



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



## Medical Laboratory Scientist Professional Advisory Group - MLSPAG

January 12, 2012

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	Coats	Jeri	IHS	Chair
X	LT	Mitchell	Camille	BOP	Chair-Elect
X	CDR	Galloway	Renee	CDC	Secretary
X	LCDR	Welch	John	DoD	Yes
X	CDR	Goodwin	Robin	IHS	Yes
Excused	LCDR	Flacks	Cindy	CMS	Yes
Excused	CDR	Alspach	Todd	CDC	Yes
X	CDR	Darrah	Clyde	IHS	Yes
X	CDR	Preston	Jane	IHS	Yes
X	LCDR	Khan	Shah	BOP	Yes
Excused	CDR	Smiley	Clarence	IHS	Yes
X	LCDR	Nichols	Cara	IHS	Yes
X	LCDR	Peay	Andrea	BOP	Yes
X	LT	Vause	Lane	CMS	Yes
X	LT	Lugo	Alfred	IHS	Yes
	LCDR	Morris	Julie	CDC	Yes
X	CAPT	Woodlief	Gina	BOP	Yes
	LT	Young	David	HRSA	Yes
X	LT	Hill	Renae	IHS	Yes
	CDR	Brown	Donna	BOP	Yes
X	LT	Oloyede	Babatunde	BOP	Yes
	CDR	King	Debra	NIH	Yes
X	LT	Bashay	Richard	DHS	Yes
	LCDR	Clay	Mike	DoD	Ex-officio 2009-2010
	CDR	Cliatt	Janet	FDA	Ex-officio 2008-2009
	LTJG	Frost	Ashley		
X		Truax	Jason		
X		Tool	Will		
X		Redman	Katrina		
X		Ertell	Donald		
X		Nemeth	Dana		
X		Sampson	Docia		
X		Germain	June		



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- I. Call to Order : Chair, LCDR Jeri Coats
- II. Roll Call: Secretary, CDR Renee Galloway
- III. Introduction: Chair, LCDR Jeri Coats
- IV. Approval of Minutes
  1. December 2011 minutes approved
- V. New Business:
  - A) Subcommittees
    - a. Voting members must serve on a subcommittee.
    - b. Subcommittee chairs need to e-mail an updated list of members to PAG leadership.
    - c. New PAG members and non-voting members are welcomed and encouraged to join and serve on a subcommittee.
  - B) Goals for 2012
    - a. Suggestions are welcome for goals, things to work on this year, or things you'd like to see happen.
    - b. One specific goal mentioned is to get a COSTEP for our category.
- VI. Standing Committee Reports
  - A) Membership: Chair: CDR Clarence Smiley
    - a. Filled 3 voting member slots for 2012.
    - b. There will be open slots to become a voting member at the end of this year.
  - B) Awards: Chair: LCDR John Welch, Co-Chair: CDR Todd Alspach
    - a. Not represented.
  - C) Recruitment/Retention: Chair: LT Alfred Lugo, Co-Chair: LCDR Cindy Flacks
    - a. Nothing new to report.
  - D) Professional Development: Chair: Renae Hill
    - a. Needs more members! Anyone looking to serve on a subcommittee is encouraged to volunteer.
  - E) Policy/Legislations: Chair: LCDR Andrea Peay, Co-Chair: LT Camille Mitchell
    - a. Nothing new to report.
  - F) By-Laws: Chair: CDR Jeff Christopher
    - a. CDR Christopher will chair.
    - b. Looking for new members.
  - G) Communications: Chair: LCDR Julie Morris, Co-Chair: LCDR Cara Nichols
    - a. The newsletter has been sent out.
    - b. The next newsletter is planned for the end of March.



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- c. Will update the roster on the web site with contact information.

**VII.** Review of Action Items:

**VIII.** Open Floor:

1. LT Mitchell will organize a meeting to help develop the Professional Development subcommittee.
2. Everyone is encouraged to join the list serve in order to receive all communications.
3. CDR Christopher suggested that an e-mail be sent to those voting members who are not yet serving on a subcommittee, since subcommittee participation is required by the By-Laws.
  - a. It was suggested that all subcommittee member names be listed on the MLSPAG agenda, not just the chairs. Chairs need to submit their updated subcommittee rosters to leadership.
4. CDR Darrah suggested that we meet every other month, like some other PAGs.
  - a. Leadership agreed that it was a reasonable suggestion to meet on months that the HSPAC does not meet
  - b. A vote will be held to decide whether or not to meet every other month. By-Laws do not specify meeting monthly, but this needs to be confirmed.

**IX.** Adjournment

Next meeting: 08 March 2012 (or 09 Feb 2012)