



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



Basic Applied Science Professional Advisory Group BASPAG

March 19th, 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	
Absent	LCDR	Valentin-Bon	Iris E.	FDA		
Present	LCDR	Vu	Chau Minh	USDA	Aye	
Excused	LT	Chanlongbutra	Amy	NPS		
Present	LT	Claverie-Williams	Elizabeth	FDA	Aye	
Excused	LT	Constantine	Amy	ORA		
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		
Present	LCDR	Newton	Bruce	CDC		
Present	LCDR	Williams	Felicia	FDA		
Present	LT	Patel-Larson	Alpa	CDC		
Present	LT	Porter	Steven	FDA		



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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 February minutes. Motion was moved and minutes were approved with no changes.
- III. **Chair Report and Old Business**
 - a. **Volunteer for subcommittee chair Readiness and Deployment** - LCDR Thai commented that CDR Nancy Bill stated that she is still interested in being Chair for the Readiness and Deployment subcommittee. LCDR Thai asked if there were any other volunteers. CDR Sheila Merriweather suggested that the group table it for one more meeting as CDR Nancy Bill is not present. LCDR Thai stated that we will try again next month.
 - b. **BASPAG Award** - LCDR Thai thanked CDR Sheila Merriweather for successfully developing the BASPAG Award. CDR Merriweather thanked those who spent time reviewing the award criteria. She stated that the BASPAG Award has been forwarded to the COA Frontline and to the electronic Commissioned Corps bulletin, as well as to CDR Brad Austin, HSO PAC Chair. She had also forwarded the Award criteria as well as the nomination form to LT Jeanpaul Mivoyel to place on the BASPAG website. CDR Merriweather thanked LT Damon Smith for developing the nomination form. She also stated that she had changed the deadline date for receiving nominations to April 30th. The reason being that most of the avenues for publication will not post to their websites until the beginning of April and this would give us more time to receive nominations. LCDR Thai again thanked CDR Merriweather and all those who helped to provide feedback.
 - c. **BASPAG Coin** - LCDR Thai stated that she likes the coin very much and hoped that everyone had a chance to take a look at it and to forward their comments to CDR Merriweather. CDR Merriweather stated that the coin was created in its final format and that it was sent out as an animation so that both sides can be seen very clearly. CDR Merriweather thanked LT Mivoyel for helping her with incorporating everyone's suggestions. She stated that everyone said that they like the coin. The only change that needed to be made on the coin is the inception year of the BASPAG. If anyone else has any other comments or suggestions, CDR



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Merriweather requested that they forward them to her. Otherwise, the coin is a go. CDR Merriweather stated that LT Mivoyel did some research to find out the costs to have the coins created. Since LT Mivoyel is not present, she is unable to share this information at this time. CDR Merriweather stated that the group will be receiving an email on what the costs are to develop and create the coins. LCDR Thai mentioned about the email that she had received from CAPT Dan Kavanaugh, dated 3/14/08. The email stated that if the PAGs have something PAG-specific such as PAG coins that they are selling, that the PAGs need to develop their own volunteer list within the PAGs to handle the selling, money, etc. and that the PAGs are to contact LCDR Kuka at Verna.Kuka@ihs.gov or 602-364-5289. LCDR's Kuka and Ayala are coordinating volunteers who staff the HSO booth for handing out materials and for selling the HSO coin, but not for PAG-specific items. LCDR Thai asked if we would have the coins ready for the COA conference. CDR Merriweather stated that we still have to figure out if we will have these coins ready in time for COA conference, and it will depend upon the costs and whether we are willing to donate the money. CDR Merriweather stated that if CAPT Kavanaugh has a deadline, that we can tentatively forward some names with the hope that we will have the coins ready for the COA conference. LCDR Laurie Brown pointed out that the email stated that the PAGs can bring the items on site at the opening of the booth on June 11th at 7:30 am. CDR Merriweather stated that if we are successful in getting the coins ready for the COA conference, she suggested that the committee working on the coin helps to decide who will distribute the coins at the COA conference. LCDR Chau Vu asked if the group will be getting emails on the vendors so that we can decide which vendor to go with. CDR Merriweather stated that now that the voting membership has agreed on the design of the coin, we can move forward towards getting the exact costs for the duplication of the coins, and this can be done via email.

- d. **Submission of BASBAG Bylaws for Approval** - LCDR Thai mentioned that from the January BASPAG meeting, the group discussed whether the BASPAG needs to submit our bylaws every two years. She stated that this was incorrect, and that we need to submit our bylaws every 3 years, not considering amendments. CDR Merriweather stated that the BASPAG's inception was in May or June of 2005.

IV. New Business

- a. **COA Panel Discussion** - CDR Merriweather spoke about the HSO panel discussion that is going to take place on Tuesday, June 10th, at the COA



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conference. All of the different PAGs were invited to take part in the panel discussion specific to deployment. LCDR Rebecca Bunnell spearheaded the conference call, and it was decided that the BASPAG would speak about the different deployment experiences that we had during Hurricane Katrina. CDR Merriweather is creating the powerpoint presentation for the panel discussion and will be asking for feedback. CDR Merriweather requested that individuals who have had specific experiences that they would like to incorporate into the presentation to please share their experiences. CDR Merriweather stated that LT Amy Constantine will speak further about this. CDR Danner asked how the group can provide input to CDR Merriweather on our personal experiences of the Hurricane Katrina deployment. CDR Merriweather stated that she will draft the powerpoint presentation and will be asking everyone to look at the draft's format. She will try to incorporate any suggestions or comments. CDR Merriweather plans to have the draft completed by April 4th, and the group should get it by April 7th. The presentation can be finalized by the end of May. LCDR Thai states that it is a very good idea since a lot of people have experiences with the Hurricane Katrina deployment. CDR Merriweather stated that we want to highlight the diversity of the BASPAG by highlighting the different roles that the group plays in deployment.

- b. **PAG Input on Appointment Standards (due 3/26)** - LCDR Thai had forwarded an email from CDR George Durgin, dated 3/17/08, regarding getting input from the PAGs on the new Appointment Standards that were approved last year. CDR Ali Danner stated that it was something that came from the ASH less than a year ago. CDR Danner commented that the document is already well-thought out covering the master's degree or the doctoral degree. It also covers the critical short-term program needs. It is consistent with what RADM Milner was presenting last year, especially in the short term critical areas. CDR Danner stated that he plans to look at it a little longer but did not have any comments regarding adjusting those 2 or 3 degree areas. He stated that it looked fine at short term glance.
- c. **PAG Input on Officer Health Program Proposal** - LCDR Thai forwarded an email from CDR Brad Austin regarding various proposals for an Officer Health Program. LCDR Thai stated that she likes the idea a lot. CDR Ali Danner stated that he finds the White Paper to be inspirational and that he can extract some of the concepts to utilize in his presentation on men's health which he will be doing in about 3 weeks. He stated that he likes the concept. LT Elizabeth Claverie-Williams also agreed that the concepts are very inspirational.



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V. Standing Committee Reports

- a. **Membership** - LCDR Felicia Williams reported on behalf of LT Elizabeth Claverie-Williams, stating that the Welcome Letter from the Membership Committee went forward and was presented at the last HSO PAC meeting. LCDR Williams stated that it will be incorporated into the HSO package for the newly commissioned officers. She also stated that LT Claverie-Williams and LT Garza are working on an information sheet that will also go into the Membership package. There were different tasks that were distributed by CAPT Lee Tooly last year, and one of the tasks was to develop an information tri-fold, which LT Claverie-Williams and LT Garza are developing.

LCDR Thai stated that she had checked the BASPAG link and noticed that the membership names were not up to date. She asked if anybody knows how the group can update this information. LCDR Williams suggested that we contact LT Garza or LT Armando Santiago since they had assisted her in getting the HSO page set up for the Awards sub-committee. LCDR Thai stated that she can also contact CAPT Lee Tooly regarding this.

VI. Open Floor

- a. **COA** - CDR Ali Danner asked if there were any comments on opportunities at COA conference. CDR Merriweather commented that as we are meeting new officers, we need to spread the word regarding BASPAG and what our group is trying to accomplish. We want to invite the new officers to join us.

LCDR Thai asked if the BASPAG will have a table. CDR Merriweather mentioned about the discussion in January regarding the Breakout Sessions at the COA conference. She stated that they did not have enough room and that the 3 PAGs that had accepted first were granted the additional space and time. Our PAG was waiting to make a decision and was not one of the PAGs that accepted first. That was the only opportunity that she had recalled.

LCDR Thai stated that any comments regarding the COA conference will be communicated through email. CDR Merriweather stated that she will have a draft of the Panel Discussion powerpoint presentation by Friday April 4th. We will communicate via email as to the costs of development and duplication of the coins.



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

Next meeting will be held on April 16th, 2008
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.

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Minutes taken by Chau M. Vu. Revised by Chau M. Vu.

