

The Basic and Applied Sciences Professional Advisory Group
 Of the USPHS Commissioned Corps
 Health Services
 Professional Advisory Committee.



August 15th, 2007

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

Teleconference call number: 1-866-709-3705

Passcode: 2458669

BASPAG Meeting Minutes

Attendance

VOTING MEMBERS					
Attendance	Rank	Last Name	First Name	OPDIV	Vote
Present	CAPT	Chan	Henry	FDA	Aye
Present	CAPT	Tooly	Rebecca Lee	EPA	Aye
Absent	CDR	Bill	Nancy	IHS	Aye
Present	CDR	Merriweather	Sheila	OS	Aye
Present	CDR	Kamara	Ibrahim	FDA	Abstent
Absent	CDR	Toy	Phillip	USDA	
Present	LCDR	Bleth	Michelle	BOP	Aye
Present	LCDR	Brown	Laurie	FDA	Aye
Present	LCDR	Danner	Ali	CDC	Aye
Present	LCDR	Dexter	Paul	FDA	Aye
Excused	LCDR	Thai	Linda	FDA	
Present	LCDR	Valentin-Bon	Iris E.	FDA	Aye
Present	LT	Chanlongbutra	Amy	USDA/NPS	Aye
Present	LT	Constantine	Amy	ORA	Aye
NON-VOTING MEMBERS and GUESTS					
Present	LCDR	Newton	Bruce	CDC	

- I **Call to Order and Introductions** - CDR Sheila Merriweather called the meeting to order at 11:05 am hours EDT. Roll call was taken by LCDR Iris E. Valentin-Bon.
- II **Approvals of Minutes** - CDR Merriweather presented the motion to approve the July minutes. Motion was moved and minutes were approved with noted changes by CAPT Henry Chan and LT Amy Constantine.
- III **Chair Report and Old Business** - CDR Merriweather reported out on behalf of BASPAG at the Friday, August 3rd HS-PAC meeting. Her report included the following:
 - a) BASPAG has discussed new ideas that could be used to increase its visibility. The ideas were as follows:
 - **JOAG article** - BASPAG submitted an article to JOAG for publishing in the JOAG newsletter. The article outlined BASPAG's mission, structure and current activities. LT Amy Constantine was thanked for leading this effort.
 - **COA** - BASPAG will explore ways to take a leadership role in the coordination of scientific presentations at COA, including the peer review of submissions.
 - **Session at COA** - BASPAG will find out the process for sponsoring a session at COA.
 - **BASPAG Coin** - BASPAG is in favor of developing a BASPAG coin. CDR Merriweather will find out the process I was tasked with finding out the process for this from the Chair.
 - b) **Letter** - BASPAG has drafted a letter regarding their concern about the current limitations to PHS officers who would like to attend the PHS national conference (COA). The letter will be submitted to the HS-PAC for consideration by the ASH and the Acting SG for the 2008 COA.
 - c) **Membership Committee** - Currently the BASPAG has approximately 40 members, 14 of which are voting members.
 - d) **Submission of photo to the BASPAG website** - CAPT Lee Tooly had had not heard back from LT Garza regarding the disposition of photo previously submitted by Chair Merriweather for purpose of posting on PAG webpage. LT Garza was not available at the time of this meeting. CAPT Tooly noted that the other PAG pages under HSO-PAC site do not have Chair photos posted presently, and perhaps that is the current standard. She suggested that CDR Merriweather contact LT Garza directly if she desires further confirmation(s).
 - e) **Billet Revision** - During the last HSO PAC meeting RADM Milner it was announced that BASPAG was the only PAC that has not completed the billet matrix. He gave a dateline to complete this task. Due to the

complexity of the BASPAG has been difficult and require more guidance. LCDR Dexter gave a brief history about the billet system under HSO Category and how BASPAG was appointed to work with the discipline - billets revision.

- There are six disciplines that require immediate representation for the billeting revision: Microbiology (LCDR Dexter volunteered to be the representative), Chemistry, Industrial Hygienist, Quality Assurance Specialist, Health Statistician and Med Tech Services. It will need necessary to contact LCDR Dexter for requirements. Looking for officers qualified with these degrees, to develop the billets and forward them to LT Rebecca Bunnell ASAP. LCDR Brown volunteered to identify some other officers who could help with this disciplines.
- CDR Merriweather requested to the group for more assistance for the completion of this important task.
- Any questions regarding billets contact LT Rebecca Bunnell.

IV New Business

- a) **Report of Deployment/Readiness subcommittee as inactive.** The subcommittee has no reference in the BASPAG website, no moving along for this year. A motion was presented to move and label the Deployment/Readiness subcommittee as inactive. Motion was moved and Ayes were taken to label the subcommittee as inactive.

V Standing Committee Reports

- a) **Membership committee-** CAPT Lee Tooly reported:
 - **PAG Webpage implementation** - CAPT Tooly sought and received confirmation that two of the three subcommittees are considered inactive at this time, specifically - Deployment and Readiness; and Professional Development and Networking. Due to the inactive status, those subcommittee rosters will be removed from the Webpage.
 - **General Membership drive** - CAPT Tooly had distributed to all the proposed implementation strategy for the member drive. She briefly reviewed the desired outcomes, outreach mechanisms and associated tasks. It was acknowledged that a call for voting members was also needed along with the general member drive. Several volunteers had come forward to coordinate specific tasks. CAPT Tooly will organize task leaders and monitor progress. Completion and distribution of materials for the general member drive is targeted for end of October. The call for voting members is more time sensitive and will be accomplished by early October if possible.

b) Deployment/Readiness committee - no report (this subcommittee was labeled inactive in this present meeting).

VI Open Floor - no reports

VII Adjournment this meeting was adjourned at 12:00 pm.

Next meeting will be held on September 19th, 2007
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 am PDT.

Teleconference call number: will be provided later

Passcode: will be provided later

Minutes taken by LCDR Iris E. Valentin-Bon. Revised by CAPT Lee Tooly and
CDR Sheila Merriweather

