



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



**Medical Laboratory Scientist Professional Advisory Group - MLSPAG**

**August 13, 2018**  
**Time: 3:00 PM to 4:00 PM EST**

**Teleconference call number: 1-866-882-1054 Passcode: 2066464**

**MEETING Minutes**

Attendance		Voting MEMBERS			Subcommittee/Role
	Rank	Last Name	First Name	OP DIV	
P	CDR	Oloyede	Babatunde	BOP	Chair <i>boloyede@bop.gov</i>
NP	CDR	Flores	Lisa	FDA	Chair-Elect/ Communications <i>lisa.flores@fda.hhs.gov</i>
P	LCDR	Boison	Charles	FDA	Administrative & MGT. <i>charles.boison@fda.hhs.gov</i>
P	CDR	Bledsoe	Toni	CDC	Data & Evaluation <i>tab4@cdc.gov</i>
P	LCDR	Damon	Jessica	CDC	Technical Readiness <i>lyy0@cdc.gov</i>
P	LCDR	Patrick	Lundy	FDA	Stakeholder Community Engagement <i>lundy.patrick@fda.hhs.gov</i>
P	LCDR	Mitchell	Camille	BOP	Policy <i>c2mitchell@bop.gov</i>
NP	LCDR	Ndenga	Emmanuel	BOP	Awards <i>endenga@bop.gov</i>
P	LCDR	Bashay	Richard	FDA	Training, Education & Membership <i>richard.bashay@fda.hhs.gov</i>
<b>Note: Full Attendance Roster on record with Secretary</b>					



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- I. Call to Order: Chair, Babatunde Oloyede
- II. Roll Call: Secretary, LCDR Renee Smith
- III. Introduction: Chair, Babatunde Oloyede
  1. **Welcome**
  2. **Approval of June 2018 Minutes**
  3. **Updates from COA Symposium**
    - Congratulations to all officers promoted in the 2018 promotion cycle
    - Goal: Create awareness about the new weight standard for MLSPAG Officers Read policy on CCMIS website
    - Weekly Participation on PAC #SGFit Push-Up Challenge
    - Readiness/ Career development- please take this seriously
    - Round up of MLSPAG SOP submission and review
    - ASCP Annual Meeting October 2nd-5th 2018 in Baltimore, MD
- IV. **Subcommittee Reports:**
  - A) **Awards Chair: LCDR Emmanuel Ndenga; Co-Chair: CDR Andrea Peay**

**Updates:**  
No updates
  - B) **Communications Chair: LCDR Lisa Flores; Co-Chair: LCDR David Young**

**Updates:**

    - Will be holding a meeting next week to outline how to solicit articles for the next newsletter ... looking for holiday recipes
  - C) **Data Evaluation Chair: CDR Toni Bledsoe; Co-Chair: CDR Cara Nichols**

**Updates:**

    - The subcommittee has been working on a survey regarding the USPHS Awards Process.
    - The intent of the survey is to identify positive experiences, frustrations and areas of improvement.
    - Plan is to send the survey to the MLSPAG Chair in September/October for review and obtain guidance for additional review/ approval from HS PAC before sending the survey to MLS (and potentially all HS) Officers
  - D) **Management – Administrative: Chair: LCDR Charles Boison; Co-Chair: LT Helen Chavez**



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### Updates:

- Received responses from a number of officers to help review MLSPAG SOPs
- Email sent out about opportunities available for new Voting Members. 2 Openings. Due Sept 7th
- Sent email for officers to email any changes in rank or duty stations to LDCR Boison

### E) Policy: **Chair: LCDR Camille Mitchell; Co-Chair: CAPT Todd Alspach**

#### Updates:

- There are new polices posted to CCMIS Readiness and Duty Requirements please take time to read
- Subcommittee members are reviewing the new professional competencies power point in progress

### F) Stakeholder and Community Engagement **Chair: LCDR Lundy Patrick; Co-Chair: LT Danielle Baquero**

#### Updates:

- Recently met to discuss the ongoing update and development of the SOP and the potential for partnerships with our local communities.

### G) Technical Readiness: **Chair: LCDR Jessica Damon; Co-Chair: LT Christopher Le**

#### Updates:

##### **Deployment Lessons Learned Article**

- Two interviews conducted via email with officers who have most recently deployed with the lab cache
- These interviews are currently being written into an article on deployment lessons learned
- Hope to complete the article by the end of September
- We will work with the communications subcommittee to distribute when complete

##### **Resource Development**

- Lab Cache photos taken at the warehouse in June have been uploaded to Max.gov
- Critical documents such as the cache SOP have also been uploaded



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- One Introduction to the Lab Cache Contents PowerPoint has been developed and is in review. This will be loaded on Max for easy access as well

### **Trainings**

- Raw segments require editing software to prepare. This is being procured by one of our officers. We hope to have the videos edited by the end of October
- Should be 5 – 6 videos in all
- Critical concern – these video files are too large to upload to Max.gov
- Once videos are ready, we will work with the communications committee on a plan and mechanism for dissemination to MLS officers

### **H) Training, Education, and Mentorship: Chair: LCDR Richard Bashay III Co-Chair: CDR Karen Romancito**

#### **Updates:**

- In the process of completing Technical Readiness power-points and case studies for 2018
- Old case studies are still accessible on the site
- If you do not have a mentor get one...meet with them to review your COER /ROS and OS to be prepared for upcoming promotion cycle

### **D) AdHoc Recruitment & Retention: Lead: LCDR Katrina Redman; Co-Leads: LCDR Renee Smith & LCDR Charles Boison**

#### **Updates:**

- 2 Applicants scored

#### **Open Floor:**

**Next Meeting Date: 10/15/18 @ 3 pm**