



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



**Basic Applied Science Professional Advisory Group**  
**BASPAG**

April 16<sup>th</sup>, 2008

Time: 11:00 - 12:00 pm EDT, 8:00 am PDT

Teleconference call number: 888-595-6108

Passcode: 9423244

**MEETING MINUTES**

Attendance

VOTING MEMBERS						
Attendance	Rank	Last Name	First Name	OPDIV	Voting for Mentoring Subcommittee Chair	
Absent	CDR	Bill	Nancy	IHS		
Present	CDR	Danner	Ali	CDC	Aye	
Excused	CDR	Merriweather	Sheila	OS		
Present	CDR	Toy	Phillip	USDA		
Excused	LCDR	Bleth-Weber	Michelle	BOP		
Present	LCDR	Brown	Laurie	OS		
Present	LCDR	Melvin	Cathy D.	FDA	Aye	
Present	LCDR	Thai	Linda	FDA	Aye	
Present	LCDR	Valentin-Bon	Iris E.	FDA	Aye	
Present	LCDR	Vu	Chau Minh	USDA	Aye	
Present	LT	Chanlongbutra	Amy	NPS	Aye	
Present	LT	Claverie-Williams	Elizabeth	FDA	Aye	
Present	LT	Constantine	Amy	ORA	Aye	
Present	LT	Harper	Kimberly	EPA	Aye	
NON-VOTING MEMBERS and GUESTS						
Present	CDR	Albert	Angelina	FDA		
Present	LCDR	Bacon	Rendi	CDC		
Present	LCDR	Culbreath	Dimitrus	OS		



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- I. **Call to Order and Introductions** - LCDR Linda Thai, BASPAG Chair 2008, greeted the group and called the meeting to order at 11:00 am hours EDT. Roll call was taken by LCDR Chau M. Vu.
- II. **Approval of Minutes** - LCDR Thai presented the motion to approve the March minutes. Motion to approve minutes with two minor changes: "CAPT Lee" and under Section IV - New Business Item C, 5<sup>th</sup> line, "concept" to be made "concepts".
- III. **Chair Report and Old Business**
  - a. **Chair Report on HS PAC meeting:** LCDR Thai informed the committee that CAPT Kavanaugh stated that the HS PAC web page is being transitioned to the USPHS web page. However, the HS PAC will still maintain the page, and that the template still remains the same. Also, if we want to submit any information, it is still the same process. CDR Phillip Toy asked how changes are made. LCDR Thai stated that she has not verified this at this time.
    - Recruitment Program - LCDR Thai stated that there may be some changes regarding the Associate Recruiter Program activity. It's coming soon and we are to check the HSO web page for more information.
    - LCDR Thai stated that LT Claverie-Williams is currently working on the Welcome Letter. The HSO Member Committee is working on the links to the HS PAC and PAGs.
    - LCDR Thai informed the committee that for the COA Conference, CAPT Kavanaugh asked that the PAGs send in deployment photos of HSO officers in action. These photos can be used for the background of the HS PAC booth. LCDR Thai will forward the e-mail today regarding this topic.
    - The Appointment Standards are still not finalized. The HS PAC will have a meeting tomorrow or Friday on the Appointment Standards. In case anyone is interested in calling in, LCDR Thai will forward the information on the time and date when it becomes available.

**OLD Business:**

- a. **Subcommittee chair Readiness and Deployment** - CDR Nancy Bill is still



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interested in volunteering to be the Chair for the Readiness and Deployment Subcommittee. LCDR Thai asked for suggestions on how to proceed with this subcommittee. LCDR Thai stated that in June of 2007, BASPAG had a Readiness and Deployment Subcommittee Chair, Paul Dexter, but now we need a new Chair. CDR Philip Toy raised the question on whether this subcommittee was useful to have. Initially the Readiness and Deployment Subcommittee was founded in response to the PAC requesting help in contacting officers and helping them get basic ready. LCDR Thai stated that we had met the Surgeon General's goal on this. In terms of the Readiness and Deployment, either you are basic ready or your aren't. CDR Phillip Toy also mentioned that Tier 1,2, and 3 are undergoing restructuring but is not sure of the direction. LCDR Thai raised the questions of whether a Mentoring subcommittee or a Recruitment and Retention subcommittee would be more useful at this time.

CDR Ali Danner agreed with CDR Toy that the Readiness and Deployment subcommittee should be tabled and that it can be re-initiated on an emergency basis as needed, such as when there is an emergency response.

Side Discussion: LCDR Thai stated that there was communication to CDR Nancy Bill, and that CDR Bill stated that she would try to call in this month but ended up not being able to. She may have had other obligations. LCDR Thai has attempted to reach out to her the last three months in a row. LCDR Vu suggested we need to make sure she is still on the listserve. She may not have gotten the e-mails.

- b. **BASPAG Award** - LCDR Thai mentioned that the BASPAG Officer of the Year Award call for nominations will be announced on the COA Frontline and on the electronic Commissioned Corps bulletin. It should be published in the upcoming month. All who qualify are encouraged to apply. Those who have made significant contributions to PHS should consider this award.
- c. **BASPAG coin** : CDR Sheila Merriwether is going to be on leave and had delegated this duty to CDR Danner and LT Jeanpaul Mivoyel. Four quotes were obtained by LT Mivoyel:
  - Richmond Designs: around \$922
  - Challenge Coins USA: around \$1040
  - Coin Force: around \$925 but just got new quote of \$780
  - 100 coins should be enough for now. A decision needs to be made if the coins are to be ready for COA.



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- Discussion on where to come up with the funding. \$800 divided by 14 voting members should come out to be about \$80/voting member. Discussion on voting members fronting the cash. Currently BASPAG has no mechanism to put out the funding up front other than via contributions by voting members. Discussion on what the proper protocol is. BASPAG has funding for awards but not coins. Should see how other PAGS do it. Maybe the voting members could get reimbursed when coins are sold but this method of reimbursement may be slow and take a few years. Are the coins a cost effective fund raiser. Coins often sell for \$10/\$15. After selling the 100 coins we will only make \$200. Further discussion of voting members just donating the money for a good cause.
- Local COA has a membership fee and that is used to purchase T-shirts, etc.
- LCDR Bacon recommended that the Mentoring subcommittee explores what other committees are doing. Also that since there are only 200 members in BASPAG, the coin may be a hard sell. It may not be a good business venture, if that is the goal.
- Account for funds: LCDR Thai stated that COA was contacted. Teresa Oliver stated that the COF can maintain an account for us but there would be a 1% fee for maintaining the account.
- Are voting members willing to chip in some money? What is the maximum amount the voting members are willing to chip in? CDR Danner is checking in on other sources of funding. A suggestion was made to do both. To put up \$800 and also to look for other funding sources. It was mentioned that it could take years to reimburse those who contribute.
- It was mentioned that not everyone buys coins. If voting members donate the \$800, then the PAG would end up with a surplus. The minimum number of coins we can buy is 100. The quotes are based upon the design LT Mivoyel sent to the companies. A vote needs to be taken via e-mail on the status of the coins and also comments/suggestions should be forwarded to LCDR Thai.
- Will try to contact other sources about getting some funding.

#### IV. New Business

- a. **Mentoring Subcommittee:** Further discussions on a Mentoring subcommittee. The focus is to develop a Mentoring subcommittee. There are less than 100 people calling into the PAC meetings, although there are over 900 in the HSO category. There are 10-15 people calling into the BASPAG meetings although there are 100+ officers on the BASPAG list serve. Outreach needs to be worked on to get people more involved with not just the PAG but also the PAC itself. Further discussion on the



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need for a Mentoring subcommittee to help junior officers. There is a definitive need. CDR Phillip Toy proposed to start the Mentoring Subcommittee and volunteered to chair that subcommittee and help get members to join. LCDR Thai suggested that LCDR David Lau in San Francisco who is in a HS PAC subcommittee would be a good contact.

CDR Philip Toy volunteered to chair the subcommittee. He was officially nominated by CDR Ali Danner. LT Amy Constantine seconded. The BASPAG voting members voted for CDR Toy to chair the Mentoring Subcommittee. CDR Toy requested that a message be sent out to the BASPAG requesting for volunteers for the Mentoring subcommittee. CDR Toy plans to draft the operating procedures or program to develop the Mentoring program. CDR Danner volunteered to assist. CDR Danner also helps CDR Merriweather on the Awards subcommittee.

### V. Standing Committee Reports

- a. **Membership** - Based on the e-mail list we now have everyone's phone and e-mail but not when the voting membership term expires.

**Chair of Membership Committee Report:** LT Claverie-Williams reported that she has been meeting with LT Anthony Garza who has been maintaining our web page. LT Garza needs the following information from the BASPAG voting members: complete name, agency, when the term will expire, and the current contact information so that he can update the web page. LT Claverie-Williams is also working on a cover letter for the Welcome Packet. The Welcome Letter will be forwarded to LCDR Thai. LT Garza will insert the Welcome Letter and the Welcome Packet onto the web page. 2 pieces of information needed: 1) A list of members who are currently BASPAG members, 2) A list of the HSOs who would fall under BASPAG who have not joined. LT Claverie-Williams requested that if anyone knows how to get these information to email her.

LT Claverie-Williams stated that CAPT Lee Tolly had suggested that the Welcome Letter be forward to LCDR Thai and then to CDR Brad Austin. LCDR Thai stated that the Welcome Letter needs to be concurred by the BASPAG voting members and will forward the Welcome Letter to BASPAG voting membership.

Roster List - LCDR Thai stated that she had submitted the roster list to CAPT Kavanaugh 2 weeks ago. The only missing information is the term expiration.



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CDR Danner mentioned that maybe we could piggyback off of our previous roster and just update off of that existing one. He can email LT Claverie-Williams the roster from June 2007.

### VI. Open Floor

LT Constantine asks if after the meeting that we would need to email LCDR Thai to inform her whether we are willing to put out the money up front or wait. LCDR Thai will tally this information.

LCDR Vu asked that non-voting members on the call to please e-mail [Chau.Vu@fsis.usda.gov](mailto:Chau.Vu@fsis.usda.gov) to inform her of their meeting participation.

### VII. Adjournment - This meeting was adjourned at 11:59 am EDT

Next meeting will be held on May 28th, 2008  
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.  
Teleconference call number: 888-595-6108  
Passcode: 9423244  
Minutes taken by LCDR Chau M. Vu. Revised by LCDR Chau M. Vu.

