



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, September 1, 2009

1100 – 1300 (Eastern Time)

Toll Free Numbers: USA 1-877-691-9937

Participant Passcode: 4549026

Participants

SciPAC Executive Sub-committee 2009/10 Voting Members

Rank	Name	Role	X, if present
CAPT	Sharon Williams-Fleetwood	CPO	X
CDR	Diana Bensyl	Chair	X
LCDR	Matthew Newland	Vice Chair/ Rules and Membership	X
CDR	Timothy Nelle	Secretary	X
LCDR	Sally Hu	Awards/COF Liaison	X
CDR	Rachel Avchen	Ex-Officio	excused
CAPT	Martin Sanders	Awards Co-Chair	
LCDR	Karon Abe	Career Development	X
LCDR	Tegan Boehmer	Category Day	X
CDR	Daphne Moffett	Historian	X
CDR	Boris Aponte	Mentoring	X
LCDR	Wei Guo	Policy Review	X
CAPT	Michael Murry	Recruitment, Retention & Readiness/PSYPAG Liaison	X
LCDR	Paul Seo	Recruitment, Retention and Readiness Co-Chair	X
LCDR	Yi Zhang	Science	
CAPT	Christine Benally	Visibility	X
LCDR	James Kenney	Visibility Co-Chair	X
CDR	Danice Eaton	Website	X
LCDR	Judy Facey	Billets and Direct Access Liaison	X
CDR	Sara Newman	COA Liaison	X
LCDR	Maleeka Glover	JOAG Liaison	
Dr.	Monique Mansoura	Civilian Service Liaison	

Non-voting Members

Non-voting Scientist Participants

Participant	Agency
CAPT Jon Daugherty	FDA
CAPT Omar Hottenstein	DOD
CAPT Doug Thoroughman	CDC
CAPT Mark Seaton	FDA
CDR Nisha Robbins	CDC
CDR Steven Sparenborg	NIH
LCDR Robert Belde	DIHS
LCDR Marco Bennett	FDA
LCDR Mark Clayton	EPA
LCDR Chekesha S. Clingman	FDA
LCDR Shane Davis	CDC
LCDR Deborah Dee	CDC
LCDR Dianna Densmore	CDC
LCDR Dominic Frasca	HHS
LCDR Matthew Murphy	CDC
LCDR Ryan Novak	CDC
LCDR David Skancky	FDA
LCDR Jacqueline C. Sram	FDA
LCDR Robin Toblin	CDC
LCDR Fei Xu	FDA
LCDR Jeremy Wally	FDA
LT Jennifer Adjemian	BOP
LT Cria Gregory	CDC
LT Michael Jackson	CDC
LT Sara Lowther	CDC
LT Ashleigh May	CDC
LT Charlene Sydnor	NIH

1) Call to Order and Welcome, CDR Diana Bensyl

EMAIL: timothy.nelle@fda.hhs.gov for roll call

Please state name before talking. Please put phones on mute.

Today's scheduled presentation by Tom Berry, PHS Retirement Coordinator, will be rescheduled.

2) Report from the CPO, CAPT Williams-Fleetwood

a) Thanks for the meet and greet (8/13).

b) Attended/met fellow CPOs and other officers at the CPO Board Meeting and the Combined SGPAC/CPO/PAC Chair Meeting.

c) Dr. Koh (ASH) attended the first few minutes of the Combined Meeting; he will be invited back for a longer period of time when his schedule permits

d) Expecting confirmation of new SG (Dr. Regina Benjamin) soon.

e) New director OCCO pending new SG.

f) As of DOD policy signed 6/29/09 - PHS officers eligible to receive DOD military decorations for joined efforts (retroactive to 1990); more to come in CC Bulletin.

- g) Billet tutorial to be available soon, billets will roll out in phases; category specific 1st then multidisciplinary; nurses and therapists first; mid summer 2010 completion of roll out expected.
- h) Went to FT AP Hill with fellow CPOs (Hugh Mainzer and Craig Shepherd) to observe operations last Thursday (8/27); hope it has been a good experience for those that have participated in the training.

3) Report from the Chair, CDR Diana Bensyl

- a) New PAC members: LCDR Facey, LCDR Kenney, LCDR Boehmer
Thank you to those who rotated off: CDR Methner, CAPT McIntyre, LCDR Bennett
- b) New Executive Board--LCDR Newland, Vice Chair; CDR Tim Nelle, Secretary; LCDR Sally Hu, COF Liaison.
- c) Several new liaisons and subcommittee chairs--all are listed with their committees (see below).
- d) Subcommittee Chairs: When you email CDR Nelle your bullet points for the minutes, also include 2-3 objectives of your committee for this year. The objectives of the subcommittees will be included in the minutes. Officers can review and email Chairs if they are interested in being a volunteer on the committee.
- e) Readiness and Response -- trial committee; Changed to 3 R's: Recruitment, Retention, and Readiness. (See Rules and Membership report below)
- f) Received suggestion for help with promotion: Scientist officers who fail to submit an Officers Statement (OS) are eliminated from promotion consideration. Poorly written letters hurt promotion. Even though officers should be responsible for their promotion package, there should be emphasis on the OS as an important part of the promotion package. More than one good officer has missed promotion for a poorly written or missing OS. I have asked the Career Development and Mentoring subcommittees to work together to help officers with this aspect of promotion. There is not much time for this if the OS is turned in with the COER. We suggest that Officers up for promotion start working on this now. Stay tuned for more info on how SciPAC can help.
- g) No info yet on flu shots and COERs, but timelines are likely to be short.

4) Report from Vice Chair, LCDR Matthew Newland

- a) First, I would like to thank everyone for their continued support. I look forward to serving Sci-PAC as Vice Chair in CDR Bensyl's administration and then as Chair next year. I would also like to ask everyone to please continue to serve in one of the many roles and encourage officers to consider running for such positions and the executive board again next year. I also wish to thank LCDR Facey for agreeing to serve as Liaison for Billet and Transformation.

5) Subcommittee reports

- a) **Awards**, CDR Sally Hu, Co-chair: CAPT Martin Sanders
 - i) No report.
- b) **Career Development**, LCDR Karon Abe
 - i) The presenter for today's career development seminar on "PHS Retirement" is ill. This seminar will be rescheduled for December.
 - ii) CVs for individuals up for promotion in 2010 can be reviewed if they wish by their fellow O-5/O-6 officers. Please submit your CV to be reviewed no later than Oct 1, 2009 to kabe@cdc.gov.
 - iii) O-5/O-6 Officers who have not reviewed CVs in the past, but who would now like to—please email me, at kabe@cdc.gov. Otherwise, if you have reviewed CVs, I most likely have your email and will be contacting you shortly.
 - iv) We will be having another Career Development Session after the Oct SciPAC call. The topic will be on the billet transformation. Capt Byron Bailey will be presenting. His slide presentation will be sent out to the category before the seminar.

- c) **Category Day**, LCDR Tegan Boehmer, Co-Chair: LCDR Matt Murphy
- i) Planning for the COF Category Day has not officially begun.
 - ii) COF conference is May 24-27, 2010 in San Diego, CA; Category Day will be May 25.
 - iii) We are seeking 5-6 scientists to join the subcommittee and would like representation from across the agencies if possible. Please email LCDR Boehmer (tboehmer@cdc.gov) and/or LCDR Matt Murphy (mmurphy@cdc.gov) if you are interested.
- d) **Mentoring**, CDR Boris Aponte; Co-Chair: Mark Methner
- i) Mentoring Subcommittee objectives were discussed (see summary in addendum below).
- e) **Policy Review**, LCDR Wei Guo, Co-Chair: LCDR Ryan Novak
- i) No pending reviews at this time.
- f) **Recruitment, Retention, and Readiness**, CAPT Michael Murry, Co-Chair LCDR Paul Seo
- i) No new developments to report for recruitment and retention.
 - ii) Readiness numbers for September received from OCCO. Final statistics will be ready for next PAC meeting.
- g) **Rules and Membership**, LCDR Matthew Newland
- i) One of the goals of the Rules and Membership committee this year is to review the SOP to align with the Charter. Action Item: We plan to begin this process later this month.
 - ii) Update regarding the Readiness and Response subcommittee: Their purpose of the subcommittee was threefold:
 - (1) to Liaise with OFRD and report category readiness per OFRD requirements.
 - (2) Remind and assist PHS Scientist Officers in meeting readiness standards required to respond to public health emergencies.
 - (3) Inform PHS Scientist Officers about emergency response training and assist with emergency response training opportunities and deployment processes.
 - iii) The Readiness and Response subcommittee was a trial subcommittee during the past year. It was formed from the OFRD subcommittee and another. It has been suggested that it be added to the Recruitment and Retention subcommittee. A possibility is to change the name to "Recruitment, Readiness & Retention."
- Reminder: that there is always confidential information not be shared with the subcommittee members. Only the chair of the Recruitment and Retention subcommittee should conduct the readiness report.
- Action Item: The Executive Board is considering a request for a motion to vote to be sent out to the voting PAC members later this week.
- Post-meeting Note: On September 10, 2009, SciPAC members voted to merge the 'Readiness and Response and Recruitment' and the 'Retention' subcommittees into one committee to be named 'Recruitment, Readiness and Retention'.*
- h) **Science**, LCDR Yi Zhang
- i) No report
- i) **Visibility**, CAPT Christine Benally, Co-Chair LCDR James Kenney
- i) Visibility subcommittee requested volunteers.
- j) **Website**, CDR Danice Eaton

- i) The SciPAC website was transitioned to a new web hosting company to save the PAC money. The transition was completed the last week of August. Thank you to CAPT Williams-Fleetwood for arranging for her office to pay the web host fee and the domain renewal fee.
- ii) Please send any updates or corrections to the website to CDR Danice Eaton.

6) Liaison Reports

a) Billet Transformation Review, LCDR Judy Facey

- i) Thanks to LCDR Matthew Newland for a terrific job.
- ii) See CAPT Williams-Fleetwood comments on Billet Transformation above.

b) COF Liaison, LCDR Sally Hu

- i) According to LCDR Wei Guo, our current balance as of August 31, 2009 is \$2080.87.

c) COA, CDR Sara Newman

- i) Thanks to CDR Daphne Moffet for an incredible job as our COA liaison.
- ii) CDR Newman will be serving on the Public Relations Committee.
- iii) Next month, Jerry Farrell will speak at our next SciPAC meeting (October 6, 2009) following the CPO report.

d) JOAG, LCDR Robin Toblin for LCDR Glover

- i) Noted that her term on the JOAG Board starts October 1, 2009
- ii) LCDR Toblin can assist officers interested in joining JOAG.

e) PSYPAG, CAPT Michael Murry

- i) No new developments to report.

7) Closing Remarks, CDR Diana Bensyl

NOTE: Next meeting: October 6, 2009; 1100-1300

Addendum: SciPAC Subcommittee Objectives, 2009-2010

Awards

- Evaluate award nominations (such as the Junior and Senior Scientist of the Year Awards, and any other similar awards) submitted to the SciPAC.
- Prepare guide/schedule of annual award nominations.
- Draft memoranda recognizing outgoing SciPAC Members, SciPAC Chairperson, and CPO upon the expiration of appointments.
- Develop draft example award write-ups for scientist supervisors to assist them in submitting award nominations.
- Develop other recognition strategies, if needed.

Career Development

- Provide assistance in CV development for an officer's promotion year.
- Support officers who attend the Officer's Basic Training Course.
- Meet and greet at the monthly graduation ceremony.
- Provide a coin and welcome letter from the CPO.
- Provide up-to-date information about PHS training and career opportunities via the Scientist web hand-book and career development seminars.

Category Day

- Plan and coordinate Scientist Category Day at 2010 COF Symposium.
- Tasks include:
 - Prepare Category Day agenda with topics, sessions, and keynote speakers that are of interest to PHS Scientists from all agencies.
 - Solicit, review, and select abstracts for presentation at Category Day.
 - Coordinate personnel, equipment, and resources during Category Day.
 - Organize a social activity for SciPAC following Category Day.

Mentoring

- Continue the good work of Mark Methner.
- Solicit ideas for improving the Mentoring program.
- Work closely with the Career Development Committee to coordinate efforts.

Policy Review

- Continue to support the SciPAC and the CPO in the review of selected policies, procedures, and guidelines that are sent to the PAC for review.

Recruitment, Retention, and Readiness

- Maintain recruitment efforts and ability to retain scientist officers.
- Maintain high level of readiness status for Scientist category.
- Provide "example" supervisor letter with regards to assimilation for SciPAC website.

Science

- Continue to work on drafting the article for Public Health Report on PHS scientist officer roles.
- Communicate on various occasions via the SciPAC listserv to distribute articles/documents, messages, news of interest to Scientists.

Visibility

- Release 3 newsletter issues.
- Set up information tables at the following events: NBC4 Health and Fitness Expo in DC, NIH Food Fair, American College of Epidemiology or COA Conference.

Website

- Provide timely and accurate information to all PAC members via the website.
- Work with OCCFM to transition the website to the HHS template, when required.