



# Scientist Professional Advisory Subcommittee Meeting

Minutes

Tuesday, September 9<sup>th</sup>, 2008

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 1- 866-724-8991

Participant Passcode: 1081160 Leader: CDR Rachel Avchen

## Participants

### SciPAC Executive Subcommittee 2008/9 Voting Members

Rank	Name	Role	X, if present
RADM	Helena Mishoe	CPO	X
CDR	Rachel Avchen	Chair	X
CDR	Diana Bensyl	Vice Chair/ Rules and Membership	X
LCDR	Boris Aponte	Secretary/ Officer Health Program	X
LCDR	Wei Guo	COF Liaison	X
CDR	Sara Newman	Ex-Officio	Dplyd.
CDR	Daphne Moffett	Historian	X
CDR	Martin Sanders	Awards	X
LCDR	Karon Abe	Career Development	X
LCDR	Maleeka Glover	Category Day/ JOAG	X
LCDR	Paul Seo	Category Day	X
CDR	Mark Methner	Mentoring	
CDR	Timothy Nelle	Policy Review	X
LCDR	Marco Bennett	Readiness and Response	X
CDR	Michael Murry	Recruitment and Retention/ PSYPAG	X
CAPT	David McIntyre	Recruitment and Retention	
LCDR	Yi Zhang	Science	X
LCDR	Sally Hu	Visibility	Excused
LCDR	Danice Eaton	Website	X
LCDR	Mathew Newland	Billet Transformation	X
CDR	D. Ross Spears	Career Development	X
CAPT	Christine Benally		X
Dr.	Monique Mansoura	Civil Service Liaison	

## Non-voting Scientist Participants

Participant	Agency
CDR James L. Osterhout	FDA
LT Deborah Dee	CDC
LT Ashleigh L. May	CDC
CDR Albrecht William	EPA
LT Jeremy Wally	FDA
LCDR Fei Xu	FDA
CAPT David Crago	BOP
LT Robert Belde	DHS
LT Trajah Blackburn	EPA
CDR Mark Seaton	FDA
CDR Lisa Pealer	CDC
LT Kenney James	FDA
CAPT Susanne Caviness	FDA
CAPT Mehran Massoudi	CDC
LT Robin Toblin	CDC
CAPT Francois Lalonde	NIH
CAPT Bennett W. Fletcher	NIH
LCDR Chekesha Clingman	FDA
LCDR Dianna Densmore	CDC
LCDR Jacqueline Sram	FDA
CAPT Jon Daugherty	FDA
LCDR John Stansberry	NIH
LT Kanta Sircar	CDC

### I) Call to Order and Welcome

CDR Rachel Avchen

EMAIL LCDR Boris Aponte [Boris.Aponte@ahrq.hhs.gov](mailto:Boris.Aponte@ahrq.hhs.gov) for roll call

### II) Report from the CPO

RADM Helena Mishoe

- a) RADM Mishoe welcomed new Scientist officers
- b) Our CPO updated call participants on the revision of the COERs. She informed that a contractor has been tasked with finding a way to incorporate a tally of points at the end of the document, however, this effort is facing some funding challenges at the present time. She also informed that the Nurse Category will be conducting a pilot test of the new COER in the upcoming year.
- c) The CPOs had a meeting with the SG, at his request, on September 2<sup>nd</sup>. The SG discussed his vision of priorities and responsibilities of the CPOs. The SG and the CPOs also discussed ways to better market the Corps and how to strengthen the relationships with the OPDIVs.
- d) The CPOs will be meeting with the ASH on September 17<sup>th</sup> to hear his priorities.
- e) RADM Mishoe informed that the recommendations for modification of the appointment standards have been submitted to the OSG for approval.
- f) On the issue of Transformation, RADM Mishoe informed that she had a discussion with RADM Shekar and he informed her that improving the recruitment process continues to be a top priority. RADM Shekar acknowledged great improvements in the reduction of the time needed to bring an officer onboard, which has been reduced by 50%. RADM Mishoe also reported that the strength of the Corps has been increased to over 6,200 officers, the highest in recent years.

- g) RADM Mishoe reported a recent discussion with RADM Furman regarding the formation of the Retention Boards. OCCO is moving forward with the formation of the boards which will include representation of CPOs. A meeting with RADM Furman on this regard will take place in the near future.
- h) Finally, RADM Mishoe reported on the development of a standard system by OCCO for handling the career counseling of officers in the lower quartile. Per suggestion of the CPOs, OCCO is considering making available on its website a letter which will instruct officers how to seek assistance. At this time guidance from OCCO is expected on how to utilize officers interested in providing career counseling, and what the procedures will be.

### **III) Report from the PAC Chair**

#### **CDR Rachel Avchen**

- a) CDR Rachel Avchen, the new SciPAC Chair, made the announcement of the new members of the Executive Board and Subcommittee Chairs. The names of these officers are included at the top section of this document.
- b) CDR Avchen requested from the subcommittee Chairs to submit their working objectives for their respective subcommittees to CDR Diana Bensyl and to indicate if they have any specific membership needs in their call for members.
- c) CDR Avchen also requested from officers interested in serving in subcommittees to contact the respective Chairs by e-mail.
- d) CDR Avchen welcomed the new CAD:
  - LCDR Eduardo Gómez-Saladín.
  - LCDR Nicole Frazier.

### **IV) Subcommittee reports**

Due to the current transition in the subcommittee leadership and members, a limited number of subcommittees provided a report.

#### **a) COA Report**

##### **CDR Daphne Moffett**

- i) CDR Moffet reported that the next COA Annual Meeting will have as theme: “Workforce in Public Health: Leadership & Development”. The meeting will be held next June 2009 in Atlanta.
- ii) She acknowledged the work of CDR Ross Spears and LCDR Danice Eaton in helping to develop the agenda for the Annual Meeting.
- iii) CDR Moffet shared the concern that an anonymous “PHS chat e-mail” is currently circulating and misrepresenting COA. She clarified that this is not a legitimate COA activity.
- iv) She also mentioned that the next COA Board meeting will take place in the DC metro area on the weekend of September 13<sup>th</sup>, and that the agenda includes making financial decisions in their investments and the discussion of how to increase membership and how to improve the services to members.

#### **b) JOAG Liaison Report**

##### **LCDR Maleeka Glover**

- i) JOAG is wrapping up business for the 2007-08 fiscal year. The new fiscal year starts October 1st.
- ii) JOAG is welcoming the new members to their Executive Subcommittee and New 2008-2010 Voting Members.
- iii) The regular meetings of JOAG are scheduled for every other 2nd Friday of the month, from 1300-1500

c) **Website**

**LCDR Danice Eaton**

In regards to the transition of old website to HHS-template, as mandated by the OSG, LCDR Eaton reported that:

- i) The website subcommittee met with the Macro contractor hired by OSG to assist PACs with transition back in February, 2008. At that time, several concerns were identified mainly related to 508 compliance and who would have control of content. The subcommittee made a decision to voice concerns and hold up on moving forward with transition until concerns had been addressed.
- ii) In March 2008 OSG requested each PAC complete a "needs assessment" survey to identify PAC needs for support to transition websites. The website subcommittee completed the survey, and included their concerns with the website transition as well as some suggestions.
- iii) In July 2008, the website subcommittee was told that OSG planned to implement several of the suggestions. The website subcommittee was told that they could expect to receive a formal response to their concerns within a few weeks, but a response was never received.
- iv) LCDR Eaton has had conversations with officers responsible for the JOAG and Nursing PAC website transitions to get feedback from them on how the process has worked. Feedback from these officers highlighted some concerns related to not knowing when the new site will go live, and having to maintain two sites (the old and the new) in the mean time.
- v) On August 9, 2008 LCDR Eaton received an e-mail from the Macro contractor indicating they had copied the content from the old site to the new template on a staging server. The website subcommittee was asked to review the content on the staging server. LCDR Eaton has asked for more information about when to expect the new site to go live and how 508 compliance will be handled and what type of support will be available for creating 508 compliant templates. A response has not been received yet.
- vi) CDR Moffett stated that Macro's contract to assist with the website transition will expire eminently. The website subcommittee should hold off on maintaining the content on the new site in the mean time since it is not clear who will be awarded the new contract.
- vii) The website subcommittee will continue to maintain and update the old website until it becomes clearer how/when the transition will occur.

d) **Officer Health Program**

**LT Robin Toblin**

- i) The Officer Health working group met most recently to discuss the mission statement and objectives for a proposal regarding the creation of the Officer Health program to be submitted to the CPOs, and ultimately, the SG.
- ii) A basic survey to administer to principals or other administrators at a school following a presentation was also discussed. A survey was discussed to evaluate the effectiveness for children (i.e., a pre-post type design), but concerns of OMB were brought up, and the chair of the group did not want to delay the project to wait for OMB. A small group of members offered to put together a draft curriculum focusing on childhood obesity to mirror the SGs priority topic area. At the present time, we are awaiting further information about the proposal, the curriculum and/or a future meeting.

e) **Career Development**

**LCDR Karon Abe**

- i) LCDR Abe reminded officers who are up for promotion for 2009 that if they would like their CVs reviewed (by O-5, O-6 Officers), to start preparing their CVs to submit no later than Oct 1, 2009. An email will be sent out regarding CV reviews.
- ii) She also requested the participation of SciPAC O-5 and O-6 Officers to serve as CV reviewers and will be sending out an email asking for their assistance in helping/mentoring fellow officers.
- iii) LCDR Abe also stated her interest in updating the Career Development Subcommittee roster. She requested from officers who are already on the subcommittee or officers who would like to join the subcommittee to send her an email.

#### **V) Open Discussion.**

- a) CAPT Jon Daugherty expressed concerns on the lack of clarity from a recent disseminated policy on Awards. Particularly, he mentioned that the new order or precedence of award ribbons seemed to have some inconsistencies. He contacted OCCO on this regard and was told to wait until this policy is clarified to make any changes to the order of his ribbons. RADM Mishoe confirmed that this is the status of this issue.

#### **VI) Closing Remarks**

##### **CDR Rachel Avchen**

- a) CDR Rachel Avchen summarized the meeting by welcoming again the new SciPAC voting members and Subcommittee Chairs and by requesting the participation on those subcommittees.
- b) She noted that information regarding the request for new subcommittee members will be made available via the SciPAC Listserve, and to contact any voting member on information on how to register to the Listserve.
- c) Finally, CDR Avchen set the upcoming SciPAC conference calls for the first Tuesday of each month, from 11:00-13:00, EST.

**PLEASE NOTE Next meeting: October 7, 2008; 1100-1300 EST  
Call in number is: 1- 866-724-8991. Passcode for participants is: 1081160.**