



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



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

September 20th, 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		
Excused	CAPT	Bill	Nancy	IHS		
Present	CDR	Danner	Ali	CDC		
Present	CDR	Merriweather	Sheila	OS		
Excused	CDR	Thai	Linda	FDA		
Present	CDR	Toy	Phillip	USDA		
Present	LCDR	Brown	Laurie	OS		
Present	LCDR	Chanlongbutra	Amy	NPS		
Present	LCDR	Constantine	Amy	FDA		
Excused	LCDR	Melvin	Cathy D.	FDA		
Absent	LCDR	Valentin-Bon	Iris E.	FDA		
Present	LCDR	Vu	Chau Minh	USDA		
Excused	LT	Claverie-Williams	Elizabeth	FDA		
Absent	LT	Harper	Kimberly	EPA		
NON-VOTING MEMBERS and GUESTS						
Present	CDR	Bacon	Rendi	CDC		
Present	CDR	Newton	Bruce	CDC		
Present	CDR	Williams	Felicia	FDA		
Present	LCDR	Lee-Bishop	Lynda	HRSA		
Present	LCDR	Gonzales	Bernadette	EPA		
Present	LT	Payne	Skip	FDA		
Present	LT	Porter	Steven	FDA		
Present	LTJG	Sandoval	Michelle	CDC		



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- I. **Call to Order and Introductions** - CDR Ali Danner, BASPAG Chair-Elect, standing in for CDR Linda Thai, BASPAG Chair, greeted the group and called the meeting to order at 11:05 am hours EDT. Roll call was taken by LCDR Chau M. Vu.
- II. **Approval of Minutes** - CDR Merriweather presented the motion to approve the June minutes. LCDR Constantine seconded. Motion to approve minutes with the following changes: Under Voting Membership section, LCDR Amy Constantine's OPDIV, "ORA" should be "FDA"; the remaining minor changes will be emailed by CDR Danner. All was in favor.

CDR Danner stated that the August meeting was an informational meeting as there was not a quorum. CDR Merriweather made the motion to approve the August minutes with the above aforementioned changes. CDR Williams seconded. All was in favor.

### III. Chair Report and Old Business

- a. **Chair Report:** CDR Danner discussed CDR Sheila Merriweather's previous update on the BASPAG coin project during the August meeting, in which she had reported that she had received \$50 from 10 officers.

#### Old Business

- b. **BASPAG Coin** - CDR Sheila Merriweather stated that the BASPAG had now received \$50 from 14 officers for a total of \$700, which was still not enough money for BASPAG to order our initial 100 coins. Above and beyond the cost of the coins, we would also need money for shipping and for the die lot. The BASPAG was still waiting on the additional money from the officers who had committed to donate the money. LCDR Vu had sent out a reminder email a couple of days ago. CDR Merriweather gave a brief update of the BASPAG coin project for the officers attending the meeting who were not aware of this project. She stated that the BASPAG welcomes any donation towards the BASPAG coin project. She also stated that if the BASPAG received any additional money that was not used for the duplication of this first set of 100 coins, that the BASPAG would keep any additional money in the COF treasury so that we can order additional coins at a later date. CDR Merriweather also thanked all the officers who had volunteered to donate towards the BASPAG coin project.

### IV. New Business

- a. **Voting Membership:** CDR Danner inquired regarding the current status of the voting membership. LCDR Vu stated that LT Elizabeth Claverie-Williams, the chair of the Membership subcommittee, was on leave for a



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couple of months. According to the August minutes, CDR Thai was going to figure out how many voting membership positions were expiring in December and that she was going to try to get the Voting Membership Nomination Package sent out when she returns from leave. CDR Felicia Williams stated that she did not receive any additional information from LT Elizabeth Claverie-Williams. During the last meeting, CDR Thai mentioned that LCDR Michelle Bleth-Weber and CDR Linda Thai's voting memberships were expiring in December. LCDR Vu also stated that there may other voting member(s) whose status was unclear. CDR Danner stated that he had forwarded LT Claverie-Williams the voting membership spreadsheet a few months ago. The spreadsheet was a former version of the voting membership which LT Claverie-Williams was going to use to update to a more current version for our voting members. CDR Merriweather suggested that the BASPAG does not wait until next month's meeting to address Voting Membership Nomination Package since it is already September. She stated that the BASPAG would want to utilize the different venues in which to advertise. She recalled having the announcement placed in the Commissioned Corps Bulletin and other such places. CDR Danner suggested that LCDR Vu send out an email to the voting members calling for a conference call this Friday to review the 2007 Voting Membership Nomination Package documents for any substantive changes before sending them out to all of the BASPAG members. CDR Danner did not think that we need a quorum to do this. CDR Merriweather suggested that we first find out how many vacancies we are going to have. CDR Merriweather stated that she has the entire page write up that was posted in the Commissioned Corps Bulletin as well as sent out via email last year as well as the Nomination Form and that she will share those documents. She also stated that the documents will probably need very minor changes since they had already gone through the voting membership review last year. She suggested that we send those out for comments via email and thus would not need a conference call on Friday. CDR Danner requested that the 2007 Voting Membership Nomination Package documents be forwarded to the voting members. He suggested that the voting members send their comments to LCDR Vu who will consolidate the comments and implement them. LCDR Vu asked about the deadlines and stated that she does not know who to contact to get these documents posted. CDR Merriweather stated that she has the contacts for the sites to post these documents. LCDR Vu asked what the deadlines were since we have approximately one month to get all of the applications in and review them for December. CDR Merriweather stated that we need to work towards getting the Call for Nominations published in October, and thus that information needs to be in no later than September 26, 2008.



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Therefore, the voting members are to submit their comments by Friday, September 19<sup>th</sup>, 2008. CDR Merriweather stated that we don't need a quorum to review these documents.

**V. Standing Committee Reports**

- a. **Membership:** CDR Felicia Williams stated that she was not forward any additional information for this month.
- b. **Mentoring:** CDR Phillip Toy stated that he had recently transitioned to a new job and was not able to work on this subcommittee. He had spoken with CAPT Nancy Bill, and she had agreed to take over the Mentoring Subcommittee for him and get it started.

**VI. Open Floor**

CDR Danner asked for any input. He encouraged all officers to update their information in the OFRD, as well as to review checklist on the OFRD website. CDR Danner also encouraged officers to review the posting for the Promotion Year 2009 which has a hyperlink to checklist and guidance on how to prepare the Promotion Information Report (PIR). He encouraged officers to review their eOPF, and encouraged them to go through the benchmarks for their specific categories. He reminded officers to remain cognizant of things that are crucial for promotion, such as awards and participation on committees for their agencies as well as the Corps. CDR Danner discussed assimilation and stated that he may do an overview on promotion and assimilation at the next meeting. CDR Merriweather thanked CDR Danner for chairing this meeting.

CDR Danner encouraged those who had not participated on a subcommittee or those who had not volunteered to chair a subcommittee to speak to someone who is currently on a subcommittee and get involved. CDR Danner thanked CDR Merriweather and commended her for all of the work that she has done in leading the BASPAG Coin Development project, which is an invaluable contribution to the HS PAG as well as to the Corps.

**VII. Adjournment - This meeting was adjourned at 11:43 am EDT**

Next meeting will be held on October 15th, 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.



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