members, so your suggestions are highly encouraged. In addition, if you have creative ideas for other education and training formats, we would be happy to hear about them, and certainly, we can help coordinate the activity. As a reminder, following a training session, if you have recommendations for improvement or general feedback, please email us.

b. OFRD Liason – LCDR Jerry Zee

Please see Appendix B for a detail report.

8. PAC Reports - No report given.

IV. Announcements/Other Business

1. LCDR David Lau announced that AMSUS will be held in San Antonio, Texas March 6-10, 2011. There are a number of slots available for speakers. Please contact LCDR Lau at david.lau@dhs.gov if you would like to nominate a speaker.
2. LCDR Khang Ngo would like to solicit suggestions for training topics from the membership.

V. Subcommittees Strategic Plans/Discussion Items - Executive Committee Meeting

1. Awards- LCDR Fei Xu

The APAOC Awards Committee will promote the future leadership of Asian Pacific Americans the United States Public Health Service by recognizing outstanding APAOC officers for their significant contributions to the advancement of the Nation's health. The APAOC Awards Committee will facilitate the nomination process for the following awards:

- RADM Samuel Lin Senior Officer Award
- RADM Kenneth Moritsugu Junior Officer Award
- CAPT Allan Lock Service Award

The APAOC Awards Committee will also facilitate the Special Assignment Awards for APAOC voting members who completed 30 days of activity on official APAOC duties.

2. Career Development-LCDR Kathryn Feng

The Career Development Subcommittee is in the process of finalizing the Deployment Package and the APAOC Useful Internet Links Webliography. It is anticipated that the Webliography will allow APOAC mentors and mentees quick access to information that is already available on the internet pertaining to career development as a Commissioned Corps Officer. The subcommittee is waiting for more feedback from the Voting Members before finalizing and asking the Communication Subcommittee to post these files onto the APAOC website. (The Webliography has not yet been finalized.)

Currently, there are substantially more junior and senior officer mentors than there are mentees. In addition there is an unequal representation of each of the categories. Historically, junior officers have been matched with senior officers of a higher rank of the same category. Following this morning's APAOC Executive Meeting, we are thinking of modifying the current paradigm of pairing mentors to mentees such that:

- (1) Pairing is achieved via a multi-disciplinary approach.
- (2) Mentors and mentees are matched according to areas of strength and expertise as peers, as opposed to matching by rank.

In order to achieve this, we will need to modify the information gathered in the initial recruitment call for participants. We will also need to move the call for participants up to late spring- early summer, rather than during the fall. In accordance, perhaps it is best not to post the list of available mentors on the APAOC homepage yet until this new format is adopted and mentors and mentees are paired

3. Charter & Bylaws: LCDR Aileen Renolayan

The Charter was revised and approved by 13 VM in Nov 2010; Bylaws was updated in 2008 and is due for revision.

4. Communications: CDR Camille Soondar and LCDR Andrew Tran
No report.

5. Leadership

In addition to the immediate emergency response handled officially by the HHS/CC/ORFD, there will be future intermediate- and long-term needs beyond emergency responses. APAOC is in a unique position to offer assistance based on our membership diversity, cultural competency, language skills and special knowledge of the communities in need. The subcommittee suggests that APAOC solicit interest and skills from APAOC members regarding offering our assistance in response to the Japan Earthquake/Tsunami. As Asian/Pacific American officers, many of us have close ties to the affected communities. This tragedy is close to our hearts. APAOC leadership/EC could discuss this and plan on how to express our desire to assist.

2011 Plan: Collaborate and consult with APAOC SC chairs, EC and MOLC leadership in support of APAOC and USPHS missions to identify areas of special needs. Continue to support officers assigned to remote, isolated areas and support equal opportunities for professional development. Continue planning APAOC Historian project.

EC Discussion regarding issues on mentoring; in general, a flexible format is encouraged.

6. Membership & Nomination: LCDR Parmjeet Saini and LT Sophia Hsu
No report.

7. Public Relations-CDR Soju Chang and CDR Christina Lee

To enhance APAOC visibility within PHS and APA communities by establishing a Facebook account for APAOC and promoting community outreach events.

8. Recruitment and Retention – LCDR Sherbet Samuels

Recruitment and Retention subcommittee will look for events where we can do recruitment activities this year. Perhaps, we can participate in the Chinese Culture and Community Services (CCACC) event on May 21, 2011 (that CDR Chang mentioned) once it is approved. We will also look for plans to increase participation in the APAOC.

9. Education and Training – LT Khang Ngo

At present time, the subcommittee will wait for suggestions for training topics from general members. If the subcommittee does not receive recommendations by COB Friday, March 18th, the subcommittee will move forward with inviting CAPT Holly Williams and CDR Margaret Riggs to speak on their deployment experience in Haiti. This is a timely subject matter in light of the recent Japan tragedy.

LCDR Chun and LT Ngo will coordinate local workshops delivering education and training on leadership, career development, promotions, and mentoring. As an incentive to encourage participation, we can send certificates of completion for attendance, and will make future plans to incorporate continuing education credits. The subcommittee will coordinate with CDR Feng for various activities from the Career Development and Advancement Subcommittee.

The subcommittee will continue to ask VMs for their suggestions, recommendations and guidance We would like to make the Subcommittee offerings worthwhile for all APAOC

members and possibly extend to fellow Corps members.

VI. Closing Remarks/Adjournment

LT Nguyen thanked all APAOC members again for their time and commitment in participating in APAOC's yearly activities and monthly meetings.

The meeting was adjourned at 13:15 hours.

Respectfully submitted by:

LCDR Aaron CHEN Date: 3/21/2011
Vice Chair, APAOC

LT QuynhNhu Nguyen Date 3/22/2011
Chair, APAOC

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VII. ATTENDANCE

A. Voting Members

2011 APAOC Attendance Sheet				X = Present E = Excused Absence			
RANK	NAME	1/19/11	3/16/11				
CAPT	Joannie Shen	X	X				
CDR	Soju Chang	X	X				
CDR	Kathryn Feng	X	X				
CDR	Chandak Ghosh	X	X				
CDR	Parmjeet Saini	E	X				
CDR	Hawyee Yan	X	X				
LCDR	Aaron Chen	X	X				
LCDR	Hyon-Zu Lee	X	X				
LCDR	Anna Park	X	E				
LCDR	Aileen Renolayan	E	X				
LCDR	Sherbet Samuels	X	E				
LCDR	Camille Soondar	X	X				
LCDR	Leorey Saligan	X	E				
LCDR	Andrew Tran	E	E				
LCDR	Roney Won	X	X				
LCDR	Fei Xu	X	X				
LCDR	Yang Wang	E	X				
LT	QuynhNhu Nguyen	X	X				
LT	Stephen Chang	X	X				
LT	Sophia Hsu	E	E				

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

CDR Christina Lee	FDA
CDR Quynh M. Nguyen	FDA
LCDR Jerry Zee	BOP
LT Khang D. Ngo	IHS

Appendix A: CCACC Fair Invitation



CCACCFairInvitation
May11_E_.pdf

Appendix B: OFRD Report



OFRD Liaison Report
February 2011.pdf

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