

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



November 28th, 2007
RESCHEDULED MEETING

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	Voted to Reschedule meeting	Voted to establish Breakout Sessions at 2008 COA Tucson, AZ
Present	CAPT	Chan	Henry	FDA	Aye	Aye
Present	CAPT	Tooly	Rebecca Lee	EPA	Aye	Aye
Present	CDR	Bill	Nancy	IHS	Either day	Aye
Present	CDR	Danner	Ali	CDC		
Present	CDR	Merriweather	Sheila	OS	Aye	Aye
Absent	CDR	Kamara	Ibrahim	FDA		
Present	CDR	Toy	Phillip	USDA	Aye	Aye
Absent	LCDR	Bleth	Michelle	BOP		
Excused	LCDR	Brown	Laurie	OS		
Absent	LCDR	Dexter	Paul	FDA	Aye	
Excused	LCDR	Thai	Linda	FDA	Aye	
Present	LCDR	Valentin-Bon	Iris E.	FDA	Aye	Aye
Present	LT	Chanlongbutra	Amy	USDA/NPS		Aye
Present	LT	Constantine	Amy	ORA	Aye	Aye
NON-VOTING MEMBERS and GUESTS						
Present	LCDR	Vu	Chau	USDA		
	LT	Elizabeth	Claverie	FDA		

- I. **Call to Order and Introductions** - CDR Sheila Merriweather called the meeting to order at 11:02 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 October minutes. Motion was moved and minutes were approved with noted changes made CAPT Lee Tooly and CDR Ali Danner. Motion seconded by CAPT Tooly.
- III. **Chair Report and Old Business**
 - a) **HS PAC Chair Report** - Group decided to change the date of deadline for new member's applications to November 15th. CDR Merriweather accepted the decision on behalf of BASPAG. A total of six new applications have been received.
 - b) **BASPAG Awards subcommittee** - Amount of each award is \$75.00 each, total \$225.00. RADM Milner has paid three BASPAG awards from his personal funds. Vendor has been identified; group can't drop the vendor for next three years (2008-2010).
 - c) **CAPT Linda Morris Brown's retirement celebration** - SAVE THE DATE! Activity is scheduled for January 25th, 2008 from 2:00 pm to 4:00pm at Riaggio Additional information will be forthcoming in December.
 - d) **HSO Holiday Award Luncheon** - Activity has been scheduled for Friday, December 7th from 11:30 am to 2:00pm at Timpano Italian restaurant out Rockville Pike, MD. Cost: \$30.00 per person that will include taxes and gratuities Money should have been sent to CDR Merriweather by November 16th. If not, officers could pay the \$30.00 in cash at door. Thirty people have paid for the activity.
 - e) **HSO - PAC is looking for nominations for the HSO Responder of Year Award** - Nominations will be accepted until March 2008. Presented at COA Tucson, Arizona next year.
- IV. **New Business**
 - a) **Call for nominations** - Six applications have been sent to LCDR Iris Valentin-Bon. A summary of the applicants' information will be sent to all Voting Members via email. CDR Phillip Toy recommended considering a new Chair-Elect, Secretary and other necessary positions presently vacant for next year.
 - b) **Awards committee** - CDR's Merriweather, Toy and Danner volunteered to help in this subcommittee. CDR Merriweather self nominated to chair

this subcommittee for next year and CDR Danner volunteered to assist her.

c) Ideas for HSO Category Day during 2008 PHS COA Conference

- i) Breakout Sessions** - BASPAG has been asked if it wants to have a breakout session during Category Day, Tuesday from 2:30 to 4:00pm. Audience was questioned, who BASPAG will try to reach: other HSO's or BASPAG'ers members etc. CAPT Tooly suggested that the BASPAG first consider and determine its objectives for hosting a break-out session. The opportunity for speakers and time slots might then be better defined. The discussion on this indicated that a breakout session would be a good opportunity for recruiting new BASPAG members. Motion was presented by CDR Merriweather to establish a Breakout Session for the HSO Category Day for the COA Annual Meeting that will be held in Tucson, AZ in 2008. Motion was presented to the group; BASPAG voted and approved the motion. LCDR's Chau Vu and Valentin-Bon volunteered to assist CDR Merriweather with the presentations. Suggestions for breakout sessions could be forward to CDR Merriweather by Friday, November 29th.
- ii) General Panel Discussions** - An offer has been extended to BASPAG to participate in the panel discussion regarding our role, benefits, and strengths during deployment to USN Comfort and Palau. Five to four minutes presentation is required. Candidate must be part of BASPAG. All PAG's will be represented. Suggestions for candidate BASPAG participants should be forwarded to CDR Merriweather.

V. Standing committees

- a) Membership drive** - CAPT Tooly reported that subcommittee met early in November. General membership drive is on hold. She reported that a BASPAG Welcome Letter has been drafted by CDR Felicia Williams-Binion and it is to be included in the HSO Welcome Package for newly HSO commissioned officers. Further comments and revisions are pending upon CDR Merriweather's approval. The letter will be forwarded to the Voting membership for revisions and comments. Upon approval, the letter will be forwarded to the HSO Recruitment and Retention committee for use in the HSO PAC Welcome Package and in the website. The BASPAG Welcome Letter will also be forwarded to other HSO PAG's as a model for them to consider for developing a similar item for the HSO Welcome Package.

- b) **New Membership subcommittee Chair** - CAPT Tooly reminded the group that her term expires at end of year, and to consider self-nominations to Chair the subcommittee for next year.

VI. **Announcements** - no announcements were made

VII. **Open Floor**

- a) **TOP OFF** - CDR Merriweather reported that TOP OFF is one of the largest exercises at National level in the DHHS that occur every other year. CDR Merriweather was part of this event and reported to the group that it was a success. Preparation started two years ago. Three areas that participated were: Arizona, Guam and Oregon. Focus of the exercise was in radiologic device contamination. Challenge was Guam with difference in time zones. It covered five days for 24 hours, with 12 hours shifts. Several organizations and institutions were involved: American Red Cross, DOD, OPDIV, media coverage etc.
- b) **New Orleans Relief Mission** - CDR Merriweather reported that was a fantastic and beautiful experience. She read a letter of acknowledgment from the New Orleans Homeowners Association and Saint Bernard Parish for the contributions made by BCOAG, the Scientist Category and other PHS Officers like RADM Helena Mishoe.

VIII. **Adjournment** - this meeting was adjourned at 11:52 am.

Next meeting will be held on December 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, CDR Ali Danner

