

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting

18 January 2006

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
18 January 2006; 1215 – 1300.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

Note: SC=Sub-committee

*participating via teleconference

CDR Hye-Joo Kim	CDC	SC Chair, Career Development
CDR Narayan Nair*	FDA	MOLC Representative
CDR Astrid Szeto	FDA	Chair
CDR Darius Yorichi*	IHS	SC Chair, Awards & Recognition
LCDR Marjorie Baldo*	CMS	
LCDR Soju Chang	FDA	Ex-officio, Past Chair 2004-2005
LCDR Susanna Choi*	FDA	
LCDR Dan-My T. Chu*	FDA	Treasurer, SC Chair, Membership & Nominations
LCDR Ryan Nguyen*	FDA	SC Chair, Recruitment & Retention
LCDR Angela Shen*	FDA	MOLC Representative
LCDR Joanne Shen*	IHS	Executive Secretary
LCDR Jedeon Virata*	HRSA	
LT Gilian Engelson	NIH	Corresponding Secretary
LT Eduardo Lim	XXX	SC Chair, Communications
LT Dianne Paraoan*	FDA	Vice Chair, SC Chair, Leadership & Strategic Planning
LT Jeffrey Vang*	IHS	
LTJG Nazmul Hassan*	FDA	SC Chair, Public Relations

B. MEMBERS EXCUSED

LCDR Karen Bryant	HRSA	
LCDR Wei Guo	FDA	SC Chair, Charter & Bylaws

C. GUESTS

CDR Quirico Cabredo*	USCG
CDR Patricia Garvey*	FDA
CDR Lee Hanley	EPA
CDR David Kim*	CDC
CDR Hoang Nguyen	HRSA
CDR Joannie Shen*	FDA
LCDR Jenny Doan	USDA
LCDR Diane Kelsch	FDA
LCDR Mei-Ying Li	HRSA

LCDR Quin Nguyen* FDA

D. MEMBERS ABSENT

LCDR Parmjeet Saini HRSA
LCDR Jack Sibal IHS

E. EX-OFFICIOS

CAPT Allan Lock (Ret.)*	NIH	Past Chair 1991-1993
CDR Debra Yaplee	FDA	Past Chair 1997
CDR Hung Trinh	FDA	Past Chair 1999

III. STANDARD AGENDA ITEMS:

- A. CALL TO ORDER: The meeting was called to order on 18 January 2006 at 1215 hours by CDR Astrid Szeto, APAOC Chair. Meeting was delayed due to teleconference access.
- B. CDR Szeto welcomed all APAOC members and guests at the meeting.
- C. MEMBER ROLL CALL: LCDR Joanne Shen, Executive Secretary
- D. APPROVAL OF PAST MINUTES: The minutes from the November 2005 meeting were approved with minor corrections (motioned by CDR Szeto, seconded by LCDR Chang.)

IV. REPORTS:

A. CHAIRPERSON:

1. CDR Szeto thanked the voting members for their contributions to APAOC mission and also thanked LCDR Chang for jobs well done as past chair.
2. CDR Szeto asked for voting members to make contributions to APAOC fund. This fund covers expenses such as website maintenance fee, costs for the Samuel Lin and Junior Officer Awards, joint MOLC/APAOC receptions, and other team-building activities. The suggested contribution is \$25 but any amount is very much appreciated. Please send it to Treasurer LCDR Dan-My Chu at 14318 Blackmon Drive, Rockville, MD 20853. Please notify LCDR Dan-My Chu by email at Dan-My.Chu@fda.gov when you send in your donation.
3. CDR Szeto plans to maintain the same schedule for monthly meeting: 3rd Wed of the month in the SG conf room 18-57 at 1200-1330.
 - a. Plan to start on time and finish on time. The less time to cover the agenda, the better.
 - b. Do most of the communication through emails and teleconferences. The monthly meeting is to be brief and update on important issues/events.
 - c. Please send comments on draft minutes to Secretary LCDR Joanne Shen as soon as possible to allow her ample time for revision before the scheduled meeting.
 - d. Please also send items to be included to meeting agenda to CDR Szeto at Astrid.Szeto@fda.hhs.gov, preferably a week before the scheduled meeting.
 - e. Voting members should ask for excused absence when needed and are advised to have an alternate to represent them in their absence. The alternate should preferably be a non-voting member who's active with APAOC activities. This will allow smooth operation of APAOC and additional opportunities for officers to become voting members and improve upon leadership skills. Per APAOC by-laws, voting members with 2 or more unexcused absences in a year may have their status and privileges revoked.
4. CDR Amy Anderson's presentation on Award Writing is rescheduled for next month. She was ill today.
5. Members are encouraged to participate in subcommittees. The current Chairs are:
 - a. Awards & Recognition - CDR Darius Yorichi

- b. Career Development & Advancement - CDR Hye-Joo Kim
 - c. Charter & Bylaws - LCDR Wei Guo
 - d. Communication - LT Eduardo Lim
 - e. Leadership & Strategic Planning - LT Dianne Paraoan
 - f. Nominations & Membership - LCDR Dan-My Chu
 - g. Public Relations - LTJG Nazmul Hassan
 - h. Recruitment & Retention - LCDR Ryan Nguyen
6. Members should contact CDR Szeto regarding their interests in serving the subcommittees. This participation will help voting members to meet the requirement for Special Assignment Awards. For non-voting members, participation in subcommittees can be recognized with a certificate or a letter of appreciation all of should be in the officers' eOPF to document their leadership and officership.
 7. Follow through with our 5-year strategic plan but also requesting Subcommittee Chairs to share their priorities for this year.
 8. CDR Szeto's focus for this year is on leadership and officership:
 - a. Offer training opportunities to cultivate these important concepts and principles
 - b. Invite speakers who are role models to share with their experience
 - c. Ask Subcommittees to emphasize on these concepts
 - d. Ask for inputs and comments on implementing these concepts and officer qualities to be in line with our Transformation
 9. APAOC Activities for this year:
 - a. Lunar New Year celebration at Lakeforest Mall in Gaithersburg – need a couple volunteers to help with manning the booth. Unfortunately with the new Mall administration policy, we are not allowed to wear uniform. With the traffic the celebration generates, it will be a great opportunity for community outreach, education and recruitment. Schedule: Jan 29, 2-4 pm and Feb 4, 2-4 pm. Will need part of the table top display, APAOC pamphlets and PHS CC recruitment materials.
 - b. COA Annual Professional Conference in Colorado - May 1-4, 2006
 - i. Samuel Lin and Junior Officer Award
 - ii. MOLC Breakfast
 - c. APA Heritage Month activities in May
 10. Participants are asked to forward their contact information to Astrid Szeto or Joanne Shen to ensure correct spelling in the minutes and to save time at the meeting. LCDR Chang asked people to register on the APAOC website as general members to provide needed info for LCDR Shen.

B. TREASURER REPORT:

1. Balance: \$1254.41 per LCDR Chu.
2. Please send donations to Treasurer LCDR Dan-My Chu at 14318 Blackmon Drive, Rockville, MD 20853. Please notify LCDR Dan-My Chu by email at Dan-My.Chu@fda.gov when you send in your donation.

C. MOLC REPORT

1. APAOC will chair MOLC this year, vice chair is AIAN group, Secretary is BCOG, and Recorder is HOAG.
2. Formal luncheons have been changed to box lunches for this year's COA conference. Therefore, MOLC event has been changed to a MOLC Breakfast. (The Retirees breakfast is the only competing event.)
3. Dr. Agwunobi, the new ASH, is planned to be invited to present the awards (instead of keynote speaker) due to time constraints. The Surgeon General has also been invited.
4. LCDR Angela Shen and CDR Narayan Nair have proposed 4 standing committees for the MOLC to strengthen the activities of all 4 groups.
 - a. COA meeting

- i. To help coordinate MOLC breakfast and organize logistics
 - b. Charters and Bylaws
 - i. To elucidate how the MOLC is viewed differently from the 4 individual minority groups.
 - ii. Revise the current charter which currently reads very similarly to a PAC charter, but MOLC is not a PAC.
 - c. Cultural Competency and Awareness
 - i. From issues that arose post-deployment from Hurricanes Rita and Katrina
 - d. Outreach Training Coordination
 - i. Coordinate training and seminars among the 4 groups.
- 5. MOLC has a non-voting membership on the COA. This will aid in conference planning and leadership.
- 6. MOLC is also represented on the SG-PAC.
- 7. MOLC webmaster is LCDR Karen Bryant.

D. SUB-COMMITTEE REPORTS:

1. AWARDS AND RECOGNITION:
 - a. Report given by CDR Yorichi. The call for nominations has been sent out for the Samuel Lin Award and Junior Officer Award to COA Frontline, DCP Bulletin, and APAOC listerv.
 - b. Currently 2 nominations for Samuel Lin Award (one incomplete) and 1 incomplete nomination for the Junior Officer Award.
2. CAREER DEVELOPMENT:
 - a. CDR Kim was not available to give report.
3. CHARTER AND BYLAWS:
 - a. LCDR Guo excused from meeting. LCDR Mei-Ying Li gave report. They plan to examine existing policies and procedures. Currently there are 2 members on this SC.
 - b. CDR Szeto stated that the Charter is still awaiting approval from the Surgeon General, and the Bylaws are waiting for voting members approval. This year's task is to formalize the APAOC standard operating procedures (SOP).
4. COMMUNICATIONS:
 - a. LT Lim invited members to join this subcommittee via email at lime@cder.fda.gov. He will be updating the members' directory with the help of LCDR Chang, using Frontpage.
 - b. CDR Szeto would like to see the Career Development page on the APAOC website redesigned to have all related information gathered together.
5. LEADERSHIP AND STRATEGIC PLANNING:
 - a. LT Dianne Paraoan is looking for volunteers to join this subcommittee. She encourages all subcommittee chairs to join this SC or send a delegate to be part of this SC since the planning ideas for APAOC come from the SCs.
 - b. Email her at paraoand@cder.fda.gov.
6. MEMBERSHIP AND NOMINATIONS:
 - a. LCDR Chu asked for members to join her SC. She would like to simplify the current voting member nomination method. She would also like to foster increased communications between members with the aid of activities such as monthly fitness testing.
7. PUBLIC RELATIONS:

- a. LTJG Hassan is physically located in New York, so he is looking for DC/Rockville area support from other subcommittees members to volunteer for this subcommittee.
- b. CDR Szeto wants to reach out to members in the field. She invites officers visiting in DC area to contact her to organize local social events while they are in town.
- c. She would also like to plan monthly luncheon, Fall picnic, and possible get-together at her home.

8. RECRUITMENT and RETENTION:

- a. LDCR Ryan Nguyen states this year main goals are to expand the APAOC membership base. He feels recruitment needs to be done both within and outside the PHS organization. Last year, one recruitment activity was accomplished, and he would like to increase this number this year. Contact him if you would like to join this SC.

E. PAC Reports: No reports.

IV. ANNOUNCEMENTS:

- A. 23 Jan 2006 is the deadline for submitting your documents for promotion. Make sure your medical history and/or physical form is up to date (within 5 years). For permanent promotion, a medical history form must be up to date. Also make sure that your Medical disclosure form is also signed for permanent promotions.
- B. Admiral Vanderwagon suggested the creation of a Katrina coin. This idea was first brought to JOAG. So far, no one has taken the initiative from JOAG. CDR Hung wanted to find out if APAOC would like to undertake this Coin development. CDR Szeto is supportive of this idea, but suggested that before pursuing we need to make sure that we are not duplicating efforts. CDR Trinh volunteered to follow up on this activity. CDR Szeto also suggest that CAPT Suzanne Caviness “the mother of all PHS coins” be contacted for advice.
- C. CDR Chang reminds officers that the deadline for assimilation is 15 Feb 2006 for those officers desiring to make a long-term commitment to PHS. The application documents are available on the DCP website.

VI. ADJOURNMENT – NEXT MEETING:

CDR Szeto adjourned the APAOC meeting at 1300 hours. Next month’s meeting is scheduled for 15 Feb 2006.

VII. HANDOUTS:

None

Submitted by:

LCDR Joanne Shen Date: 01/18/06
Executive Secretary

CDR Astrid Szeto Date: 01/18/06
Chair