



Health Services Officer Category
OF THE U.S. PUBLIC HEALTH SERVICE
Strength Through Diversity



Medical Laboratory Scientist Professional Advisory Group - MLSPAG

December 9, 2019
Time: 1500 to 1600 EST

Teleconference call number: 1-877-465-7975 Meeting #: 900 211 668
 (Also see calendar invite for the Meeting # and [link](#) to join the virtual meeting room)

MEETING Minutes

Attendance		Voting MEMBERS			Subgroup/Role
	Rank	Last Name	First Name	OP DIV	
<input checked="" type="checkbox"/>	CDR	Flores	Lisa	FDA	Chair Lisa.Flores@fda.hhs.gov
Operations					
<input checked="" type="checkbox"/>	CDR	Bledsoe	Toni	CDC	Communications tab4@cdc.gov
<input checked="" type="checkbox"/>	LCDR	Bashay	Richard	FDA	Awards Richard.Bashay@fda.hhs.gov
<input checked="" type="checkbox"/>	CDR	Oloyede	Babatunde	BOP	Stakeholder Community Engagement BOloyede@bop.gov
Officer Support					
<input checked="" type="checkbox"/>	CDR	Patrick	Lundy	FDA	Training, Education & Mentorship Lundy.Patrick@fda.hhs.gov
<input checked="" type="checkbox"/>	LCDR	Damon	Jessica	CDC	Chair-Elect/ Technical Readiness lyy0@cdc.gov
<input checked="" type="checkbox"/>	LCDR	Baquero	Danielle	FDA	Data & Evaluation Danielle.Baquero@fda.hhs.gov
Management					
<input checked="" type="checkbox"/>	LCDR	Maruna	Thomas	FDA	Policy Thomas.Maruna@fda.hhs.gov
<input checked="" type="checkbox"/>	CDR	Mitchell	Camille	BOP	Administrative & MGT. C2Mitchell@bop.gov
Note: Full Attendance Roster is captured by SurveyMonkey. Use link https://www.surveymonkey.com/r/FMLJFYB to register your attendance.					



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- I. Call to Order: Chair, Lisa Flores
- II. Roll Call: Secretary, LCDR Osamede Chris Onaghise
- III. Introduction: Chair, Lisa Flores
 - A) Welcome
 - B) Approval of last meeting's minutes (LCDR Damon and CDR Bledsoe)
 - C) Chair updates:
 1. MLSPAG leadership team transition
 - a. CDR Flores thanked MLSPAG officers and welcomed **new** Operational Year (OY) 2020 voting members – CDR June Germain, LCDR Emmanuel Ndenga, LCDR Jennifer Tate, LCDR Renee Smith, and LCDR Shercoda Smaw. The other OY2020 voting members not mentioned above were previously voting members in OY2019. CDR Flores also recognized the incoming MLSPAG leadership – LCDR Jessica Damon (Chair), LCDR Thomas Maruna (Chair-elect), and LCDR Osamede Onaghise (Executive Secretary).
- IV. Subgroup Reports:
 - A) **Communications Chair: CDR Toni Bledsoe; Co-Chair: CDR Cara Nichols**

Updates:
Subgroup met on 4 November 2019 to discuss:

 1. End of Year Newsletter – 1) Reformatted newsletter focused on MLSPAG and Subgroups' 2019 accomplishments and goals for 2020. For Subgroup Chairs that have not sent their accomplishments, goals, and photo as previously requested, CDR Bledsoe asked that they please submit by Thursday, December 12, 2019, but will also include our traditional holiday section, make editorial assignments and set submission deadlines; 2) submission deadlines for articles are COB 9 December 2019; 3) request for holiday section articles sent out on 6 Nov 2019; 4) emails were sent to each of the MLSPAG Subgroup Chairs and Co-Chairs with a template for the subgroup's mission and accomplishments, the email included a request for a photo of the Chair and Co-Chair and also identified the newsletter editor for the section.
 2. Welcome letter to newly commissioned MLS Officers from the PAG Chair; we reached out to the HSPAC Communications Subcommittee Chair to confirm the appropriate letterhead/ template to use. The MLSPAG Communications Subgroup Chair consulted with the CDR Flores and LCDR Damon and made modifications to the letter template to include our PAG logo at the bottom of the page. The welcome letter is ready to send to new officers by the MLSPAG Chair.



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3. Communications Subgroup held meeting on first week of November and discussed MLSPAG Meeting Schedule and Challenge Coin ordering information, which have now been removed from the newsletter because the information is outdated and Max.gov and Listserv are now being used to communicate information in a timelier manner. The last page of the newsletter will direct officers with a link to Max.gov and a link on how to enroll in the MLS Listserv. The MLSPAG information on the HSPAC webpage is also outdated.
4. MLSPAG Challenge Coin- explore the idea redesigning the coin and determine if officers are interested in ordering the coin. CDR Bledsoe received a draft of an article from LCDR Damon and suggests that this could be a 2020 task for the Communications Subgroup.
5. CDR Bledsoe expressed gratitude for the support and work of all the members of the subgroup and she's pleased to turn over the subgroup leadership to CDR June Germain. CDR Bledsoe intends to remain an active member of the subgroup and resource as needed.

B) Awards Chair: LCDR Richard Bashay; Co-Chair: LT Yen B. Phan

Updates:

1. LCDR Bashay announced that this will be his last time as a voting member for the MLSPAG (due to term limits)
2. LCDR Bashay thanked subgroup members for all their work in 2019 and the important accomplishment of the Junior and Senior Officer of the Year awards. He reminded officers that request for nominations will go out in January 2020 and mentioned that the subgroup implemented a de-identification process to anonymize the process somewhat and make it fair across the board.
3. The subgroup submitted a package for Voting Member Awards. This is a package that is usually submitted for recognition of voting members that have completed their 3-year term. This package typically includes a documentation of voting member hours, an appointment letter, among other items. Going forward, all voting members will get appointment letters when they become voting members.

C) Stakeholder and Community Engagement Chair: CDR Babatunde Oloyede; Co-Chair: LCDR Emmanuel Ndenga

Updates:

1. Thanked subgroup members
2. Reminded officers who fall in the category that do **not** require 3-year ASCP certification renewal that they should clarify that with Commissioned Corps



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Headquarters (HQ) or RedDOG before taking any recertification actions that may be unnecessary.

3. Packages for Excellence in Medical Laboratory Science awards were distributed to subgroup members to in turn distribute to schools. CDR Oloyede reported that some schools showed interest in participation in 2020 and asked that the incoming subgroup chair follow up on this.
4. CDR Oloyede thanked and recognized the service of CDR Flores, LCDR Onaghise, and others who supported the PAG in the 2019 Operational Year.

D) Training, Education & Mentorship Chair: CDR Lundy Patrick; Co-Chair: CDR Julie Holifield

Updates:

1. Subgroup met on October 28. I provided the group with the minutes/details from the last MLSPAG meeting.
2. The November monthly meeting was cancelled as CDR Patrick was out of the country.
3. Subgroup will hold last meeting of the OY on December 23 and will provide an update to the group at that time regarding our accomplishments over the past year.
4. LCDR Patrick is establishing contact with the incoming subgroup Chair to facilitate transition.

E) Technical Readiness: Chair: LCDR Jessica Damon; Co-Chair: CAPT Daisy Mitchell

Updates:

1. Commissioned Corps All Hands question was submitted on 10/23/2019. It was not addressed on the call but there was mention made that questions received were being reviewed and that a follow-up will be issued. LCDR Damon checked yesterday (12/08/2019) and couldn't find any issued follow-up but will continue to monitor it.
2. Chair/Co-Chair Exit Article developed for the Newsletter Submitted on 11/14/2019
3. Advanced Readiness Program Year 1 Package Reviews/Approvals to Continue to Year 2
 - a. 4 packets reviewed, 3 approved, 1 pending a certificate
4. Advanced Readiness Program Current Stats.
 - a. 16 enrollees to date
 - b. ARP added as a new benchmark in PY2020 under Officership
5. New Leadership in Place



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- a. LCDR Lundy Patrick – Chair
 - b. LCDR Osamede Onaghise – Co-Chair
 - c. LCDR Louis Corbin – Secretary
6. Leadership Transition Meeting Held on December 3rd
- a. Critical Activities from 2019 reviewed
 - b. Target activities for 2020 discussed
 - c. All critical documents are stored on the TR Max.gov website
 - d. Several emails exchanged with new Chair with crucial details for continuity
 - e. Senior Advisor and former Co-Chair CAPT Mitchell will remain an active participant in the subgroup for the next operational year
7. ListServ Announcement O-6 Senior Program Manager position in ASPR serving as the Lab Cache Director issued on 11/26/2019

O-6 Program Manager Billet

Laboratory Director Duties

During Steady State and working with SNS staff:

- Maintain or have access to documentation of instrument PM and calibration (performed every 6 months)
- Ensure instrument PM and calibration are done in accordance with CLIA guidelines/CFRs and manufacturer's guidelines
- Maintain or have access to temperature logs where reagents and lab packages are stored
- Provide training and competency assessment for team members as needed or annually and maintain all documentations
- Review SOPs at least annually and update any procedural changes
- Provide technical assistance for all lab related matters
- Be available for site survey with CLIA inspectors and address any deficiencies
- Provide training at training events for ASPR

During Response State:

- Deploy and provide training/competency downrange as needed – ensure that personnel assigned to perform lab tests are competent and maintain documentation of training
- Set up Coulter analyzer as needed – very few people can troubleshoot and set up this instrument
- Ensure QCs are performed at the frequency outlined in the SOPs
- Ensure proper documentation of QC and temp logs
- Provide instructions for return of QC logs and temp logs to HQ for record keeping



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- Serve as Lab Chief or Consultant and assume full responsibility for the laboratory program
- Ensure analyzers are properly decontaminated and prepared for storage post deployment

Non-Laboratory Duties:

- *[Contracting Officer Representative](#)* for contracted emergency response services for team support services to include laboratory, oxygen, biomedical equipment, and logistics infrastructure
- Development and staffing of a team mobilization capability for responders deploying and returning for field deployments
- Technical Monitor for field support services during a response

Notes:

- Position is located in Washington DC and there is funding support for a PCS move
- The individual who is selected for this position will be eligible for wear OS badge once onboarded

If you are interested in this position, please take the following steps:

- Prepare a current version of your CV in the HSPAC approved format
- Send an introductory email to CAPT Mike Bourg, Deputy Director, Division of Logistics, ASPR at Michael.Bourg@hhs.gov
- Please carbon copy LCDR Jessica Damon at lyy0@cdc.gov on your initial CV email communication so that the PAG can track the number of responses provided to CAPT Bourg

8. Final Meeting for 2019 will occur on December 13th
 - a. Task assignments have been identified using the tasking table which mirrors the TR Subgroup SOP activities
 - b. 2020 Co-Chair, LCDR Onaghise will address the membership and set the stage for 2020

F) Data & Evaluation: Chair: LCDR Danielle Baquero; Co-Chair: LT Danielle Terrett

Updates:

1. The results from the survey (on Awards process in the different duty stations) we conducted this year have been finalized. The responses have been summarized and will be shared in the End of Year Newsletter. Results were shared with the HSPAC Awards Subcommittee Chair and will be communicated to respective agency liaisons.
2. The subgroup maintains the MLSPAG listserv and a list of MLS programs. If there are any MLS programs (schools) that are not as popular or not captured on the list, notify LCDR Baquero and LT Terrett for inclusion.



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3. We have been presented with different surveys to conduct for next year (ex: deployment roles) and we will tackle them starting next year.
4. LCDR Baquero will continue to chair the Data & Evaluation Subgroup in OY2020.

G) Policy: Chair: LCDR Thomas Maruna; Co-Chair: CAPT Todd Alspach

Updates:

1. The ASCP certification expiration memo that was sent to the DSG is still pending action. LCDR Maruna spoke with CDR Kaur last week (the week of Dec 2nd) and was told that feedback is still pending from Commissioned Corps HQ.
2. SOP update was submitted to HSPAC for comments/edits.
3. LCDR Maruna will continue as Policy Subgroup Chair in 2020.

H) Administrative Management: Chair: CDR Camille Mitchell; Co-Chair: CDR Charles Boison

Updates:

1. Subgroup is reviewing the roster again due to transfer of non-clinical officers to the MLSPAG.
2. Voting member and Chair-Elect selection process is complete. Thanks to all officers for their patience and assistance with this.
3. This is CDR Mitchell's last year as a voting member.
4. The subgroup is still working on the voting membership database based on recent changes from HSPAC. These changes are being integrated into the PAG SOP and will be reflected on the forms.

I) Ad Hoc Recruitment & Retention: Lead: LCDR Katrina Redman; Co-Lead: LT Angela Hatzenbuhler; Implementation Lead: LCDR Renee Smith

Updates:

1. No updates.

Open Floor:

- LCDR Onaghise requested that officers take this opportunity to share their thoughts, comments, outlook, feedback, etc., being that this was the last meeting of 2019. The following officers shared their thoughts:
 - LCDR Shercoda Smaw shared her excitement with serving as a new voting member in 2020.
 - CDR Charles Boison thanked all the serving Chairs and Co-Chairs for holding down the fort in 2019 and looks forward to the continued work of the 2020 leadership team. He also wished all officers up for promotion the



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best of luck and admonished them to heed the feedback of the promotion boards.

- LCDR Jessica Damon gave a special shout out to CAPT Daisy Mitchell who served as the Co-Chair in the Technical Readiness subgroup. Her senior leadership and counsel were very instrumental in accomplishing all that was done in 2019. She also specially thanked CDR Lisa Flores for her leadership as outgoing MLSPAG Chair and her advocacy and contributions to our profession.
- CDR Camille Mitchell has completed the maximum allowable tenure as a voting member and encouraged newer officers or those considering voting member positions to try out new roles within the PAG and not remain in an area of comfort since this will allow for well rounded growth as an MLS officer and allow officers build relationships and skillsets that they otherwise wouldn't have acquired. She recommended pacing yourself and not taking on too much that you're not able to be effective in anything.
- CDR Toni Bledsoe encouraged officers to not be shy to ask questions in their new roles. She thanked CDR Lisa Flores for her assistance with all the questions she had as the Communications subgroup Chair.
- LCDR Onaghise also asked new officers to introduce themselves or say a few words if they'd like. There were no takers.
- CDR Lisa Flores closed out with thanks to the leadership team and special recognition to those voting members rotating out this year (including herself): CDR Toni Bledsoe, LCDR Richard Bashay, CDR Babatunde Oloyede, and CDR Camille Mitchell. She extended the gratitude to all who were active participants in 2019 and recognized their contributions as necessary to the successes realized this year. In closing she said: "have a safe and happy holiday season and don't forget why we do all we do."
- Meeting adjourned at 1540 EST.

Next Meeting Date: 02/10/2020 @ 1500 EST