

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Meeting Minutes

March 28, 2012

I. LOCATION/DATE/TIME:

Location: Teleconference

Date: March 28, 2012

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 March 28, 2012 at 1230 hours by APAOC vice Chair LCDR Aaron Chen.

B. Membership Roll Call:

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

C. Approval of Meeting Minutes

We will defer approving January's meeting minutes until LT QuynhNhu returns.

III. REPORTS

1. Chairperson: LT QuynhNhu Nguyen

- a. I am very happy to see that new subcommittee chairs and co-chairs are doing very well in their new roles, especially the recruitment and retention and education and training. Our last training session resulted in over 30 participants. I know that the recruitment and retention chair and co-chair are staffing up for OBC and graduation sessions to increase awareness of APAOC.
- b. Also, we are engaging with the COA LA charter on a fun event. This is great PR for APAOC. Thank you for your effort.
- c. Please submit award nominations for deserving APAOC individuals. Deadline is April 20, 2012

2. Vice Chair report: LCDR Aaron Chen

COA meeting this year will be held in the DC Area at the University of Maryland. There is limited capacity, so if you plan on attending, please register early. Will check with subcommittee chairs and co-chairs past and present about transition.

3. Treasurer: CDR Hyon-Zu Lee

CDR Lee reported \$150.00 has been transferred to the MOLC in January and the current balance is \$1072.00.

4. MOLC: LCDR Andrew Tran and LCDR Kun Shen

LCDR Shen reported the following:

- MOLC had February and March meeting.
- MOLC leaderships vetoed the need for MOLC voting members to attend the OBC Graduation. But MOLC still encourages participation by each CMAG to attend the OBC Open Houses and Graduation.
- MOLC Award Ceremony will be held during the COA Conference. It is going to be a breakfast event and is estimated to cost 900 dollars. MOLC is asking additional financial support from CMAG. Probably another \$250 per CMAG.
- MOLC Bylaws and Charters Committee had their first meeting. They are currently reviewing Bylaws and Charters from each CMAG group.

5. Standing Sub-committees

a. Awards & Recognition: LCDR Karen Chaves and LT Stephen Chang

LCDR Chaves reported that they are still soliciting nominations.

b. Career Development: CDR Kathryn Feng and CDR Christina Lee

The APAOC Mentoring Program is now soliciting mentors and mentees for 2012-13. Please keep an eye out for the APAOC Mentoring Program Recruitment Call. It will be sent to APAOC members on the listserv. If you have been serving informally as a mentor, or if you know someone who is interested please contact us. The Career Development Subcommittee is also working on a Promotion Package for APAOC Officers. If you are interested in working on the Promotion Package Committee or interested in the APAOC Mentoring Program please e-mail CDR Christina Lee or CDR Kathryn Feng at.

Christina.Lee@fda.hhs.gov<mailto:Christina.Lee@fda.hhs.gov> or

Kathryne.Feng@ihs.gov<mailto:Kathryne.Feng@ihs.gov>.

c. Charter & Bylaws : CDR Aileen Renolayan

CDR Renolayan noted there was nothing to report.

d. Communications: CDR Christina Thompson

CDR Thompson reported the APAOC website is currently being migrated to the USPHS.gov website. Once the transition is complete, a request will be made to upload the Charter and By-laws and meeting minutes.

e. Leadership & Strategic Planning: CAPT Joannie Shen

CPT Shen emphasized recruitment was the responsibility of every PHS officer and called on APAOC members to play a key role in increasing recruitment.

In addition, she asked all Voting Members to submit pictures of themselves so that a name can be linked to a face. Uniform wear is not required. Pictures will be for internal use only and will not be posted on the website. Please email all pictures by April 13, 2012, end of Spring Break, to Jshen1@cdc.gov.

f. Membership & Nomination: LT Sophia Hsu

LT Hsu reported they had a successful meeting and discussed the following:

1. Update and maintain general membership directory. General members will be contacted to provide updated information by their subcommittee members.
2. Reach out to new CAD. Will touch base with CDR Christina Lee.
3. Recruited successfully at the OBC Open Houses.
4. Begin Soliciting VM applications starting in May.

g. Public Relations: CAPT Soju Chang and LCDR Nam Chun

CAPT Chang Certificates of Appreciation have been sent to those officers who participated in the 2012 Lunar Year Celebration Event in Lake Forest Mall, Gaithersburg, MD. If you participated in this event and did not get the certificate, please email CAPT Soju Chang at soju.chang@nih.hhs.gov or LCDR Nam (Esther) Chun at Nam.Chun@fda.hhs.gov.

LCDR Helen Zhou is coordinating with the NIH Asian Pacific Islanders American Committee for APAOC participation in the Annual NIH Food Fair in May. Details about this event will be disseminated through the APAOC Listserv once such information becomes available.

h. Recruitment & Retention: LCDR Jerry Zee and LCDR Minglei Cui

LCDR Jerry Zee reported the following:

- 1) My Co-Chair (LCDR Minglei Cui) and I (LCDR Jerry Zee) would like to express our heartfelt thanks to the MOLC Chair: LCDR Kun Shen and Co-Chair: LCDR Aaron Chen in helping us connect with OBC-COTA officers so that the subcommittee can initiate our

OBC Recruitment Activity for 2012.

- 2) We would like to express our deep thanks to the following officers who have volunteered on behalf of APAOC in recruiting OBC officers during Open House, and Commencement in the past 3 months (January, February, and March) and will be receiving a Certificate of Appreciation from the subcommittee:
 - LTJG Aman Bimbira
 - LT Hyewon Lee
 - LCDR Tina Nhu
 - LCDR Duong Nhu
 - LCDR Helen Zhou
 - LCDR Eric Zhou

- 3) From OBC Open House, and Commencement, we have recruited the following officers to become general members of APAOC and informed them to send their application to the Membership & Nomination Standing Subcommittee:
 - Sherry Gracey, HSO (O3), in Honolulu, HI (Sherrygracey@yahoo.com)
 - Grace Chai, PHARM (O3), in Silver Spring, MD (grace.chai@fda.hhs.gov)
 - Jina Kwak, PHARM (O3), at FDA (Jina.Kwak@fda.hhs.gov)
 - Jung Lee, PHARM (O3), in Silver Spring, MD (JungE.Lee@fda.hhs.gov)
 - Frank Chua, ENG (O4), in Opelousas, LA (leathernek@gmail.com)
 - Vicky Huang, PHARM (O3), at FDA (atsui79@yahoo.com)
 - Cristina Mosquera, HSO (O3), at FDA (cmos23@gmail.com)
 - Yee Vang, HSO (O2), at BOP (yee.vang@gmail.com)
 - Ellen Yip (O3), at FDA (ellen.nguyen@fda.hhs.gov)
 - Soo Park (O3), at FDA (soo.park@fda.hhs.gov)

- 4) There will be a Quarterly Review T-Con on OBC Recruitment Activity on April 12th @ 12PM - 12:30PM with feedback from those officers who have attended OBC to see what areas can be improved upon.

- 5) Coordinate with the Membership & Nomination Standing Subcommittee to develop a welcome package for the new USPHS officers who attended OBC.

- 6) Coordinate with the Communications Standing Subcommittee to develop the Facebook webpage with updated photos and videos from OBC Recruitment Activity.

- 7) We are seeking more APAOC officers to volunteer for the next quarter of OBC Open House and Commencements. The following dates are:
 - 04/12/12 – Open House starts @ 1800 - 2000
 - 04/20/12 – Commencement starts @ 1030 - 1200
 - 05/10/12 – Open House starts @ 1800 - 2000
 - 05/18/12 – Commencement starts @ 1030 - 1200
 - 06/14/12 – Open House starts @ 1800-2000
 - 06/22/12 – Commencement starts @ 1030 - 1200

Please contact us LCDR Jerry Zee (email: Zeeforce@gmail.com) and LCDR Minglei Cui (Minglei.Cui@fda.hhs.gov) if you would like to volunteer and a certificate of appreciation will be provided to you soon after attending the event.

- 8) COTA is seeking adjunct faculty for all OBC classes and any officers can become a adjunct faculty member. Please read the details below for qualification.
You are receiving this message because your name was forwarded to me as someone that is interested in becoming adjunct faculty for OBC. Attached is a copy of April's agenda, if you are able you are invited to observe how the class is currently taught, this will be a

requirement to become adjunct faculty. We will then ask you to present to the Cadre, once complete you will be considered adjunct faculty and we can put you on the agenda as early as May. If you have already attended a session and would like to schedule a time to present to the Cadre please let me know.

If you are interested, please let me know what days and sessions you will be attending, this is essential as the times of certain sessions can change with little notice. It is important to note that all days are at the Holiday Inn, Gaithersburg except Wednesday, April 11th. If you are not able to make it for we will send out the May agenda when we have it finalized. If you have additional questions please let me know.

6. Ad Hoc Subcommittee

a. Education & Training: LCDR Vilma Linsteadt and LCDR Jade Pham

Next speaker lined up for April's Training and Education Session.

b. R&R Liason – LCDR Chris Lim

OFRD is now known as R & R.

o As of February 15, 2012, CHASM submission

- R&R submitted team CHASM (Community Health and Service Mission) accomplishments as a HHS Innovates Award – please vote & disseminate voting information to team members

o As of February 29, 2012, uniform transition

- **Operational Dress Uniform (ODU) – has been officially announced officially.**
 - Solid Navy Blue
- Decision memo signed. Policy documents have gone forward for signature that will transition our deployment uniform from BDU to ODU.
- ODU is the same uniform worn by Coast Guard and NOAA and so will put us in position that all non-DoD services uniform will be the same.
- **Final seal of approval may be as early as May 1**
 - Then will have an 18 month transition period – where both uniforms will be authorized for wear.
 - At present, we are not authorized to even purchase ODUs.

o As of March 14, 2012, the R&R is devoted to the CHASM

- CAPT Beck had technological issues, during that week; if you sent CAPT Beck e-mail message during that week and he did not reply resend.

o As of March 21, 2012, is committed to training and budget.

- R&R plans to re-build the online training for Officer Basic Courses and online refresher courses.
- R&R will be reviewing budget for the last 5 years, and projecting a budget for the coming 5 years.

• Response updates

o As of March 21, 2012:

- Friends of Ireland luncheon just happened with CAP teams supporting
- This weekend, Cherry Blossom Festival starts. CAP-1 and -5 are participating. It's the weekend of March 31 through April 15.
- Republican National Convention and Democratic National Convention – nothing written in stone yet for our level of participation

• Training updates

o As of March 21, 2012

- R&R is looking at online training for each R&R team type in case we can't get out into the field for training, given our restricted resources.

• Readiness update

o As of March 21, 2012

- Readiness review will occur in April for the quarter ending 03/31/12.

7. PAC Reports - No report given.

V. Announcements/Other Business

1. CDR Lau reported on the call for presenters for the 118th Association of Military Surgeons of the United States (AMSUS) Annual Meeting scheduled for November 10-16, 2012, in Phoenix, AZ

The Association of Military Surgeons of the United States (AMSUS) Plenary Planning Committee invites submission of topics and abstracts for consideration as presentations during the conference's **USPHS Plenary Session on Tuesday, November 13, 2012**. Officers in all categories are welcome to submit their abstracts.

This year's AMSUS conference theme is ***"Federal Health – Ready...Better Health, Better Care, and Best Value!"***

Please submit a relevant topic and abstract for a 45-minute presentation. Abstracts should be no more than 250 words and contain three objectives that the audience should be able to clearly answer, following a 45 minute presentation. **The deadline for submitting topics/abstracts is 27 APR 2012.**

Interested Officers are requested to submit their topics and abstracts to:

CDR David Lau: David.Lau@dhs.gov

LCDR Selena Ready: Selena.Ready@fda.hhs.gov

LT Cody Thornton: Cody.Thornton@hhs.gov

All abstracts received will be voted on by the USPHS AMSUS Committee, and the top nominees will be selected as the presentations for the AMSUS USPHS Plenary Session. **Selected presenters will be notified tentatively by mid MAY.**

Note: AMSUS does not cover fees – expenses are agency funded or self funded; some agencies may cover expenses through CME/CEU/CE funding. This is a great opportunity to network with Senior Officers and Colleagues while obtaining CME/CEU/CE credits, also.

For those unfamiliar with AMSUS it is an organization dedicated to all aspects of federal medicine - professional, scientific, educational and administrative. Presently, members represent all healthcare disciplines and serve in the Active and Reserve Components of all of the uniformed services as well as the Department of Defense and the Department of Veterans Affairs. For more information see their web site at <http://www.amsus.org/index.php/home>

2. CDR Lau also reported an upcoming UCLA Event scheduled for May 19. We are looking for 50 volunteers in the UCLA area for Health Fair.
3. LCDR Zee will coordinate with the Communications Standing Subcommittee to develop the Facebook webpage with updated photos and videos from OBC Recruitment Activity.
4. LCDR Chaves reported a great opportunity to network at the White House Initiative on Asian Americans and Pacific Islanders scheduled for April 17, 2012. For anyone interested, please email LCDR Chaves at Karen.chaves@ed.gov.

IV. Closing Remarks/Adjournment

The meeting was adjourned at 1305 hours.

Respectfully submitted by:

V. ATTENDANCE:

A. Voting Members

2012 APAOC Attendance Sheet				X = Present E = Excused Absence			
RANK	NAME	1/18/12	3/28/12				
CAPT	Soju Chang	X	X				
CAPT	Joannie Shen	X	X				
CDR	Aileen Renolayan	E	X				
CDR	Kathryn Feng	X	X				
CDR	Christina Lee	X	X				
CDR	Hyon-Zu Lee	X	X				
CDR	Christina Thompson	X	X				
CDR	Alan Ou	X	E				
LCDR	Aaron Chen	X	X				
LCDR	Karen Ho Chaves	X	X				
LCDR	Nam Chun	X	X				
LCDR	Minglei Cui	X	X				
LCDR	Anna Park	X	X				
LCDR	Kun Shen	X	X				
LCDR	Andrew Tran	E	X				
LCDR	Yang Wang	X	E				
LCDR	Jerry Zee	X	X				
LT	QuynhNhu Nguyen	X	E				
LT	Stephen Chang	X	X				
LT	Sophia Hsu	E	X				

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

CAPT Marvin Guia	BOP
CAPT Joannie Shen	CDC
CDR Esther Chuh	FDA
CDR Sally Hu	NIH
CDR David Lau	ICE
CDR Daniel Nguyen	FDA
CDR Hawyee Yan	FDA
LCDR Nam (Esther) Chun	FDA
LCDR Isabel Espinoza	FDA
LCDR Chris Lim	HRSA
LCDR Vilma Lindsteadt	BOP
LCDR Maria Nguyen	PSC
LCDR Tina Nhu	FDA
LCDR Ruiqing Pamboukian	FDA
LCDR Jade Pham	FDA
LCDR Renee Shibukawa-Kent	FDA
LCDR Quynh-Van Tran	FDA
LCDR Eric Zhou	NIH
LCDR Helen Zhou	SAMHSA
LT Jung Lee	FDA

LT Khang Ngo
LT Trang Tran

IHS
FDA