



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



Medical Laboratory Scientist Professional Advisory Group - MLSPAG

October 9, 2014

Time: 2:00 PM to 3:00 PM EST

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

MEETING MINUTES

MEMBERS					
Attendance	Rank	Last Name	First Name	OPDIV	Voting Member
X	CDR	Nichols	Cara	IHS	Chair
X	CDR	Galloway	Renee	IHS	Chair-Elect
X	LCDR	Morris	Julie	CDC	Secretary
X	CDR	Alsbach	Todd	CDC	Yes
X	LCDR	Bashay	Richard	FDA	Yes
X	CAPT	Brown	Donna	BOP	Yes
X	CDR	Coats	Jeri	IHS	Yes
X	CDR	Darrah	Clyde	IHS	Yes
X	LCDR	Ertel	Donald	FDA	Yes
X	LCDR	Flores	Lisa	BOP	Yes
X	CDR	Goodwin	Robin	IHS	Yes
X	LCDR	Hill	Renaee	IHS	Yes
X	CDR	King	Debra	NIH	Yes
X	CDR	Nemeth	Dana	BOP	Yes
X	LCDR	Oloyede	Babatunde	BOP	Yes
EXCUSED	LCDR	Peay	Andrea	BOP	Yes
EXCUSED	CAPT	Preston	Jane	IHS	Yes
X	LCDR	Sampson	Docia	IHS	Yes
X	LCDR	Tirado	Vladimir	BOP	Yes
X	CDR	Tool	Will	IHS	Yes
X	LCDR	Welch	John	DOD	Yes
X	CAPT	Woodlief	Gina	BOP	Yes
X	LT	Young	David	USCG	Yes
X	CDR	Flacks	Cindy	CMS	No
X	LT	Maruna	Thomas	FDA	No
X	CDR	Smiley	Clarence	DOD	No
X	CDR	Town	Nathan	IHS	No
X	LCDR	Pearson	Summer		No
X	CDR	Mullins	Traci		No



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X	CAPT	Lopez	Vicki		No
X	LCDR	Peyketewa	Al		No
X	LCDR	Boison	Charles		No
X	LCDR	Antoniou	Jon	BOP	No
X	LCDR	Alsayyid	Fahad		No
X	CDR	Bledsoe	Toni		No
X	LT	Smith	Renee		No
X	CDR	Higgins	Steven		No
X	LCDR	Germain	June		No

- I. Call to Order : Chair-elect, CDR Renee Galloway
- II. Roll Call: Secretary, LCDR Julie Morris
- III. Introduction: Chair-elect, CDR Renee Galloway
 1. **Welcome**
 2. **Approval of Minutes** –August minutes approved.
 3. **COER/Promotion – Reminder:** Make sure you meet all deadlines. COER deadlines can be found in POM 14-004, dated 7 August 2014. Promotion deadlines can be found on the CCMIS website by selecting the Services tab and then select Promotion Information.
 4. **Subcommittees** – We have a few officers interested in joining a subcommittee. Subcommittee Chairs please email LCDR Morris or CDR Nichols if you have any open spots.
 5. **Letters of appreciation**— Subcommittee Chairs please sent a list of active subcommittee members to LCDR Julie Morris, jmorris@cdc.gov Letters of appreciation will be sent to those members before the end of November 2014.
- IV. Subcommittee Reports:
 - A) **Membership:** Chair: CDR Renee Galloway; Co-Chair: LT David Young; Members: CDR Robin Goodwin, CAPT Gina Woodlief, CDR Chauha Pham, CAPT Jane Preston, LCDR Docia Sampson
 - a. The subcommittee is in the process of sending out calls for nomination for Voting Members (VM), Secretary and Chair-elect for 2015.
 - b. If you are a current VM please send an email to CDR Galloway indicating your desire to stay on or fall off as a VM for 2015.
 - c. If you are a current VM please consider running for 2015 Secretary or Chair-elect.
 - B) **Awards** Chair: CDR Todd Alspach; Co-Chair: LCDR John Welch; Members: CDR Clyde Darrah, CAPT Donna Brown, CDR Debra King, CAPT Gina Woodlief
 - a. The MLS of the year announcement has gone out to the listserv. The deadline for submissions is November 30th.



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- b. If any MLS officers would like the Awards Subcommittee to review award or promotion packet submissions please contact the Chair, CDR Todd Alspach.
- C) Recruitment/Retention : Chair: LCDR Richard Bashay; Co-Chair: LCDR June Germaine; Members: CDR Robin Goodwin, LCDR Mary Sheets, LCDR Jon Antoniou, LCDR Docia Sampson, LT Alfred Lugo, LT Diyo Rai, LCDR Charles Boison.
 - a. LCDR Antoniou reported that the committee is not having much success collecting data on new members and asked the PAG for suggestions
 - i. It was suggested that the Officer Basic Class would be a good contact.
 - ii. LCDR Bashay noted that he has 90% of the MLS Roster update completed and he will send it to R & R when it is done, which could be as soon as next week
 - iii. It was also suggested that CDR Tim Pappalardo from CMS may be a good contact for this information.
 - iv. There was some discussion about seeking names through COA, but privacy issues were a concern.
- D) Professional Development Chair LCDR Renae Hill; Co-Chair LCDR Donald Ertel; Members: CDR Dana Nemeth, LT Ashley Frost, LT Summer Pearson, LCDR Babatunde Oloyede, LT Jason Truax, LCDR Al Peyketewa and LCDR Daniel Cajigas.
 - a. There was not a good response to the survey sent out earlier this year regarding MLS officers in non-traditional roles. Therefore, the committee plans to send out the survey again.
 - b. Please review the CV and CV Summary Sheet examples on the HSO website as there have been changes. A user manual will be uploaded in the near future.
 - c. LCDR Hill discussed important areas to address when considering promotion:
 - i. Network with other officers; the annual COF Symposium and the HSO Facebook page are good places to do this.
 - ii. Breakdown each benchmark and look for examples of how other officers have met them.
 - iii. Maintain basic readiness.
 - iv. Earn Master's degree (if you are in progress indicate either how many courses you have left to take and/or date of expected completion on your CV).
 - d. There have been complaints of PHS officers being turned away from USOs in airports; COA is looking into it.
- E) Policy/Legislation: Chair: LCDR Andrea Peay; Co-Chair: LCDR Shah Khan; Members: LCDR Vladimir Tirado, LT Luis Ramos-Ortiz, LT Renee Smith
 - a. Committee submitted an article for the Fall Newsletter.



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- F) By-Laws: Chair: LCDR Vladimir Tirado; Members: CDR William Tool, LCDR Sabrina Ivory, LCDR Lisa Flores, LCDR Fabian Chaparro, LT Fahad Alsayyid, LT Jennifer Tate.
- a. Welcome to new member, LCDR Emmanuel Ndenga.
 - b. Requests for MLS Call to Active Duty (CAD) openings were sent to agency liaisons. Only four liaisons responded; BOP will have some openings.
 - c. Agencies only have a certain allotment of spaces that they can use for PHS officers and they can use these slots whenever they want to.
- G) Communications: Chair: CDR Jeri Coats; Members: CDR Todd Alspach, LCDR Lisa Flores, CDR Toni Bledsoe, CDR Nathan Town, LCDR Vicki Ezell.
- a. The subcommittee has space available for new members.
 - b. The Fall Newsletter has been sent out; begin thinking of something you would like to submit for the Holiday Newsletter.

V. Treasury Report

1. No update

VI. Old/New Business

1. MLS Call to Active Duty update: See Bylaws report
2. Bylaws are approved and will be placed on website by December.

VII. Open Floor: No new business.

VIII. Action Items:

1. Submit current Bylaws to PAG website.
2. Letters of appreciation will be sent out by the end of November.
3. 2015 nomination requests for Voting Members, Secretary and Chair-elect will be sent out.

IX. Adjournment

Next General Meeting: December 11th.