

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

20 April 2005

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
20 April 2005; 1205 – 1335 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

*By Teleconference

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

CAPT Allan Lock, Ret.	NIH	Ex-officio, Past Chair 1991-1993
CDR Patricia Garvey*	FDA	
CDR Darius Yorichi*	IHS	
CDR Astrid Szeto	FDA	SC Chair, Career Development
CDR Hye-Joo Kim*	CDC	
LCDR Marjorie Baldo*	CMS	Treasurer/SC Chair, Awards
LCDR A. Karen Bryant	HRSA	Vice-Chair, Ad-hoc SC Chair, APA Heritage Month
LCDR Soju Chang	FDA	Chair
LCDR Dan-My T. Chu*	OS, OHRP	
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws
LCDR Joanne Shen*	IHS	Executive Secretary
LCDR Angela Shen*	FDA	MOLC Representative
LT Gilian Engelson	HRSA	Ad hoc SC Chair, Recruitment & Retention, SC Co-Chair, Memberships & Nominations
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

LCDR Paul Jung	OGHA	
LCDR Narayan Nair	FDA	MOLC Representative
LT Jed Virata	HRSA	

C. GUESTS

CDR Stephen Blackwell	OCCO
CDR Elmer Guerrero*	IHS
CDR Jennifer San	CMS

D. MEMBERS ABSENT

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

E. **EX-OFFICIOS**

III. STANDARD AGENDA ITEMS:

- A. **CALL TO ORDER:** The meeting was called to order on 20 April 2005 at 1205 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:** LCDR Joanne Shen, Executive Secretary
- D. **APPROVAL OF PAST MINUTES:** The minutes from the March 2005 meeting were approved with minor corrections.

IV. REPORTS:

A. **CHAIRPERSON:**

- 1. Guest speaker CDR Blackwell will speak from 1:00 to 1:30 pm today.
- 2. CAPT Gannaway will speak next month on how to write CVs. LCDR Chang will send her presentation to LT Vang for website inclusion.
- 3. APA Heritage month is next month. Please participate in the activities by contacting LCDR Bryant. Please send pictures of the APA activities to LT Vang for the APAOC website.
- 4. Please attend COA meeting in June 2005 in Philadelphia, PA.
- 5. Online survey was sent to listserv members. Three objectives: 1) obtain member profile of listserv subscribers, 2) elicit participation of mentorship program, 3) obtain feedback on what members would like to see distributed via listserv.
- 6. A new ad hoc committee called the Recruitment and Retention Subcommittee was formed, which is chaired by LT Engelson. The goal of this SC is to have at least one recruitment activity per year. If members are interested in joining, please email LCDR Chang or LT Engelson.

B. **TREASURER'S REPORT:**

- 1. LCDR Baldo showed no change in the APAOC balance since last month: \$773.24. LCDR Baldo's reimbursement of \$48.25 for postage on the Awards voting packages was approved.

C. **MOLC REPORT**

- 1. LCDR Chang reported for LCDR Nair, who was absent. MOLC luncheon will be held at the COA meeting on June 9 from 12- 1 pm. The APAOC awards will be presented at that time. Guest speaker will be Surgeon General Carmona. APAOC informational brochures will be provided at the conference. Email suggestions for the MOLC COA luncheon to LCDR Chang or LCDR Nair. There is no cost for the luncheon for APAOC award recipients or other members. The cost of the luncheon is included in the COA meeting.
- 2. LCDR Angela Shen says that MOLC is requesting volunteers for the COA MOLC booth on the Tuesday, Wednesday, and Thursday of the meeting week. If you are interested, please email either her or LCDR Nair.

D. **SUB-COMMITTEE REPORTS:**

1. **AWARDS:**

- a. LCDR Baldo thanked everyone for their participation in the voting for the APAOC Awards. There was a 95% participation rate (21/22 members). A total 5 nominations were received for the Junior Award and 1 nomination for the Samuel Lin Award. LT Cheryl Lynn Fajardo will be awarded the Junior Award. CDR Christine Heng will be awarded the Samuel Lin Award. LCDR Chang will send out congratulations and

- apology letters to each of the nominees and nominators. Each award recipient will receive a certificate signed by LCDR Chang and a plaque.
- b. Last year, the cost of the plaques was about \$100 for both from Ft. Meade. LCDR Baldo is currently waiting on the cost of the plaques for this year, but she does not anticipate that it will be more costly than last year.
 - c. LCDR Bryant stated that the Valentine's Day fundraiser generated \$1220.00. She will get the money to LCDR Baldo by the May meeting.
2. MEMBERSHIP AND NOMINATIONS:
 - a. LTJG Lim: Website survey was sent out.
 - b. LCDR Szeto would like mentorship information added to new officer welcome letter.
 3. CAREER DEVELOPMENT:
 - a. LCDR Szeto stated that the outline for promotion guidance was emailed to members and placed on the website. She states that this is a living documents and that changes and improvements are welcome.
 - b. Planning for the mentorship program is underway. Unfortunately we only have one mentor volunteer at the present time. One pair of mentor and mentee has been matched. She encourages more participation. She hopes to match people by category and geography to aid in career development.
 - c. She will work with LT Vang on updating the website for career development topics.
 4. CHARTER AND BYLAWS:
 - a. LCDR Guo encourages all voting members to review the bylaws and make comments since he had very little feedback.
 - b. Discussion was made about making the Treasurer position a three year commitment to provide continuity.
 - c. He would like to finalize the bylaws by May so that work may be done on the executive position descriptions.
 - d. Position descriptions would guide future officers in taking over a new position, instead of "reinventing the wheel."
 5. PUBLIC RELATIONS AND COMMUNICATIONS:
 - a. LT Vang has no new information to report.
 - b. CPT Lock will send photos of past APAOC chairs to LT Vang for website inclusion.
 6. LEADERSHIP AND STRATEGIC PLANNING (ad hoc):
 - a. LCDR Angela Shen says that the subcommittee has met with the purpose of clarifying our mission and setting goals and objectives with some tangible timelines and frequencies. Mission has been restated in draft form: "To promote and enhance the leadership, visibility, and opportunities of APAs." Brainstormed four goals: 1) to provide career development guidance to officers, 2) to recruit and retain membership in USPHS and APAOC, 3) to increase public awareness, visibility, and understanding of APAOC's mission, 4) to serve to community with cross-cultural competence.
 - b. Under each goal, 2-3 objectives were outlined. The subcommittee took LCDR Chang's business plan and placed tasks under the goals. Frequencies and tangibles will be added under each goal/objective.
 - c. Copies of this draft will be sent the voting members. The general members will receive a later version of this document.
 7. APA HERITAGE MONTH (ad hoc):
 - a. LCDR Bryant says that HHS will sponsor the entire cost for the tabletop display.
 - b. The theme for the month is "Liberty and Freedom for All."

- c. May 3, 2005 is the date of the APA Summit sponsored by Secretary Chau. Everyone needs to individually register. LCDR Bryant needs names of everyone who would like to be present for photo opportunity with Secretary Chau to obtain personnel clearance.
- d. Work is still being done on the tentative draft of the agenda for HHS sponsored May 17, 2005 APA celebration at Parklawn Conference Room D and E.
- e. APAOC will also be involved in the May 24, 2005 celebration with Department of Education and Homeland Security which is the larger APA month celebration at the Humphrey Building from 11 am to 12:30 pm.
- f. Please email LCDR Bryant if you are interested in participating as volunteer or audience.
- g. LT Vang and LTJG Lim will revise the welcome brochure for the booth at these events. Recruitment "goodies" were given to LTJG Lim by LCDR Chang and he will get these to LCDR Bryant.
- h. LCDR Bryant is working on the tabletop display – it will be a dynamic display that can be modified for different purposes in the future.
- i. LCDR Chang asks everyone to please submit photos of APAs in action for the website and tabletop display. Photo with RADM Moritsugu will be included.

8. RECRUITMENT and RETENTION (ad hoc):

- a. LT Engelson welcomes input for this subcommittee.
- b. Input on finance position was given by LT Engelson. Many advisory committees use the Henry M. Jackson Foundation for Advancement of Military Medicine to manage their funds and to apply for grants. Since APAOC is part of the military, we are not allowed to directly solicit funds. The Foundation acts on behalf of the committees to solicit grants and fundraise.

E. PAC Reports: None were submitted.

F. Other Business:

- 1. Presentation by CDR Stephen Blackwell on Associate Recruiter Program:
 - a. Please refer to powerpoint presentation slides provided by CDR Blackwell
 - b. Eligibility:
 - i. Not just active duty officers, but also inactive or retired officers and civilians. Anyone who is dedicated to the PHS mission.
 - ii. Enrollment form needs supervisor's signature.
 - iii. Information can be found on the Commissioned Corps website (dcp.psc.gov) under the Services tab.
 - iv. Need 3 references (current supervisor, and 2 officers that work with you)
 - v. No history of adverse actions
 - vi. Application is reviewed by the PAC chair (Chief Professional Officer), then sent to the OCCO. If approved, the Chief Professional Officers signs the certificate and badge is sent to the officer.
 - c. Duties:
 - i. Inform colleagues about opportunities in the Commissioned Corps.
 - ii. Improve visibility
 - iii. Give recruitment presentations
 - iv. Educate students about COSTEP.
 - v. Attend local/state/national professional meetings
 - a. Some meetings are being paid for my OCCO on a case-by-case basis.
 - vi. Visit universities
 - vii. Be creative.
 - viii. Your primary role is duty to your job and agency. Your role as Associate Recruiter is a volunteer one.
 - ix. Cannot recruit officers from other agencies.

- d. Questions for CDR Blackwell
- i. How frequently are ARs required to recruit? There is no current requirement. However, in the future, a requirement may be added.
 - ii. What tools are available for ARs to recruit? A training session at the COA meeting is available for ARs. A recruiting manual is available that will be updated in the future. There are some giveaways and pens that are available.
 - iii. There are no specific efforts directed to recruiting minorities or certain categories.

V. ANNOUNCEMENTS:

None

VI. ADJOURNMENT – NEXT MEETING:

LCDR Chang adjourned the APAOC meeting at 1335 hours. Next month's meeting is scheduled for 18 May, 2005, usual time and place.

VII. HANDOUTS:

CDR Blackwell's Powerpoint Presentation

Submitted by:

LCDR Joanne Shen Date: 4/20/05
Executive Secretary

LCDR Soju Chang Date: 4/20/05
Chair