



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



Basic Applied Science Professional Advisory Group
BASPAG

May 28th, 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 Donating Directly for Coin | Voting for Donating with Reimbursement for Coin |
| Present | CDR | Bill | Nancy | IHS | Yes | |
| Present | CDR | Danner | Ali | CDC | | Yes |
| Present | CDR | Merriweather | Sheila | OS | Yes | |
| Excused | CDR | Toy | Phillip | USDA | | |
| Excused | LCDR | Bleth-Weber | Michelle | BOP | | |
| Absent | LCDR | Brown | Laurie | OS | | |
| Absent | LCDR | Melvin | Cathy D. | FDA | | |
| Present | CDR | Thai | Linda | FDA | Yes | |
| Absent | LCDR | Valentin-Bon | Iris E. | FDA | | |
| Present | LCDR | Vu | Chau Minh | USDA | Yes | |
| Present | LT | Chanlongbutra | Amy | NPS | | Yes |
| Present | LT | Claverie-Williams | Elizabeth | FDA | | Yes |
| Present | LCDR | Constantine | Amy | ORA | | Pending Tax |
| Absent | LT | Harper | Kimberly | EPA | | |
| NON-VOTING MEMBERS and GUESTS | | | | | | |
| Present | CAPT | Chan | Henry | FDA | Yes | |
| Present | CDR | Culbreath | Dimitrus | OS | | |
| Present | LCDR | Newton | Bruce | CDC | Yes | |
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- I. **Call to Order and Introductions** - CDR Select 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** - CDR Select Thai presented the motion to approve the April minutes. Motion to approve minutes with the following changes: Under Section IIIa, "Associate Recruitment activity" should be "Associate Recruiter Program activity"; under Old Business section, Account for Funds, to change "CDR Teresa Minter" to "Teresa Oliver"; also in the last paragraph of this section, to change "LCDR John Paul" to "LT Jeanpaul Mivoyel"; under Section IIIa, 3rd bullet, to change "COA" to "COA Conference"; and under Old Business section, end of paragraph, delete question mark and replace with period.
- III. **Chair Report and Old Business**
 - a. **Chair Report:** CDR Select Thai informed the committee that she had received an email from LCDR Michelle Bleth-Weber. LCDR Bleth-Weber had requested to resign and to be removed as an active voting member of BASPAG. However, she requests to remain as a non-voting member of BASPAG. CDR Select Thai expressed that she is sorry to hear that LCDR Bleth-Weber is leaving. The total number of BASPAG voting members is now 13. CDR Select Thai also reported that on May 16th, 2008, the HS-PAC had a meeting regarding the appropriate management of funds by the HS-PAC and the HS-PAGs. CDR Select Thai stated that she sincerely wanted to attend the meeting but something came up and couldn't call in. She will try to find out the meeting details before the next meeting.

Old Business

- b. **BASPAG Coin** - CDR Select Thai stated that she had spoken with CDR Janet Hawkins, the Chair of the Social Work PAG, and they are selling their coins also. CDR Select Thai stated that in terms of funds, the Social Work PAG also had to provide the funds from their own pockets, and that there were no other funds available besides from voting membership contributions. CDR Select Thai stated that BASPAG needs to address this during this meeting. CDR Select Thai also wrote to CDR Brad Austin, but did not hear anything from him regarding other available funds. CDR Select Thai asked if anybody has any other information, to please let us know. CDR Select Thai would like to leave it up to the BASPAG voting members to provide suggestions. CDR Select Thai recapped that LT Jeanpaul Mivoyel got 3 or 4 different quotes and that the lowest quote was \$780 per 100 coins. During the last meeting, it



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was discussed that BASPAG needs to raise approximately \$800 to duplicate a minimum of 100 coins. The question raised during the last meeting was whether the voting members are willing to lend the money to BASPAG or are willing to donate the amount directly. CDR Sheila Merriweather stated that she thinks it would be easier for us to donate the money because it ties into what was mentioned earlier regarding the HS-PAC's position on the raising of funds, in which we are not allowed to have fund-raisers and/or to keep the money on our own. It has to go through the COA foundation, and that they are the ones who have to man the money. CDR Merriweather stated that she thinks it is going to be easier if the voting membership donates the money ahead of time to have the coins duplicated and then get the money back once we make the profit.

CDR Select Thai stated that during the last month that she received one or two comments from our voting members that they would like to find the other avenues rather than relying on the voting members to solely donate to the project. CDR Select Thai stated that she agrees with CDR Merriweather as far as donating to BASPAG but that it's up to the voting members to decide. We now have 13 voting members and dividing \$800 by 13, would be approximately \$70.

CDR Merriweather stated that some officers are willing to donate the money directly, and some officers would like to receive reimbursement once we make a profit, and so we need to be clear. CDR Merriweather apologized on behalf of the committee, stating that she was spearheading the effort and was able to finalize the coin but was not able to push through funding of the coins and getting them duplicated prior to the COA due to being on leave for a couple of months. She stated that she is looking forward to pushing forward the coin in the near future. CDR Select Thai agrees that we should not give up on this effort.

LCDR Constantine asked whether COF is tax-deductible and thinks that COA is not tax-deductible, and suggested that we find out for officers who want to donate directly with the understanding that it's tax-deductible. CDR Select Thai stated that Ms. Teresa Oliver communicated with her that the COA can open an account for us because we cannot keep the money, and that they will charge 1% a year. LCDR Constantine suggested that we contact CAPT Jerry Farrell, as she had heard him talk about the differences between COA and COF in terms of COF being tax-deductible. CDR Merriweather asked LCDR Constantine to send her an



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email regarding this question and that she will speak with CAPT Jerry Farrell directly to inquire about this option.

CDR Ali Danner suggested BASPAG takes a vote on whether or not we want to donate, and also whether we want to donate directly or donate with reimbursement. There were 5 votes for direct donation (3 voting members, and 2 non-voting members), 3 votes for donation with reimbursement, and 1 vote pending the tax-deductible option.

LCDR Chau Vu stated that originally we were going to ask from voting members only. If we are now asking from non-voting members as well then the amount of donation needed may change depending on the number of people willing to donate.

CDR Merriweather stated that we need to put a time limit or time frame for the collection of the funds and to determine who will be collecting the funds. CDR Merriweather does not think that we need to go through COF since this is just for the duplication of the coins. Although we would need to look into the process of setting up an account with COF.

- c. **BASPAG Award** - CDR Select Thai asked if CDR Merriweather receive any nominations for the BASPAG Award. CDR Merriweather stated that she received one nomination and that we need to make a decision today. CDR Merriweather stated that it is CDR Celia Gabrel. CDR Merriweather looked over the criteria and it just says that the person has to have done something under the BASPAG disciplines. CDR Merriweather stated that CDR Gabrel has done work in epidemiology and biostatistical data. CDR Merriweather stated that we need to make a decision as to whether that is the person we want to present the BASPAG Award to and if so, she has only 1 week to get the plaque made. CDR Select Thai expressed that she is surprised that the BASPAG voting members and non-voting members did not take advantage of this award. CDR Merriweather stated that CDR Gabrel's CV is very rich and very sound, and that she has done a lot of wonderful things. CDR Gabrel has not been an active member of BASPAG, and she has made that known in her application. CDR Danner stated that he had reviewed the criteria and did not see any requirements for the nominee to be active in the BASPAG activities, as long as there is a focus in health services activities. He stated that the criteria talk about demonstrating leadership in the P.H.S. and significant contribution to the nation's health, etc. CDR Danner stated that he had reviewed CDR Gabrel's application and that he would support the nomination. CDR Select Thai stated that she didn't have a chance to look at her application but as long as she meets the criteria. CDR



Merriweather stated that CDR Gabrel clearly meets the criteria, and that she is a strong candidate. CDR Merriweather will encourage her to take part in BASPAG in the future.

IV. New Business

Mentoring Subcommittee: CDR Select Thai stated that CDR Toy had volunteered to chair the Mentoring Subcommittee. She had also heard that two voting members volunteered to assist CDR Toy on this committee. CDR Nancy Bill and LCDR Laurie Brown had expressed interest in volunteering on this subcommittee. Since CDR Toy, CDR Bill and LCDR Brown are not here, we are going to table it for this month.

V. Standing Committee Reports

Membership: LT Claverie-Williams reported that the committee is continuing to get a collection of all of the names of the members of the BASPAG. LT Tony Garza from the Membership Committee is working with LT Claverie-Williams to update the website. LT Claverie-Williams would like to thank CDR Danner for sending her the information that he did, which was very helpful. CDR Thai asked LT Claverie-Williams to send the Cover Letter so that the voting members can review it. LT Claverie-Williams stated that the Cover Letter has already been done by CDR Felicia Binion Williams. She stated that the committee is thinking about putting the Cover Letter on the website with the application packet so that it will direct you where you want to go. She says that it is not the Welcome Letter. The Welcome Letter had already been approved by BASPAG a while back. CDR Select Thai stated that she will take a look at it and will forward to the rest of the voting membership.

VI. Open Floor

CDR Select Thai asked if anybody have any comments about this morning's meeting or any ideas for the future of BASPAG, to please state their ideas. CDR Merriweather states that BASPAG is doing a good job and also that CDR Select Thai is doing a good job, and that we appreciate her leading us and guiding us. CDR Merriweather also wants to discuss the BASPAG presentation which she will be giving at the COA conference. She requested for everybody's input. CDR Danner stated that he had given CDR Merriweather 5 suggestions on her voicemail. CDR Merriweather stated that she had drafted the presentation and thanked CAPT Henry Chan for the information he provided. CDR Merriweather would like to send out a draft out this afternoon and requested for everyone's input. She said that the presentation is still pretty light when it comes to the different roles that BASPAG had played during Hurricane Rita and



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Hurricane Katrina. She is trying input the information from CDR Danner and CAPT Chan into the presentation although the EHO does not fit in BASPAG. She is also inputting the information from LCDR Amy Constantine and the work that she did. CDR Merriweather asked if anyone has had a specific role during Hurricane Rita and/or Katrina, to please provide their feedback by noon tomorrow because she has to get the presentation to the moderator. The email will be from CDR Danner who will send the draft of the presentation and CDR Merriweather will finalize it and get it to LCDR Burnell.

CDR Danner congratulated those who were promoted on the temporary grade release and stated that for those who are up for the permanent grade promotion, the projected release is the first or second week of June. CDR Danner encouraged everyone who are up for promotion or for assimilation to be cognizant and maintain their basic readiness qualifications. He stated that if one is up for a T-grade promotion or assimilation, that they need to ensure that they keep their medical history form updated to one year of the anniversary of when they will be promoted. So if you were notified that you are up for assimilation, to go ahead and submit another medical history form as it might expire within the next 12 months. Also, if you haven't had 2 negative PPDs within 12 months of each other, make sure that you have had an appropriate PPD screening. CDR Select Thai thanked CDR Danner for reminding the committee.

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

Next meeting will be held on June 25th, 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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