



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



Basic Applied Science Professional Advisory Group
BASPAG

December 17th, 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 BASPAG Coin Option A or B	Voting for BASPAG Secretary
Present	CAPT	Bill	Nancy	IHS	A	Yes
Present	CDR	Danner	Ali	CDC		Yes
Present	CDR	Merriweather	Sheila	OS	B	Yes
Present	CDR	Thai	Linda	FDA	B	Yes
Present	CDR	Toy	Phillip	USDA	B	Yes
Present	LCDR	Brown	Laurie	OS	B	Yes
Excused	LCDR	Chanlongbutra	Amy	NPS		
Present	LCDR	Constantine	Amy	FDA	A	
Present	LCDR	Melvin	Cathy D.	FDA	B	Yes
Absent	LCDR	Valentin-Bon	Iris E.	USDA		
Present	LCDR	Vu	Chau Minh	USDA	B	
Present	LT	Claverie-Williams	Elizabeth	FDA	B	Yes
NON-VOTING MEMBERS and GUESTS						
Present	LCDR	Mainor-Harper	Juanika	CDC		
Present	LCDR	Rice	Morrisa	HRSA		
Present	LT	Collier	Debra	USDA		
Present	LT	Garza	Anthony	FDA		
Present	LT	Patel-Larson	Alpa	CDC		
Present	LT	Murray	Erika	DHS		

- I. **Call to Order and Introductions** - CDR Linda Thai, BASPAG Chair, greeted the group and called the meeting to order at 11:00 am hours EDT. Roll call was taken by LCDR Chau M. Vu.



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II. **Approval of Minutes** - LT Elizabeth Claverie-Williams stated that she was present at the November meeting, and under the Membership Subcommittee section, that there was no report. CDR Sheila Merriweather stated that on page 3, under the Old Business section, "CDR Picard" should be "CDR Sicard". Under the Open Floor section, CDR Linda Thai asked if "the paper COER" should be "the paper ROS". LCDR Chau Vu stated that CDR Ali Danner will probably clarify this and will recommend the necessary changes. CDR Thai presented the motion to approve the November minutes with the above recommended changes including any other recommended changes per CDR Ali Danner. All was in favor.

III. **Chair Report and Old Business:**

a. **BASPAG Coin** - CDR Sheila Merriweather stated that she and LT Jeanpaul Mivoyel had been communicating with Coin Force over the last month. They gave us a quote, and it was less than the quote that we originally received from the other vendor. They sent it over to their graphic artist and had it redrawn. CDR Merriweather discussed the coin graphics that was sent out to the BASPAG voting members. She stated that the writing "Basic Applied Science Professional Advisory Group" was changed from gold to red so that it was more visible. In addition, she had asked that they enlarge the image of the hand shaking in the middle and to give us a couple of color options. They will send her two samples in the next 2 weeks. The deposit has already been paid. CDR Merriweather wanted to have the coin graphics sent out to the BASPAG voting members one last time so that the BASPAG voting members can choose either Option A or Option B. A vote was taken (7 were for Option B, 2 were for Option A, and 2 were absent). CDR Merriweather will notify Coin Force of the selection of Option B. She stated that she was told that the 100 coins will probably be completed by the second week of January. She also stated that she had gone ahead and had personally paid the deposit of \$200, and she is asking for reimbursement for that amount. The total amount for the coins is \$727.20. CDR Merriweather stated that we had received several discounts, and therefore, we are well under the \$900 that we collected. The next step would be for us to discuss how to reimburse the individuals that wanted their money back after we start selling the coins. CDR Thai suggested that we table that discussion for next year. CDR Thai and CDR Toy thanked CDR Merriweather for all her hard work on the BASPAG coin.

b. **Voting Membership Drive:** CDR Thai stated that LT Claverie-Williams had submitted the Voting Membership recommendation list to the Executive members yesterday. However, the final decisions had not yet been made. The Executive members will review the list and will make the final



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decisions. CDR Thai inquired about the process of notifying the new voting members before the end of the year. She recalled that there was a template for the Welcoming letter. LCDR Vu stated that she had emailed LCDR Iris Valentin-Bon to ask for the Welcoming letter template. She also asked if anyone else has the template to forward it to her so that she can generate and send the Welcoming letters to the new voting members. LT Claverie-Williams thinks the letters are great. She also suggested a quick informal email to the six individuals that will be chosen so that they can perhaps place on their resumes before the end of the year that they will as of January 1st, 2009, they will become voting members of BASPAG. CDR Thai thanked the Membership Subcommittee for working on this.

IV. Standing Committee Reports

- a. **Membership subcommittee:** LT Elizabeth Claverie-Williams reported that LCDR Vu had sent her the 10 nomination packages that the BASPAG had received. LT Claverie-Williams had then emailed the Membership Subcommittee members. With the exception of the two Membership Subcommittee members who were also nominees, the remaining Membership Subcommittee members had received the attached nomination packages. LT Claverie-Williams had informed these two Membership Subcommittee members that they would not be on the Reviewing panel. She stated that the Membership Subcommittee members had met yesterday and had made their recommendations. She stated that all 10 nominees were very qualified, and that it was a very hard task to try to go through and pick 6 individuals to send to the Executive board. She stated that the Membership Subcommittee members hope and pray that the individuals that were not sent forth as being among the top 6 would at least consider applying the next time around and to remain active with BASPAG. She stated that it was not that any of the 10 individuals were not qualified, but that some individuals seem to have a little more experience in certain areas and the Subcommittee wanted to send forth the 6 names that also represent a lot of diversity, that is, people who will bring forth a lot of different experience to the BASPAG. She stated that it was a very good meeting, and that the Membership Subcommittee had sent forth the 6 names to CDR Thai yesterday. She stated that the Membership Subcommittee will resume their next meeting around February of next year.
- b. **Mentoring subcommittee:** CAPT Nancy Bill stated that there was no meeting this meeting. She stated that her term will be up but she will stay on until somebody will get on as the Chair for the Mentoring Subcommittee. LT Debra Collier asked if the Chair position is only available to the voting members. CDR Thai stated yes. She also stated



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that the non-voting members, however, can participate as members of the subcommittees.

V. New Business:

- a. **BASPAG Secretary:** CDR Thai stated that the BASPAG does not have a Secretary for next year since the Secretary position is a one-year term. She stated that she is grateful to be able to work with LCDR Vu and that LCDR Vu has been great in performing her duties. CDR Thai nominated LCDR Vu for BASPAG Secretary for the 2009 term. CDR Ali Danner seconded the nomination. CDR Toy suggested that if there were any other voting members who would like to nominate themselves for this position to do so. CDR Toy suggested that if there were no other voting members being nominated for this position, then we should move to a vote. A vote was taken, and there were 8 Yes. CDR Thai congratulated LCDR Vu as Secretary for the 2009 term. LCDR Vu thanked the BASPAG.

VI. Open Floor:

- a. **COA Breakout Sessions:** CDR Merriweather stated that on Tuesday, the Category Day of COA, we have 5 presentations that have been accepted. They are 1) Regular Corps Assimilation and Career Officer by CDR Ali Danner; 2) FDA Office of Crisis Management and Emergency Operations by LT Anthony Garza; 3) Environmental Monitoring for Bioterrorism in the Public Health Laboratory by LT Erika Murray; 4) Commissioned Corps Roles in the Department of Homeland Security by LCDR David Lau; 5) Epidemiology and Diagnosis of *Clostridium difficile* Infections by LCDR Raquel Peat. All presentations have been sent forward to the Category Day Planning Committee. CDR Merriweather had emailed all the presenters instructing them to go online to register before the deadline.
- b. **Career Support:** CDR Ali Danner encouraged those individuals who are up for a T-grade or P-grade promotion to review the checklist on the CCMIS website. He stated that it is in your best interest to change the date on the CV to a current date in December, even if you don't make any substantive changes, and to re-fax your CV into your eOPF. This tells the Promotion Board that you are interested enough to review your CV. He also suggested that one combs through all of the certificates, thank you letters, letters of appreciation, etc., and make sure that you fax those in and also monitor for the emails from the eOPF system verifying that they have been posted. He also suggested that one makes sure that those documents are properly noted at the top right corner, with the rank and name, then on the second line with the PHS number



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and category. One can abbreviate Health Services Officer as HSO. CDR Thai suggested that one updates the CV regularly, such as in January or in December, because you may not remember everything. CDR Toy proposed that the BASPAG sends Letters of Appreciation to the BASPAG voting members who may be up for promotion so that they can put them into their files. CDR Danner stated that he can draft an electronic Letter of Appreciation and will send it to CDR Thai and LCDR Vu by tomorrow. Any BASPAG voting members who are up for promotion and would like to receive a Letter of Appreciation can email LCDR Vu. Also the Chairs of the subcommittees can email LCDR Vu for Letters of Appreciation for their subcommittee members.

CDR Thai thanked the BASPAG members for allowing her the opportunity to serve the BASPAG. She stated that it has been a wonderful experience for her. CDR Danner thanked CDR Thai and commended her for all her contributions over the years. CDR Danner also thanked CDR Merriweather for her contributions.

VII. Adjournment - This meeting was adjourned at 11:55 am EDT

Next meeting will be held on January 21st, 2009
Third Wednesday of every month 11:00 -12:00 EDT, 8:00 are PDT.
Teleconference call number: 888-595-6108
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Minutes taken by LCDR Chau M. Vu. Revised by LCDR Chau M. Vu.

