

**ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE**

Office of the Surgeon General  
United States Public Health Service

**Minutes of the Meeting**

19 January 2005

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

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;  
19 January 2005; 1200 – 1315 hours.

**II. ATTENDANCE:**

**A. MEMBERS IN ATTENDANCE**

\*By Teleconference

Note: SC=Sub-committee; PR=Public Relations

CDR Patricia Garvey*	FDA	
CDR Hye-Joo Kim*	CDC	
CDR Astrid Szeto	FDA	SC Chair, Career Development
LCDR Marjorie Baldo*	CMS	Treasurer/SC Chair, Awards
LCDR A. Karen Bryant	HRSA	Vice-Chair
LCDR Soju Chang	FDA	Chair
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Paul Jung*	OGHA	
LCDR Narayan Nair*	FDA	MOLC Representative
LCDR Angela Shen*	FDA	MOLC Representative
LT Gilian Engelson	HRSA	
LT Dianne Paraoan*	FDA	Corresponding Secretary
LT Jeffrey Vang*	IHS	SC Chair, PR & Communications
LTJG Eduardo Lim	FDA	SC Chair, Memberships & Nominations

**B. MEMBERS EXCUSED**

CAPT Allan Lock	NIH	
CDR Darius Yorichi	IHS	
LCDR Dan-My T. Chu	OS, OHRP	
LCDR Joanne Shen	IHS	Executive Secretary

**C. GUESTS**

CDR Sue Newman	IHS
CDR Elmer Guerrero	IHS
LCDR Connie Jung	FDA
LT Quynh Nguyen	FDA
LT Paul Seo	FDA
LTJG Nazmul Hassan	FDA

**D. MEMBERS ABSENT**

LT Susanna Choi	FDA
LT Parmjeet Saini	HRSA
LT Jack Sibal	IHS
LT Jed Virata	HRSA

**E. EX-OFFICIOS**

CDR Deborah F. Yaplee	FDA	Past Chair, 1996-1997
LCDR Samuel Wu	FDA	Past Chair, 2003-2004
LT Cheryl Lynn Fajardo	OS, OCCFM	Past Chair, 2002-2003

**III. STANDARD AGENDA ITEMS:**

- A. CALL TO ORDER: The meeting was called to order on 19 January 2005 at 1200 hours by LCDR Soju Chang, APAOC Chair.
- B. LCDR Chang welcomed all the APAOC members and guests at the meeting and those participating by teleconference.
- C. MEMBER ROLL CALL: LT Dianne Paraoan, Corresponding Secretary
- D. APPROVAL OF PAST MINUTES: The minutes from the November 2004 meeting were approved with minor corrections.

**IV. REPORTS:**

A. CHAIRPERSON: LCDR Chang stated that because these minutes can become available to the public, members should inform the group that the information they are sharing is “off the record” so that the information is not included in the minutes.

a. Changes to the listserv.

LCDR Chang informed the group that he added the moderator function to the listserv. This means that messages in which members wish to be posted to the group will be sent to him and to LT Paraoan, the Corresponding Secretary for approval. Once approved, the message will be posted to the group. If a member disagrees with the decision made by list moderators regarding posting of a specific message, voting members will decide whether or not the message is acceptable.

b. Announcements to the group will be sent via a “weekly FYI” email at the end of the week. This will eliminate the numerous emails which the group receives and include them into one message. Time sensitive messages will be sent to the group immediately. Members decided that this approach is acceptable. Members can send messages directly to LCDR Chang at [chang@cber.fda.gov](mailto:chang@cber.fda.gov) or LT Paraoan at [paraoand@cder.fda.gov](mailto:paraoand@cder.fda.gov).

c. Appointment Letter. All voting members should have received their appointment letter. Members should fax a copy to OCCO to be put in their OPF.

d. 2005 Draft Business plan was forwarded to voting members. This included a list of tasks important to APAOC such as e-initiative (electronic submission of award nomination, e-voting, etc) and formation of ad-hoc sub-committees (APA Heritage Month, APAOC leadership, etc). Members are encouraged to review the document and provide feedback to LCDR Chang.

e. Asian Pacific American Heritage Month is in May and is fast approaching. LCDR Bryant will chair APAOC involvement. LCDR Bryant will represent APAOC in the planning coordination in the Parklawn building. Please email her at [kbryant2@hhs.gov](mailto:kbryant2@hhs.gov) and Cc LCDR Chang if you would like to volunteer or have any ideas.

f. APAOC Leadership Sub-committee. LCDR Chang would like to start this group and begin by drafting a 5-year strategic plan for APAOC. Members wanting to join this sub-committee should email LCDR Chang.

g. APAOC Involvement. Voting members are encouraged to participate in all activities and

sub-committees. They were reminded that those voting members with 2 or more unexcused absences may be asked to resign so to open the slot for those general members wishing to be voting members.

B. TREASURER'S REPORT: LCDR Baldo provided the report.

a. December balance: \$548.24  
 Plus Donations: \$185.00  
 Less Expenses: \$ 0.00  
 TOTAL as of 18Jan: \$733.24

b. LCDR Chang urged all members to contribute to the APAOC fund. Make checks payable to Marjorie Baldo, memo APAOC. Please send donations to:

LCDR Marjorie Baldo  
 Attn: APAOC  
 PO Box 997  
 Eldersburg, MD 21784-0997

C. MOLC REPORT. LCDRs Nair and Shen stated that the MOLC has not had any meetings yet, however, they have met the MOLC leadership. This term, APAOC is responsible for serving as the Vice-Chair. LCDRs Nair and Shen stated that they will split the duty, 6 months each. LCDR Chang and LCDR Elise Young (ex-officio) introduced LCDRs Nair and Shen as APAOC MOLC representatives at the BCOAG Installation of Officers. Voting member who has input for the MOLC website template that was sent out should contact LCDR Nair at [nairn@cder.fda.gov](mailto:nairn@cder.fda.gov) and Cc LCDR Chang.

D. SUB-COMMITTEE REPORTS:

a. AWARDS: LCDR Baldo stated that the deadline for the awards was extended to February 11, 2005. The committee has only received 3 applications (2 for the Junior Officer Award and 1 for the Samuel Lin Award). APAOC received approximately 10 applications last year.

1. Members are encouraged to spread the word to the different agencies.

2. LCDR Baldo will provide the awards information to LT Vang to be posted on the website.

3. The February 11<sup>th</sup> deadline stands. Only if the awards committee does not received enough applications will they decide to extend the deadline or defer the award until the following year. The recipients will receive their award during the COA Conference.

4. Reminder that voting members are not eligible.

5. The group discussed how to handle distributing the information for next year. Discussion points included:

a) Contacting the Agency Liaison and PAC Chairs

b) Posting on the Listservs

c) Keeping general information on the website year long and on the APAOC welcoming letter about the awards and the month that we solicit nominations.

d) Providing more time interval between solicitation and the deadline.

b. MEMBERSHIP AND NOMINATIONS: LT Engelson reported that they are discussing the action plan and looking at the long-term goals. Because some of the goals overlap with the PR/Communication Committee, they anticipate working together on various projects. LT

Engelson will provide membership nomination information to LT Vang to be posted on the website. Members wishing to join the committee should email LTJG Lim at [lime@cdcr.fda.gov](mailto:lime@cdcr.fda.gov) or LT Engelson at [gengelson@hrsa.gov](mailto:gengelson@hrsa.gov).

- c. CAREER DEVELOPMENT: CDR Szeto will contact members of this subcommittee to schedule a teleconference and will email her proposed agenda. She anticipates providing information to members via the website.
    - 1. Discussion about having LCDR Ron Keats as a guest speaker at our next meeting. He represents the Division of Training and Career Development in OCCO and has been presenting information on career development to other groups and to the PACs. He is scheduled to be a guest for the BCOAG on February 10<sup>th</sup>.
    - 2. Anyone who would like to provide input should email CDR Szeto at [szeto@cber.fda.gov](mailto:szeto@cber.fda.gov).
  - d. CHARTER AND BYLAWS: LCDR Guo stated that the bylaws are in draft form. Once finalized, he anticipates posting the bylaws on our webpage.
    - 1. LCDR Guo shared that the bylaws itself appears to include information that could be in the form of Standard Operating Procedures (SOPs) and suggested going through the bylaws and separating the two. For example, the procedure for facilitating nomination of awards should be an SOP rather than part of the bylaws. He also suggested that each subcommittee create their own SOP. SOPs are growing documents and can be updated every year.
    - 2. Discussion about the various changes of the bylaws took place. Bylaws are a part of the Charter and are used to further clarify the charter. The Charter can be updated every 3 years. It was decided that the older Bylaws should be archived whenever it is updated.
    - 3. Members wishing to comment/edit the bylaws should use the track changes function so that it is easy to follow and members can see what changes they make to the document. Comments should be emailed to LCDR Guo at [wguo@cvm.fda.gov](mailto:wguo@cvm.fda.gov). Please Cc LCDR Chang.
  - e. PUBLIC RELATIONS AND COMMUNICATIONS: LT Vang sent an email out soliciting comments regarding the APAOC website. The APAOC website is <http://www.apaoc.org>. Members with input should email LT Vang at [jvang@sagchip.org](mailto:jvang@sagchip.org).
    - 1. LT Vang would like input whether or not to keep the Asian map or to delete it. It was suggested that instead of the map to include pictures of members.
    - 2. LT Vang stated that he tried to implement the capability of having people email APAOC.org last year, but was having problems. LCDR Chang and LT Vang will discuss this further.
    - 3. Members commented that we should consider having our website look like the MOLC template and for members to look at other groups and the PACs for ideas. There should be a links to the PACs and other minority groups. Overall, it was suggested that the website be simple, clean, and easy to navigate through.
- E. PAC Reports:
- a. Pharmacy PAC meeting information from December and January: (LT Vang)

1. Currently, there are 94 pharmacy schools in the country, only 89 colleges are accredited with the American Association of Colleges of Pharmacy. In the next couple years, the number of pharmacy schools will be increased to over 100 schools.
2. CPO Vice Admiral Walling will be retired soon, perhaps by the end of the year.
3. There were 21 officers who had participated with the American Students Pharmacy Mid Regional Meeting this year across the country. There were many students are interesting in the Junior Co-step program as well as Residency.
4. Benchmark question – if you came as a PharmD officers, you would need to get another degree to be considered advance degree. However, if you came in as a RPH or bachelor degree in pharmacy and you went back later on to get your PharmD degree. This degree will be considered as an advance degree for your promotion.
5. CAPT Pittman will be the guest speaker for the COA meeting in Philadelphia. He will be talking about the pharmacy history within PHS (its 75th year's anniversary and 50th anniversary of Indian Health Services).
6. For those officers who would like to complete their 112 hours for CCRF, there are TDYs within Selle, AZ currently. For more information, please contact LCDR Tom Pomilla at 520-383-7251.
7. Currently, the pharmacy category has a 41% CCRF qualified.
8. PharmPAC called for several honor awards in the January Bulletin and Indian Health Services is calling for award nominations. For more information, please contact CAPT Pittman (robert.pittman@his.hhs.gov).
9. As of January 3, 2005, there are 908 PHS pharmacists (including both short tours and COSTEPS); however there have 129 officers are eligible for retirement.
10. If you have a BS degree in pharmacy and you passed the BCPS, you may be exception that qualified you for the special paid.
11. Currently, Indian Health Services has 13 ASHP accredited pharmacy residency programs throughout the US.

F. Other Business:

- a. CDR Szeto led the discussion about APAOC and PHS visibility. It was discussed that we will provide brochures and information on APAOC for Asian Pacific Heritage Month. Also the group concurred that it is appropriate to wear their uniform at school functions such as career day or at some public meetings to encourage PHS visibility. .
- b. Donation Drives. LCDR Bryant will be chairing our endeavors. Please email her if you would like to donate or for any questions.
  1. The needs for the Tsunami Efforts are ongoing. DHHS is conducting a drive through the CFC. Members are asked to keep in mind that efforts must be continuous.
  2. Project Hope is assisting to staff the USN Ship Mercy.
  3. Soldier's Wish List. This service provides specific gifts for those deployed soldiers.

- c. Exhibit Panels. A pre-meeting was held right before this meeting in which two vendors, Skyline Graphics and Mr. Tom Witham presented display samples. These exhibit panels would primarily be used for recruitment. LCDR Bryant will provide members a summary of this meeting for further discussion.

**V. ANNOUNCEMENTS:**

- A. LCDR Chang encouraged those officers who have not attended BOTC to attend. A BOTC class will be offered during the COA Conference.
- B. Officers in the DC Area. There will be an APAOC social event for LCDR Elise Young who is PCSing to San Francisco. The “farewell dim sum party” will be on January 29, 2005 at 11:30AM at Good Fortune Restaurant, 1646 University Ave, Silver Spring, MD. Please RSVP to LCDR Chang by January 28, 2005.
- C. Retirement Party for CAPT Allan Lock. LT Engelson will be chairing this event. Gift suggestions include a plaque or shadow box. Please email LT Engelson with any ideas to include restaurant location or gift. She will send an email out with more information.
- D. Deadline for Assimilation is February 11, 2005. Officers are eligible to apply after 2 years of service and will be considered after their third year.
- E. LT Fajardo reminded those Officers who were up for promotion to check their OPF to make sure that all the information they submitted has been received and is legible and correct. Officers can request corrections by clicking on the link at the top of their OPF.

**VI. ADJOURNMENT – NEXT MEETING:**

LCDR Chang adjourned the APAOC meeting at 1315 hours. Next month’s meeting is scheduled for February 16, 2005, usual time and place.

**VII. HANDOUTS:**

None

Submitted by:

LT Dianne Paraoan      Date: 2/16/05  
Corresponding Secretary

LCDR Soju Chang      Date: 2/16/05  
Chair