

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Meeting Minutes

July 20, 2011

I. LOCATION/DATE/TIME:

Location: Teleconference

Date: July 20, 2011

Time: 1230H – 1300H EST

Teleconference Line: **866-453-9254**; Passcode: **6470546**

II. STANDARD AGENDA ITEMS:

A. Call to Order:

The meeting was called to order on July 20, 2011 at 1230 hours by APAOC Chair LT QuynhNhu Nguyen.

B. Membership Roll Call:

Roll call performed by APAOC Executive Secretary LCDR Anna Park and a quorum was met.

C. Approval of Meeting Minute

Approval of May Meeting Minutes has been deferred to allow more Voting Members to review the minutes.

III. REPORTS

1. Chairperson: LT QuynhNhu Nguyen

To establish an initiative to increase participation in APAOC, 3 different initiatives are being proposed:

a) Develop acknowledgement letter for general member participation

- Since we have a total of 6 general meetings per year, the participant must attend at least 3 meetings to receive 1 acknowledgement letter
- We will also offer free items (ex: water bottle, coin , T-shirt) if a participant has 2 letters of acknowledgement
- Participants can reference APAOC letters of acknowledgement in their voting membership application

Next steps:

- Develop draft of letter of acknowledgement
- Keep track of general members' attendance
- Distribute letters via email
- Process will be assessed quarterly

b) Voting Member experience database

Retain voting members' knowledge and experience by creating a database/excel spreadsheet of past voting members and their responsibilities. This will allow new members to contact for guidance and assistance

Next Steps:

- Ask past APAOC chairs for past voting members contact information and their responsibilities (i.e. Chair of Membership subcommittee)
- Generate a database/excel spreadsheet
- Publish on APAOC website

c) Contact new Call to Active Duty (CAD) officers

Next Steps:

- Contact OCCO for a list of CAD officers and their contact information i.e. email address
- Generate a welcome template letter that provides information on APAOC and contacts if interested to join APAOC
- Distribute letters by email

2. Past Chair report: LT Leorey Saligan

LT Saligan did not have any new information to report.

3. Treasurer:

The current balance for APAOC for the month of July 2011 is \$1420.00.

4. MOLC: CDR Chandak Ghosh

MOLC represented the four CMAGs at the 2011 USPHS Scientific and Training Symposium in New Orleans, LA, June 20-23. MOLC sponsored a booth in the Exhibition Hall with materials and photos from all CMAGs. On June 22, MOLC hosted an Awards Luncheon during which the awardees from each of the four CMAGs, including those from APAOC, were honored.

Also, MOLC is working on having the websites of the four CMAGs hosted on the HHS Webportal.

5. Second Roll Call: LCDR Anna Park (ONLY for those officers who missed the first roll call)

6. Standing Sub-committees

a. Awards & Recognition: LT Nguyen

A Core Group will be established next year to review APAOC awards. More information to follow for those interested.

b. Career Development: LT Ngo

LT Ngo reported 60 officers participated in the mentoring program. New officers interested in the program are strongly encouraged to sign up for a mentor and every effort will be made to match by them by category if that is preferred. Certificate for participation will be issued only if an active relationship is maintained for 4 months.

c. Charter & Bylaws

LT Nguyen reported the bylaws are under revision and an update will be provided soon.

d. Communications: CDR Camille Soondar

LT Tran has been involved in updating the Facebook and deployment package website.

e. Leadership & Strategic Planning: CAPT Joannie Shen

CPT Shen proposed creating a database of APAOC members, annotating their skills and expertise to be utilized when APAOC is contacted for assistance. CPT Shen recommended a database to include an expansive skill set collection, not limited to the officer's category, to be utilized for both short and long-term capacities. LT Ngo will work offline with LT Ho in circulating the database to collect and upload the information. LT Tran will assist in creating a field on the website to add skill set and expertise when an officer registers for membership.

f. Membership & Nomination: LT Sophia Hsu

LT Hsu has assumed the chairperson role for APAOC nominations. The subcommittee is currently seeking nomination for voting members and the deadline is September 1, 2011 for general members. Two nominations have been received thus far. For those interested, the application process may be completed via the APAOC website and please be sure to include your CV, statement of interest, to include previous activities in APAOC and supervisor approval.

Voting membership will begin in January 2012 for a 3-year term and approximately six openings will be available next year.

Furthermore, to increase PHS participation, CAPT Chang reported the MOLC has decided to increase voting members from 20 to 30, with revisions to the charter to note the change.

g. Public Relations: CAPT Soju Chang and CDR Christina Lee

- The PR subcommittee has distributed the certificate of appreciation to those officers who participated in the APA Heritage Month celebration events.
- To increase the visibility of APAOC outside of USPHS, the PR and Communication subcommittees are working together to create a Facebook page for APAOC. The proposed APAOC page is consistent with the USPHS Facebook page.

h. Recruitment & Retention: LCDR Sherbert Samuels

The committee is working with other subcommittees on ideas for improving participation of General Members in APAOC meetings and activities.

7. Ad Hoc Subcommittee

a. Education & Training: LT Khang Ngo

The Education and Training Subcommittee is pleased to report a successful training session held on June 15, 2011 with LCDR Adriana Meyer-Alonza, Acting Awards Coordinator at OCCO. The presenter provided a very informative session on PHS awards, followed by an engaging Q&A session. We had a good turnout, with 20 participants, all of whom received certificates of appreciation. Thank you all for your participation. We would like to encourage an even better turnout for future training sessions. The seminars provide an excellent avenue to gain information that is both valuable and vital to an exemplary career as a Commissioned Corps officer.

Plans are underway to finalize our session for August with the topic of leadership as it relates to the Corps and career development. Specifically, we will have the honor of RADM Scott Giberson, Pharmacy CPO, to present on the topic. Additionally, we may also have a few minutes with RADM (ret) Richard Church, former Pharmacy CPO, as he addresses leadership in minority groups from the perspective of an AI/AN officer.

As always, the committee welcomes suggestions and ideas for education and training topics at future sessions. In addition, if you have creative ideas for other education and training formats, we would be happy to hear about them. As a reminder, following a training session, if you have recommendations for improvement or general feedback, let us know. Please email your suggestions to LT Khang Ngo (Khang.Ngo.USPHS@hotmail.com) and LCDR Nam Esther Chun, (nam.chun@fda.hhs.gov).

b. OFRD Liason – LCDR Jerry Zee

LCDR Zee has sent several emails to Damon Smith, head of JOAG, as no recent OFRD reports have been received. He will contact OFRD to determine if a second POC can be assigned.

8. PAC Reports - No report given.

IV. Closing Remarks/Adjournment

The meeting was adjourned at 1300 hours.

Respectfully submitted by:

LCDR Anna Park Date: 7/26/2011
Executive Secretary

LT QuynhNhu Nguyen Date 8/26/2011
Chair

V. ATTENDANCE:

A. Voting Members

2011 APAOC Attendance Sheet				X = Present E = Excused Absence		
RANK	NAME	1/19/11	3/16/11	5/18/11	7/20/11	
CAPT	Joannie Shen	X	X	X	X	
CAPT	Soju Chang	X	X	E	X	
CDR	Aileen Renolayan	E	X	X	E	
CDR	Kathryn Feng	X	X	X	E	
CDR	Chandak Ghosh	X	X	X	X	
CDR	Hyon-Zu Lee	X	X	X	E	
CDR	Parmjeet Saini	E	X	E	E	
CDR	Hawyee Yan	X	X	X	E	
LCDR	Aaron Chen	X	X	E	E	
LCDR	Anna Park	X	E	X	X	
LCDR	Sherbet Samuels	X	E	X	X	
LCDR	Camille Soondar	X	X	E	X	
LCDR	Leorey Saligan	X	E	E	X	
LCDR	Andrew Tran	E	E	E	X	
LCDR	Roney Won	X	X	X	E	
LCDR	Fei Xu	X	X	X	X	
LCDR	Yang Wang	E	X	X	X	
LT	QuynhNhu Nguyen	X	X	X	X	
LT	Stephen Chang	X	X	X	X	
LT	Sophia Hsu	E	E	X	X	

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

CAPT Marvin Guia	BOP
CDR Sally Hu	NIH
LCDR Karen Ho	AHRQ
LCDR David Lau	ICE
LCDR Yoon Kong	FDA
LCDR Jerry Zee	BOP
LT Kang Ngo	IHS

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II. ATTENDANCE:

CAPT Joannie Shen
CAPT Soju Chang
CDR Chandak Ghosh
CDR Christina Lee
LCDR Anna Park
LCDDR Sherbet Samuels
LCDR Camille Soondar
LCDR Leorey Saligan
LCDR Andrew Tran
LCDR Fei Xu
LCDR Yang Wang
LT Stephen Chang
LT QuynhNhu Nguyen

III. AGENDA ITEMS:

A) **Call to Order**: The meeting was called to order at 1200 hours by LT QuynhNhu Nguyen.

B) **APAOC Facebook Page – CPT Soju Chang**

The Communication Subcommittee would like to develop an APAOC Facebook page, in alignment with USPHS Facebook page, to increase recruitment. Prior approval from the MOLC would not be necessary but they would need to be informed if a decision is made to move forward. CPT Chang agreed to provide additional information for voting members to review and vote via email. Please click on the link for the proposed Facebook page for APAOC created by LCDR Tran.

<http://www.facebook.com/pages/US-PHS-Asian-Pacific-American-Officers-Committee-APAOC/172643322800042>

C) **APAOC skill/expertise database – CPT Joannie Shen**

The Leadership & Strategic Planning Committee proposed creating a database of APAOC members, annotating their skills and expertise, to be utilized when APAOC is contacted for assistance. CPT Shen recommended a database to include an expansive skill set collection, not limited to the officer's category, to be utilized for both short and long-term capacities.

C) **Proposal to establish Core Group to review APAOC awards – LT QuynhNhu Nguyen**

With 10 approvals, the establishment of a Core Group, to include 4 Voting and General Members, will move forward. LT Nguyen will work with LCDR Xu and LCDR Chen to develop and implement the Core Group.

D) **Increase APAOC's general membership participation – LT QuynhNhu Nguyen**

3 different initiatives were proposed in the previous meeting minutes:

i) **Develop acknowledgement letter for general member participation**

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iii) Contact new Call to Active Duty (CAD) officers

Next Steps:

- Contact OCCO for a list of CAD officers and their contact information i.e. email address
- Generate a welcome template letter that provides information on APAOC and contacts if interested to join APAOC
- Distribute letters by email
- Apollo – OBC has open house on Thursday to distribute information on a monthly basis and will obtain email list at this time. Sophia agreed to assist drafting the letter to send to new officers.

E) Poster/Flyer – LT QuynhNhu Nguyen

If anyone has pictures APAOC pictures from COA, please send them to Lt Nguyen at quynht.nguyen@fda.hhs.gov.

F) Approval of Meeting Minutes

Approval of May Meeting Minutes has been deferred to allow more Voting Members to review the minutes.

G) Closing Remarks/Adjournment

The meeting was adjourned at 1230 hours.

Respectfully submitted by:

LCDR Anna Park Date: 7/26/11
Executive Secretary

LCDR QuynhNhu Nguyen Date: 8/26/2011
Chair