



Health Services Officer Category

Medical Laboratory Science Professional Advisory Group (MLSPAG)

Meeting Minutes

October 12, 2017

Location: Teleconference/Webinar

Time: 1400 – 1500, ET

1-866-882-1054

Passcode: 206 64 64

MLSPAG Chair:

LCDR David Young (Excused/Deployed)

MLSPAG Executive Secretary:

LCDR Thomas J. Maruna (acting Chair)

ATTENDEES:

Voting Members

CDR Toni Bledsoe	Present
CDR Renee Galloway	Present
CDR June Germain	Excused
LCDR Richard Bashay III	Present
LCDR Charles Boison	Present
LCDR Lisa Flores	Present
LCDR Camille Mitchell	Present
LCDR Emmanuel Ndenga	Present
CDR Babatunde Oloyede	Excused

MLSPAG Members in Attendance

CAPT Todd Alspach	LCDR Renae Hill
CAPT Jennifer Malia	LCDR Michelle Hohensee
CAPT Daisy Mitchell	LCDR Al Peyketewa
CAPT Dana Nemeth	LCDR Docia Sampson
CAPT Gina Woodlief	LCDR Ryan Thrasher
CDR Jeff Christopher	LT Danielle Baquero
CDR Teresa Fox	LT Noel Miraflor
CDR Robin Goodwin	LT Shercoda Smaw
CDR Julie Holifield	LT Danielle Terrett
CDR Debra King	LTJG L. Cody Pittman
CDR Julie Morris	
CDR Cara Nichols	
CDR Andrea Peay	

Enclosure:

None

Minutes prepared by: Lcdr Thomas J. Maruna, MSc, MLS(ASCP), CPH

AGENDA:

1. [Roll Call](#)
 2. [Approval of October 2017 Minutes](#)
 3. [MLSPAG Chair Updates](#)
 - Deployments
 - MLS discipline open for application
 - Uniform PAG SOP template
 - eCORPS
 - 2018-2020 MLSPAG Voting Members
 - 2018 MLSPAG Chair-Elect Nomination
 4. [MLSPAG Subcommittee Updates](#)
 5. [Questions/Concerns](#)
-

ROLL CALL:

As noted above

APPROVAL OF FEBRUARY 2017 MINUTES:

The minutes from August 10, 2017, were approved by vote.

MLSPAG CHAIR UPDATES:

- Deployments:
Many thanks to those of you who were out on deployment supporting the Hurricane missions, and to those of you who stayed behind to support your colleagues who were deployed and ensuring your Agency's missions are accomplished. These response and recovery missions are likely to continue through the calendar year and all officers need to remain vigilant
- Open Applications:
The MLS Discipline was accepting applications originally from Aug 14 to Sep 8, 2017; the deadline was extended to Sep 22nd. Under the leadership of LCDRs Boison, Smith, and Redman, approximately 20 MLS Officers volunteered with the Call Center, Uploading, and Review Process.
 - We received about 17 applicants
- Uniform PAG SOP Template:
The PAC Voting members voted on the format of the new template last week at the end of August and LCDR Young disseminated the new template to the PAG Subcommittees on September 8, 2017. The HSPAC Policy will be reviewing the PAGs' SOPs starting in 2018, so if you are a good writer, editor or have an interest in writing SOPs, please reach out to the Subcommittee Chairs to offer your assistance.

- **eCORPS:**
As you may or may not be aware, the new electronic Commissioned Officer Resources Processing System (eCORPS) will replace the functions currently maintained in Direct Access (DA). Beginning on October 16, 2017, Commissioned Corps Headquarters will migrate from Direct Access officer leave system to eCORPS. Commissioned Corps Headquarters have asked for you all to verify your email address in Direct Access to ensure that it's accurate and to enter all leave requests through October 15th in Direct Access now. As of October 15th you will NOT have the opportunity to request corrections or changes to your leave balance until eCORPS is online.

Some of the additional features of eCORPS include: a monthly leave balance history, a more user-friendly interface, and accessing pay, leave, and self-service information in one location.

- **New Voting Members:**
We have three Voting Member positions starting 2018-2020 and the Management and Administrative Subcommittee has completed their selection process. They will announce these new voting members during their updates.
- **PAG Chair-Elect:**
With the new PAG uniform bylaws that were implemented in November 2016, all PAG Chairs have to be a voting member; the Management and Administrative Subcommittee will solicit nomination for 2018 Chair-Elect from the current voting members only. We anticipate having the Chair-Elect to be named before the December PAG meeting.

MLSPAG SUBCOMMITTEE UPDATES

Awards

LCDR Emmanuel Ndonga – Lead, CDR Jeri Coats – Co-Lead

- A call for nominations for the 2017 Junior and Senior MLSPAG Officer of the Year awards will be sent out in January 2018
- The subcommittee will evaluate coordination with the HSPAC Readiness subcommittee to determine nominee readiness status; readiness checks are currently not performed

Communications

LCDR Lisa Flores – Lead, LCDR Charles Boison – Co-Lead

- 2017 Fall Newsletter – In final editing phase and expect a release of the 2017 Fall Newsletter week of October 15-21, 2017.
- MLSPAG Facebook – HSPAC Communications Chair was contacted concerning content policy for the Facebook page. HSPAC Communications has not implemented guidelines and requests we hold off on Facebook page until a policy can be put in place.
 - The page is still active for viewing, modifications have been restricted to certain users

- Max.Gov –Each MLSPAG subcommittee now has a page on our Max.gov site. Any subcommittee chair that would like to have a document, policy or SOP added to Max.gov should contact the administrators, LCDR Charles Boison and LCDR Lisa Flores. All MLS case studies have now been uploaded to the Training, Education, and Mentoring page. Previous copies of MLS-PAG Newsletters are available on the Communications page.

Data & Evaluation

CDR Toni Bledsoe – Lead, CDR Cara Nichols

- No updates. Subcommittee Chair needs to speak with LCDR Young.

Management – Administrative

CDR Renee Galloway – Lead, LT Helen Chavez – Co-Lead

- The Admin Subcommittee has completed the election of the new 2018 MLS PAG voting members: CDR Babatunde Oloyede, LCDR Jessica Damon, and LCDR Lundy Patrick.
- A call for nominations for Chair Elect will be distributed shortly
 - All nominees must be a current voting member
 - MLS officers should consider nominating a qualified officer for Chair-Elect

Policy

LCDR Camille Michelle – Lead, CAPT Todd Alspach – Co-Lead

- AMT and ASCP have been contacted about officers obtaining credit for being voting members, participating in case study opportunities and other continuing education events. Both organizations provided excellent feedback. At this time, the policy subcommittee has submitted an article to the newsletter to provide some basic information and we are working with MLSPAG leadership on documentation support for the officers.
- SOP update: The Policy subcommittee is reviewing the information and working on adding the policy specific details. Next meeting is scheduled for Monday October 16, 2017

Recruitment and Retention

LCDR Charles Boison – Lead, LCDR Katrina Redman – Co-Lead

- Received 17 applications to review between August 8 and September 22, 2017
 - An 18th applicant was disqualified due to failure to meet the GPA requirement
- All reviews have been completed and submitted to CDR Harrell
 - Presently unknown who will ultimately be boarded

Stakeholder and Community Engagement

CDR Babatunde Oloyede – Lead, LCDR Lundy Patrick – Co-Lead

- The Stakeholder and Community engagement subcommittee has been able to send an article to ASCP for processing.
 - The approved article is currently with the ASCP representative in charge of the publication.
- Drafting the subcommittee SOP in progress

Technical Readiness

CDR June Germain – Lead, LCDR Jessica Damon – Co-Lead

- No updates

Training, Education, and Mentorship

LCDR Richard Bashay III – Lead, CDR Karen Romancito – Co-Lead

- All case studies and fresher slides will be on the Max.gov website
 - Officers are encouraged to submit ideas for 2018

QUESTIONS/CONCERNS

Please contact LCDR David Young (David.Young@fda.hhs.gov) or LCDR Thomas Maruna (Thomas.Maruna@fda.hhs.gov) if there are any issues or concerns that you wish to discuss.

END