

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Meeting Minutes

April 15, 2009

I. LOCATION/DATE/TIME:

Location: Surgeon General's Conference Room (18-57) – 18th floor Parklawn Building

Date: April 15, 2009

Time: 1200H – 1300H EST

Teleconference Line: **866-917-3985**; Passcode: **7711285**

II. ATTENDANCE:

A. Voting Members

RANK	NAME	2/18/09	4/15/09	7/15/09	9/16/09	11/18/09	12/16/09
CAPT	Sarath Seneviratne	Pres.	Abs.				
CAPT	Joannie Shen	Pres.	Pres.				
CDR	Paul Jung	Pres.*	Pres.				
CDR	Chandak Ghosh	Exc.	Pres.				
CDR	Sianat Kamal	Exc.	Pres.				
CDR	Paul Kitsutani	Pres.*	Pres.				
LCDR	B. Nhi Beasley	Pres.*	Pres.				
LCDR	Sally Hu	Pres.	Pres.				
LCDR	Ruby Lerner	Pres.	Pres.				
LCDR	Mei-Ying Li	Pres.*	Pres.				
LCDR	Quynh Nguyen	Pres.	Pres.				
LCDR	Chauha Pham	Pres.	Pres.				
LCDR	Parmjeet Saini	Pres.	Pres.				
LCDR	Sherbet Samuels	Pres.*	Pres.				
LCDR	Camille Soondar	Pres.*	Exc.				
LCDR	Christina Thompson	Pres.	Pres.				
LCDR	Fei Xu	Exc.	Pres.				
LCDR	Hawyee Yan	Pres.	Pres.				
LT	Leorey Saligan	Pres.*	Pres.				

LT	Roney Won	Abs.	Pres.				
-----------	--------------	------	-------	--	--	--	--

*These voting members were available to call into the meeting; however, due to the shortage of conference lines, they were not able to dial in. Per discussion with the Chair and Vice-Chair, their attendance is being counted as “Present” with the aforementioned note.

B. GUESTS (those who notified via email of their attendance)

CDR Lee Hanley	EPA
CDR Lanchi Nguyen	HRSA
CDR Alan C. Ou	FDA
CDR Amy H. Park	HRSA
LCDR Malini Krishnan	CMS
LCDR Yoon Kong	FDA
LCDR David Lau	DHS
LCDR Allen G. Magtibay	FDA
LCDR Diem-Kieu Ngo	FDA
LCDR Jeanne Skanchy	FDA
LCDR Thuyanh Vu	FDA
LCDR Jerry Zee	BOP
LT Jane Chen	FDA
LT Dat Doan	FDA
LT Loan Nguyen	FDA
LT QuynhNhu Nguyen	FDA

III. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on April 15, 2009 at 1203 hours by APAOC Chair LCDR Chauha Pham.

B. Membership Roll Call:

Roll call performed by APAOC Executive Secretary LCDR Quynh Nguyen and a quorum was met.

C. Approval of Meeting Minutes

A motion was made by LCDR Sally Hu and seconded by LCDR Ruby Lerner to approve the February 2009 minutes. The motion was carried.

IV. REPORTS

1. Chairperson: LCDR Chauha Pham

- a. Thank you to CDR Paul Jung for spending a lot of his time and for working very hard to complete the APAOC Award Process. Especially this year, we have implemented a new award, the CAPT Lock Service Award. Now we have identified the winners of these awards. There will be a more detailed report on this subcommittee later by CDR Jung.
- b. Thank you to LT Leorey Saligan and LCDR Parmjeet Saini for being a part of the COA/COF planning committee. Also, thank you LCDR Saini for being Vice Chair of the MOLC group this year on behalf of APAOC. For those planning to attend the conference in June, please contact LT Saligan and LCDR Saini for any volunteer activities with MOLC (more details to be reported about this later).
- c. Special thanks to LCDR Soju Chang and LCDR Thiep Vo for donating some funds and software to help maintain the APAOC website (more details to be reported later on this subcommittee).
- d. The May 20th event was planned as an APAOC gathering to present CAPT Lock’s shadow box to Mrs Lock. However, the OSG conference room is taken for the whole month of May for meetings, so this issue is pending right now.

- e. LCDR Pham reminded all subcommittee chairs and co-chairs to take notes for any changes or comments which can help LCDR Mei-Ying Li and LCDR Ruby Lerner to work on the SOP, especially from those who will no longer be with APAOC next year.
- f. Thank you to LCDR Hawyee Yan and CDR Ghosh for completion of the first APAOC event in January. There were 14 members who had signed up for this event.
- g. Lastly, the second EC meeting was held yesterday and meeting minutes will be sent out when they are ready. Thank you to all officers who were able to attend and share their opinions, especially CDR Kitsutani who called from Cambodia.

2. Treasurer: LCDR Christina Thompson

LCDR Thompson reported that the total amount for the month of April is \$2007.62.

3. MOLC: LCDR Parmjeet Saini and LT Leorey Saligan

LCDR Saligan reported the following:

- MOLC has been busy planning for the MOLC luncheon that will be conducted on the first day of the COA conference in Atlanta (6/1/09).
- The next MOLC meeting will be next week to discuss details and vote on luncheon-related issues.
- APAOC has submitted 4 possible themes for the MOLC luncheon
- We also submitted 2 potential luncheon speakers (CAPT Joannie Shen and Dr. Howard Koh)
- We are putting together APAOC's action pictures to be posted at the MOLC booth during the COA conference.
- APAOC's representatives to the MOLC Cultural Competency Workgroup are:
 1. LT Sophia Hsu
 2. CAPT Young Lee - will be the alternate
- Different MOLC working groups are actively working on several initiatives (e.g., cultural competency, minority recruitment, childhood obesity). We will send updates and volunteer opportunities that may come up from next week's meeting.

4. Second Roll Call: LCDR Quynh Nguyen (ONLY for those officers who missed the first roll call)

5. Standing Sub-committees

a. Awards & Recognition: CDR Paul Jung

CDR Jung reported that the Voting Members selected this year's APAOC award winners. The selected officers for 2009 are:

RADM Kenneth Moritsugu Junior Officer Award: LCDR Minh Kevin Lee

RADM Samuel Lin Senior Officer Award: CDR Angela K. Shen

CAPT Allan Lock APAOC Service Award: LCDR Mei-Ying Li

b. Career Development: LCDR B. Nhi Beasley

LCDR Beasley reported that she is working with our senior officers to organize an informal seminar/training on career development for our junior officers that will take place in June. Senior officers who have not been contacted by LCDR Beasley and who would like to participate in this event are encouraged to contact her. Additionally, officers are asked to send LCDR Beasley specific questions/topics that they would like addressed during the seminar/training.

c. Charter & Bylaws: LCDR Mei-Ying Li and LT Roney Won

LCDR Li reported that the team plans to focus on the APAOC SOP this year. There was an older version of the document that will be used as the base for the new SOP. LCDR Li will send out the SOP to the team members for review before it is sent out to all the Voting Members.

d. Communications: LCDR Parmjeet Saini

LCDR Saini reported that the Communications Subcommittee is working hard to take care of the website backlog, and to upload the required information. Thiep Vo is a great resource. We are frequently discussing various software issues. LCDR Saini would like to share the following:

1. Thiep shared a copy of DWCS3, downloaded the Adobe Dreamweaver CS3 (DWCS3) software into his personal laptop and upgraded the memory. LCDR Saini updated APAOC Website's username and password, downloaded the FTP link, and viewed the contents of our website. This process took more than 6 hours.
2. Now, LCDR Saini is in the process of downloading various folders into his personal computer, updating these folders and then using the DWCS3 to upload these folders into our website.
3. LCDR Saini notices that there is lot of information in these folders that was not hyperlinked through our website.

Plan A was we discussed various options to facilitate website development such as getting an access to our website's template for an easy upload. Plan B is that if we can't get the template, then LCDR Saini would have to start from scratch, develop a new template and basically develop a totally new website. Plan C is to search for a person who is an expert to upload information into our website through HTML format. LCDR Saini anticipates implementing one Plan by the end of May, 2009.

e. Leadership & Strategic Planning: CAPT Joannie Shen

CAPT Joannie Shen reported on behalf of the subcommittee and asked for volunteers to participate in the Outreach Group which would collectively identify and serve the needs of those officers stationed in remote and isolated areas. One taskgroup is in need of participants with quantitative skills. Interested officers should contact CAPT Shen at Joannie.Shen@cdc.hhs.gov.

f. Membership & Nomination: LCDR Sherbet Samuels and CDR Paul Kitsutani

CDR Kitsutani stated that for officers on the call that have not yet filled out an APAOC Membership Form, particularly any officers new to APAOC, the Membership & Nomination Subcommittee encourages you to fill out the form online by going to the APAOC website.

LCDR Samuels added that CDR Kitsutani and she have agreed to split the two main tasks for the Membership & Nomination Subcommittee and keep each other informed of their activities. CDR Kitsutani will take the lead for updating and maintaining the membership directory and LCDR Samuels will take the lead for coordinating the solicitation of new APAOC voting membership, assist with set-up of official votes, and prepare the voting membership packet that goes to OSG for final sign off. We are hoping to issue solicitations for voting membership applications in early June.

g. Public Relations: LCDR Chandak Ghosh and LCDR Hawyee Yan

LCDR Yan reported the following:

- Officers who volunteered at the Lunar New Year event at Lakeforest Mall on January 25, 2009 should have received a Certificate of Appreciation from the Subcommittee. If you volunteered and did not receive the certificate, please let her know.
- The presentation of CAPT Lock's shadow box to Mrs. Lock will take place on May 20, 2009 from 12pm - 1pm. Light refreshments will be served afterward. This event will replace the General Meeting.
- Also, on the same day (May 20, 2009), the APAO is having their ethnic food fair at NIH from 11:30am - 1:30pm to celebrate the APA Heritage Month Program.
- This year, we will once again have a table representing APAOC at the FDA/APA Heritage Month event at Parklawn on May 28, 2009 from 11am - 12:30pm.
- Announcements for these upcoming events will be in the future Weekly FYI emails. Please mark your calendar and consider volunteering for the activities.

h. Recruitment & Retention: LCDR Camille Soondar (excused)

LCDR Ruby Lerner reported for LCDR Soondar the following:

- The members of this year's subcommittee are:

- **Subcommittee Chair:** LCDR Camille Soondar, Health Services Officer currently assigned to HRSA, Office of Performance Review, Philadelphia Regional Division, Philadelphia, PA.
 - **Subcommittee Co-Chair/Alternate:** CDR Fe Yambao, Nurse Officer currently assigned to IHS, Phoenix Indian Medical Center, Phoenix, AZ.
 - **Subcommittee Members:** LCDR Yoon Kong, Pharmacist Officer currently assigned to FDA, Office of Communications, Division of Drug Information, Silver Spring, MD.
- The subcommittee's Action Items during this term are:
 - Work with the Communications and Public Relations and Membership & Nomination Subcommittees in recruiting Asian Pacific American Officers to the PHS or APAOC.
 - Identify and organize at least 1 APAOC-driven recruiting project per year.
 - Work with Career Development/Advancement and Awards/Recognition Subcommittees for retention of officers to the PHS or APAOC.
 - Obtain a statistical report from OCCO on the number of Asian Pacific American Officers serving in the PHS, by Categories and by Agencies at least annually.

6. Ad Hoc Subcommittee

a. Education & Training: CAPT Sarath Seneviratne

Cyndia D. Harroway, H. R. Specialist (Military), Division, Commissioned Corps Recruitment, stated that there will be major changes to the Associate Recruiter Program (ARP). Ms. Harroway will send information to LCDR Pham for the APAOC listserv and/or posting to the APAOC website, but some changes include:

- Only 20 Regional Field Recruiters per region will be allowed.
- Training, funding, badge, and in-depth knowledge will be provided for ARs.
- Current ARs will be called "Ambassadors" for the Commissioned Corps.
- Officers will need to apply or re-apply through their PACs to become an AR and their PACs will make the selection.
- Officers with continuous participation for 3 years will receive a ribbon and those with < 3 years service will receive a recognition letter.

F. PAC Reports - No report given

VI. Announcements/Other Business

1. Readiness/Deployment Workgroup for APAOC LT Yang Wang

LT Wang (OS) introduced himself and stated that since APAOC does not currently have a workgroup for readiness and deployment, he has offered to spearhead such a workgroup. It was agreed by the Voting Members that a Readiness/Deployment Workgroup for APAOC was a great idea and should be established.

VII. Closing Remarks/Adjournment

The meeting was adjourned at 1313 hours.

Respectfully submitted by:

LCDR Quynh Nguyen Date: 6/1/09
Executive Secretary

LCDR Chauha Pham 7/10/09
Chair