



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



Medical Laboratory Scientist Professional Advisory Group - MLSPAG

February 12, 2013
Time: 2:00 PM to 3:00 PM EST

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

MEETING AGENDA

MEMBERS					
Attendance	Rank	Last Name	First Name	OPDIV	Voting Member
X	LCDR	Mitchell	Camille	BOP	Chair
Excused	CDR	Nichols	Cara	IHS	Chair-Elect
X	LCDR	Morris	Julie	CDC	Secretary
Excused	CDR	Alspach	Todd	CDC	Yes
Excused	LT	Bashay	Richard	DHS	Yes
X	CDR	Brown	Donna	BOP	Yes
X	LCDR	Coats	Jeri	IHS	Yes
X	CDR	Darrah	Clyde	IHS	Yes
Excused	CDR	Flacks	Cindy	CMS	Yes
X	CDR	Galloway	Renee	CDC	Yes
X	CDR	Goodwin	Robin	IHS	Yes
X	LT	Hill	Renae	IHS	Yes
X	CDR	Khan	Shah	BOP	Yes
X	CDR	King	Debra	NIH	Yes
X	CDR	Nemeth	Dana	IHS	Yes
X	LCDR	Oloyede	Babatunde	BOP	Yes
X	LCDR	Peay	Andrea	BOP	Yes
X	CDR	Preston	Jane	IHS	Yes
X	LCDR	Tirado	Vladimir	BOP	Yes
X	CDR	Tool	Will	IHS	Yes
Excused	LT	Vause	Lane	CMS	Yes
Excused	LCDR	Welch	John	DOD	Yes
X	CAPT	Woodlief	Gina	BOP	Yes
X	LT	Alsayyid	Fahad		
X	LCDR	Cajigas	Daniel		
X	CDR	Smiley	Clarence		
X	LT	Truax	Jason		
X	LT	Young	David		
X	LCDR	Sampson	Docia		
X	CDR	Woodard	David		



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X	LT	Rai	Diyo		
X	LT	Smith	Renee		
X	LT	Damon	Jessica		
X	CDR	Lopez	Vickie		
X	LCDR	Boison	Charles		
X	LT	Germaine	June		
X	CAPT	Watson	Cecelia		
X	CDR	Romancito	Karen		
X	LCDR	Peyketewa	Al		

- I.** Call to Order : Chair, LCDR Camille Mitchell
- II.** Roll Call: Secretary, LCDR Julie Morris
- III.** Introduction: Chair, LCDR Camille Mitchell
- IV. HSO meeting report:**
 - a. RADM Elizondo emphasized the importance for HSO's to remain basic ready all year long, not just when up for promotion consideration.
 - b. CDR Danner encouraged the use of the OFRD readiness assistance form to address and resolve readiness issues.
 - c. As part of the National Prevention Strategy (NPS) RADM Elizondo would like to see every HSO PAG implement the prevention strategy in their communities. For example, health fairs and recruitment; LCDR Mitchell would like all subcommittees in the MLSPAG to present how their group will participate in the NPS at the May meeting.
- V. Bylaws:**
 - a. The MLS PAG bylaws will be revised this year and sent to the HSO PAC for their review.
 - b. Something that will change in the bylaws is the participation policy. Of particular note, subcommittees are required to take minutes and roll call at meetings as well as document member participation.
 - c. VM are expected to make a significant contribution to their committee. This will be monitored by the chair of each committee and documentation of participation will be sent to the executive committee by July 2013.
- VI. Subcommittee SOP's and Goals:**
 - a. SOP's from each subcommittee need to be sent to the MLSPAG Bylaws Subcommittee for review.
 - b. Goals need to be submitted by the March meeting.
- VII. 2013 Meeting Schedule:**
 - a. March 21st, May (to be determined; possibly meet at COF), July 11th, September 12th, November 14th and December 12th.



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VIII. Senior Advisor Council

- a. The formation of a Senior Advisory Council that would meet with/advise the MLSPAG 2 times a year was proposed.
- a. LCDR Mitchel will send out a formal vote on this proposal by email. The outcome of the vote will be announced at the March meeting. If passed a MLSPAG Working Group will be formed to develop an SOP that defines this group and how it will operate/function.

IX. 5 Focus Areas for NEW Calls-to-Active Duty (CAD):

- a. This policy will be rolled out in the near future. Two documents on the subject were sent to all officers by the Assistant Surgeon General, RADM Scott Gilberson. LCDR Jeri Coats will send them out again to the MLSPAG listserv.

X. Subcommittee Reports:

- A) Membership Chair: LT David Young; Members: CDR Renee Galloway, CAPT Gina Woodlief, CDR Chauha Pham, CDR Jane Preston, LCDR Camille Mitchell, CDR Jeff Christopher
 - a. Met in January and discussed goals and possible article submissions for the newsletter.
 - b. Looking for new members. Email DYoung@hrsa.gov
- B) Awards Members: Chair: LCDR John Welch; Co-Chair CDR Todd Alspach; Members: CDR Clyde Darrah, LT Lane Vause, CDR Donna Brown, CDR Debra King, CAPT Gina Woodlief
 - a) Nothing new to report.
- C) Recruitment/Retention Chair: CDR Cindy Flacks; Co-Chair LT Richard Bashay; Members: CDR Robin Goodwin, LCDR Mary Sheets, LCDR Jon Antoniou
 - a. Met in January and discussed goals.
 - b. Looking for new members. Email Cindy.Flacks@cms.hhs.gov or rbashay@bop.gov
- D) Professional Development Chair: LT Renae Hill; Members: CDR Dana Nemeth, LTJG Ashley Frost, LT Summer Pearson, LCDR Donald Ertel, LCDR Babatunde Oloyede, LT Jason Truax, LCDR Al Peyketewa and LCDR Daniel Cajigas
 - a. Unable to meet in January.
 - b. Daniel Cajigas was added to membership.



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- E) Policy/Legislations Chair: LCDR Andrea Peay; Co-Chair: LT Richard Bashay; Members: LCDR Vladimir Tirado, LT Luis Ramos-Ortiz
- LCDR Andrea Peay met with each member and discussed the new policy expectations regarding active participation.
 - Invited all officers on the call to submit any policy news or questions regarding policy to the subcommittee.
 - LCDR Peay discussed a new TEST Act that was recently signed into law (attached to minutes).

- F) By-Laws Chair: LCDR Vladimir Tirado; Members: CDR William Tool, LCDR Sabrina Ivory, LCDR Vladimir Tirado, LCDR Lisa Flores, CDR Janet Cliatt
- Nothing new to report as meeting had to be rescheduled.
 - Looking for a Co-Chair and new members, contact vtirado@bop.gov

- G) Communications Members: Chair: LCDR Jeri Coats; Members: CDR Todd Alspach, LT Renae Hill, LCDR Lisa Flores, LCDR Al Peyketewa
- Met in January and discussed goals
 - Sent out article solicitation email for Spring Newsletter
 - Working on the 2013 roster update for the website.

XI. COA 2013

- If you register for COA before February 15th you will be entered into a drawing for one of two \$100 gift certificates redeemable at restaurants near the conference hotel.
- Category day is May 23rd. We are in the process of arranging a room for the MLSPAG to meet in.

XII. Open Floor:

- December minutes were approved.

XIII. Adjournment

Next General meeting: 21 March 2013 *