



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



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

February 20<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 Chair Elect	
Absent	CDR	Bill	Nancy	IHS		
Present	CDR	Danner	Ali	CDC		
Present	CDR	Merriweather	Sheila	OS	Aye	
Present	CDR	Toy	Phillip	USDA	Aye	
Excused	LCDR	Bleth-Weber	Michelle	BOP		
Present	LCDR	Brown	Laurie	OS	Aye	
Present	LCDR	Melvin	Cathy D.	FDA	Aye	
Present	LCDR	Thai	Linda	FDA	Aye	
Excused	LCDR	Valentin-Bon	Iris E.	FDA		
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	CAPT	Johns	Malcolm	DHS		
Present	LCDR	Newton	Bruce	CDC		
Present	LCDR	Williams	Felicia	FDA		
Present	LT	Porter	Steven	FDA		
Present	LT	Smith	Damon	OFRD		



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- I. **Call to Order and Introductions** - CDR Linda Thai, BASPAG Chair 2008, greeted the group and called the meeting to order at 11:02 am hours EDT. Roll call was taken by LCDR Chau M. Vu.
- II. **Approval of Minutes** - LCDR Thai presented the motion to approve the January minutes. Motion was moved and minutes were approved with noted changes made by CDR Ali Danner.
- III. **Chair Report and Old Business**
  - a. **Volunteer for subcommittee chair Readiness and Deployment** - LCDR Linda Thai reported that CDR Nancy Bill had expressed interest in chairing the Readiness and Deployment subcommittee.
  - b. **Volunteer for Chair Elect** - LCDR Linda Thai requested for nominations for Chair Elect. CDR Sheila Merriweather briefed the committee on the roles and duties of the Chair Elect and stated that the Chair Elect would serve for one full year prior to filling the role as Chair. CDR Merriweather nominated CDR Ali Danner, and CDR Danner accepted the nomination. The group voted and approved CDR Danner's nomination.
- IV. **New Business**
  - a. **BASPAG Coin Development** - CDR Sheila Merriweather briefed the committee on the different designs of the BASPAG coin. She had emailed the committee the draft images of the BASPAG coin for review and requested feedback by Feb. 27th. CDR Phillip Toy asked if the coins will be developed in time for the COF Symposium. CDR Merriweather stated that time would not be an issue, and discussed the cost issues of developing and producing the coins. The initial startup costs, which include the cost of the design and the cost of producing possibly a minimum of 100 coins, are needed upfront and will be dependent upon donation from the voting members. LCDR Linda Thai requested for a price estimate of the startup costs and projections on the number of coins to be produced. CDR Merriweather will call vendors to find out this information and will email the committee. LT Steven Porter suggested calculating the cost of production of each coin, by including the design cost and the cost of production of the first 100 coins, and collecting this amount upfront to take care of the entire cost. CDR Ali Danner suggested that if the cost of production of each coin is greater than \$15, that this would be brought back to the voting members for donation. CDR Merriweather stated that most coins sell for \$10, and



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that pricing the coins at \$15 -\$20 will not help to sell the coins. In addition, CDR Merriweather stated we will still need the startup costs upfront so we will still need donation. LT Amy Constantine suggested that we pre-sell the coins to BASPAG members and by emailing others who may be interested in buying the coins and get some money commitments to be put towards the production of the coins. CDR Phillip Toy asked who will be managing the funds and what the funds from the sale of the coins will be used for. CPT Malcolm Johns suggested a vendor, [www.coinable.com](http://www.coinable.com), that produces challenge coins.

- b. **Awards Committee** - CDR Merriweather gave an update, stating that there was a conference call with CDR Ali Danner, in which the following timeline was established: Feb. 20<sup>th</sup> - when the Awards Committee get things out to BASPAG; Feb 27<sup>th</sup> - a draft of the Awards Criteria to be sent out to the BASPAG voting membership; March 5<sup>th</sup> - responses are due back from the BASPAG voting membership; March 7<sup>th</sup> - the criteria in its final format for the BASPAG award is due; April 8<sup>th</sup> - submission of the nominations are due to the Awards Committee; April 30<sup>th</sup> - the awardee is selected and notified for presentation at the COF Symposium. The only question was the naming of the award. Some names considered were the BASPAG Award, or the BASPAG Officer of the Year Award. CDR Merriweather will email the draft Awards Criteria and requests for feedback from the committee. CDR Merriweather asked if anyone else was interested in being on the committee and that they do not need to be a voting member to be on the committee. LCDR Bruce Newton volunteered to help on the Awards Committee.
- c. **Submission of BASBAG Bylaws for Approval** - LCDR Linda Thai asked if the BASPAG bylaws has been submitted to HS PAC for approval every two years. CDR Toy stated that the BASPAG bylaws got approval last year when the bylaws were changed. LCDR Thai stated that she will find out whether the BASPAG bylaws needed to be re-submitted for approval, whether changes were made or not.

### V. Standing Committee Reports

- a. **Membership** - LT Elizabeth Claverie-Williams reported that CPT Lee Tooley has been mentoring her and helping her transition into the Chair role of the Membership Committee. The Membership Committee will be holding its regularly scheduled quarterly meeting on Feb. 28<sup>th</sup>, and this would be the first meeting with her being Chair. By the next BASPAG meeting, LT Claverie-Williams will have a report.



## Health Services Officer Category OF THE U.S. PUBLIC HEALTH SERVICE

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VI. **Open Floor** - LCDR Linda Thai asked for any comments, suggestions, or goals for BASPAG. CDR Phillip Toy reported that he was working on the Billeting Committee helping to put together career matrixes for the PAG. Every PAG was asked to give input towards the current career matrixes, which are based on an officer's degree(s). Since the Commissioned Corps is moving towards a unified billeting system, they want to create a career billet for every rank. CDR Paul Dexter worked on the Microbiology section and CDR Phillip Toy worked on the Chemistry section as well as the Regulatory section. The Corps wants the matrixes to be more stringent, by adding greater amount of criteria as one gets higher and higher in rank. Some of the criteria involve training and some involve supervisory responsibilities. This is being inputted into the Transformation process so that the Corps will have a better idea of what is expected of an officer preparing for promotion and how to evaluate for promotion. This is still in Beta testing. CDR Toy believes the Corps possibly wants to implement this by FY 09. LCDR Thai asked if the committee feels the need to create a Transformation subcommittee at this time. CDR Toy stated that at this point, most of the input has been received from the PAGs and that he is not sure what role the Transformation subcommittee would serve.

VII. **Adjournment** - this meeting was adjourned at 11:58 am EDT

Next meeting will be held on March 19<sup>th</sup>, 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.

