

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Meeting Minutes

November 17, 2011

I. LOCATION/DATE/TIME:

Location: Teleconference

Date: November 17, 2011

Time: 1200H – 1230H EST

Teleconference Line: **866-453-9254**; Passcode: **6470546**

II. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on November 17, 2011 at 1200 hours by APAOC Chair LT QuynhNhu Nguyen.

B. Membership Roll Call:

Roll call performed by APAOC Executive Secretary LCDR Anna Park and a quorum was met.

C. Approval of Meeting Minute

Last meeting minutes are from July.

III. REPORTS

1. Chairperson: LT QuynhNhu Nguyen

- 1) We are currently reviewing the meeting minutes to issue Certificate of Participation to increase general membership. Anyone participating in at least 3 APAOC meeting will receive a Certificate of Participation and we will be sending those out soon.
- 2) To increase participation, we propose all voting members identify an alternate member. This would provide an opportunity for general members to be more involved with APAOC. The alternates would serve as non-voting members, must meet readiness, and would require voting member approval. LT Nguyen recommended developing a formal form to be entered into the officers' eOPF to make it official. It will be the voting member's responsibility to ensure the alternate can make the meetings in their absence. LCDR Won agreed and noted alternates would ensure quorums were met and would be able to provide a vote in the absence of the voting member, similar to other PACs.
- 3) The APAOC poster and flyer have been revised and will be distributed via the LISTSERV.

2. Past Chair report: LCDR Roney Won

LCDR did not have any new information to report.

3. Treasurer: CDR Hawyee Yan

CDR Yan emailed the current balance for APAOC for the month of November 2011 is 1389.98.

4. MOLC: CDR Chandak Ghosh

MOLC continues to work on revising its Charter. MOLC has also completed a draft of its USPHS Demographics Report, which shows racial and ethnicity demographics of officers by professional category and rank. MOLC continues to oversee the porting of all CMAG websites to the usphs.gov server. MOLC has forwarded the list of new APAOC voting members for 2012-2015 to the Office of the Surgeon General.

5. Standing Sub-committees

a. Awards & Recognition: LCDR Fei Xu

All voting members should submit their SAA reports for only APAOC-related activities by December 1, 2011

b. Career Development: CDR Kathryn Feng

The Career Development Subcommittee is currently issuing APAOC Mentoring Certificates for all mentors and mentees who have actively participated in the APAOC Mentoring Program. Please send an e-mail to Kathryne.Feng@ihs.gov if you have actively participated in the program this year to receive your certificate. In addition, the Career Development Subcommittee has been working on a Webliography of useful links which is ready to be posted to the APAOC website. Since the website is experiencing technical difficulties, LT Nguyen will send the file to the listserv.

c. Charter & Bylaws : CDR Aileen Renolayan

CDR Renolayan reported "Voting Member ALTERNATES" is already stated in the Bylaws:

Each voting member shall appoint a single individual who will serve as his/her alternate and inform the Chair and Executive Secretary. The alternate will serve as an active non-voting member of APOAC and be in compliance with OFRD standards for Basic Readiness.

d. Communications: CDR Camille Soondar

No report given.

e. Leadership & Strategic Planning: CAPT Joannie Shen

No report given.

f. Membership & Nomination: LT Sophia Hsu

LT Hsu was not available for the meeting but emailed the following information prior to the meeting:

We recently completed the selection process for voting members for the upcoming term starting in January 2012; this year was very competitive as there were 17 applicants for 8 open positions, the selected members pending final approval from OSG were:

LCDR Minglei Cui
LCDR Karen Ho
CDR Christina Lee
CDR Christina Thompson
LCDR Kun Shen
LCDR Jerry Zee
CDR Alan Ou
LCDR Esther Nam Chun

Special thanks to LCDR Bertulfo for assisting last minute in preparing the nomination packet for OSG. We are also working on 2 additional projects before the end of the year: 1) updating the APAOC general membership list (POC will be LCDR Ruiqing Pamboukian), and 2) sending welcome letters to new APA CADs (POC will be LCDR Ivy Chan). I will be PCSing before the end of the year and will not have email access for a couple of weeks. Please send all membership and nomination subcommittee issues to the apaoc.phs@gmail.com email address.

g. Public Relations: CDR Christina Lee

On November 5, 2011, the Public Relations Subcommittee participated in a semi-annual health and community service fair sponsored by the Chinese Culture and Community Service Center (CCACC) in Gaithersburg, Maryland. In this event, seven members volunteered to staff the APAOC table and make presentations on disease prevention and health promotion targeting Asian elderly population. The PR subcommittee would like to acknowledge LCDR Eric Zhou for his efforts in leading this community outreach activity, LCDR Cathy Shu Cai for her presentation on Vaccine Recommendations for Adults Age 50 and Older, LCDR Doan T. Nguyen for her presentation on Asian Healthy Lifestyles, LT Hyewon Lee for her presentation on Oral Health in Geriatric Population, LCDR Van Tran and LT Kelly Leong for staffing the booth and translation,

and CDR Christina Lee for her suggestions on health topics for the presentations. An article about this event has been submitted to the COA Frontline and it is expected to be published in the December issue. Certificates of Appreciation will be distributed to the volunteers.

h. Recruitment & Retention: LCDR Sherbert Samuels

Recruitment and Retention sub-committee has been receiving inquires regarding the status of general membership applications. The inquires were forwarded to the Membership and Nomination sub-committee. In general, these inquiries should go to the Membership and Nomination sub-committee.

6. Ad Hoc Subcommittee

a. Education & Training: LCDR Nam (Esther) Chun

There were 36 participants for last month’s Leadership seminar. Our next meeting is on December 4, 2011 and we do not have a speaker or topic for that date. Please contact LCDR Chun if you have a speaker who would like to present. If there are no topics proposed, LT Nguyen proposed utilizing this date for another APAOC meeting.

b. OFRD Liason – LCDR Jerry Zee

LCDR Zee has sent several emails to Damon Smith, head of JOAG, as no recent OFRD reports have been received. Once the information becomes available, he will forward the information.

7. PAC Reports - No report given.

IV. Closing Remarks/Adjournment

The meeting was adjourned at 1230 hours.

Respectfully submitted by:

LCDR Anna Park Date: 11/22/2011
Executive Secretary

LT QuynhNhu Nguyen Date 8/26/2011
Chair

V. ATTENDANCE:

A. Voting Members

2011 APAOC Attendance Sheet				X = Present E = Excused Absence			
RANK	NAME	1/19/11	3/16/11	5/18/11	7/20/11	11/17/11	
CAPT	Joannie Shen	X	X	X	X	X	
CAPT	Soju Chang	X	X	E	X	E	
CDR	Aileen Renolayan	E	X	X	E	X	
CDR	Kathryn Feng	X	X	X	E	X	
CDR	Chandak Ghosh	X	X	X	X	X	
CDR	Hyon-Zu Lee	X	X	X	E	X	
CDR	Parmjeet Saini	E	X	E	E	E	
CDR	Hawyee Yan	X	X	X	E	E	
LCDR	Aaron Chen	X	X	E	E	E	
LCDR	Anna Park	X	E	X	X	X	
LCDR	Sherbet Samuels	X	E	X	X	E	
LCDR	Camille Soondar	X	X	E	X	E	
LCDR	Leorey Saligan	X	E	E	X	E	
LCDR	Andrew Tran	E	E	E	X	E	
LCDR	Roney Won	X	X	X	E	X	
LCDR	Fei Xu	X	X	X	X	X	

LCDR	Yang Wang	E	X	X	X	E	
LT	QuynhNhu Nguyen	X	X	X	X	X	
LT	Stephen Chang	X	X	X	X	E	
LT	Sophia Hsu	E	E	X	X	X	

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

CAPT Marvin Guia	BOP
CDR Leonila Hanley	EPA
CDR Sally Hu	NIH
CDR David Lau	ICE
CDR Christina Lee	FDA
CDR Jerry Zee	BOP
LCDR Nam (Esther) Chun	FDA
LCDR Minglei Cui	FDA
LCDR Kun Shen	FDA
LCDR Helen Zhou	SAMHSA
LT Chitra Mahadevan	FDA
LT Hyewon Lee	HRSA
LT Kelly Leong	CMS

DRAFT