



**Scientist Professional Advisory Committee
Meeting Minutes**

**Tuesday, 5 July 2016
1200–1300 (EDT)**

Toll-Free Number: 1-866-782-0573
Pass code: 2214354

Chief Scientist Officer and 2015/2016 SciPAC Voting Members and Liaisons

Rank	Name	Role	Present
Voting Members, Executive Board			
CAPT	Sanders, Martin	Chief Scientist Officer	Excused
CAPT	Murphy, Matthew	Chair	Yes
CDR	Adjemian, Jennifer	Vice Chair; Rules & Membership Chair	Yes
LCDR	Bobo, Qiao	Executive Secretary	Yes
CDR	Breiding, Matthew	COF Liaison	Excused
Voting Members			
CDR	Bodart, Jennifer	Career Development Subcommittee Co-Chair	Excused
LCDR	Cole, Jessica	Mentoring Subcommittee Chair	Yes
CDR	Frasca, Dominic	Policy Review Subcommittee Chair	Excused
CDR	Goodie, Jeffrey	Science Subcommittee Chair	Yes
LCDR	Green, Seth	Category Day Subcommittee Co-Chair	Yes
CAPT	Novak, Ryan	Science Subcommittee Co-Chair	Yes
CDR	Purfield, Anne	Recruitment, Retention & Readiness Subcommittee Chair	Yes
CAPT	Robbins, Nisha		Excused
CDR	Rodgers, Loren	Visibility Subcommittee Chair	Yes
CAPT	Satterfield, William	Awards Subcommittee Co-Chair	Yes
CDR	Smith, Michael	Career Development Subcommittee Chair	Excused
CDR	Sram, Jacqueline	Website Subcommittee Chair	Excused
CDR	Thomas, Jennifer	Mentoring Subcommittee Co-Chair	Excused
CDR	Toblin, Robin	Category Day Subcommittee Chair	Yes
Dr.	Ulin, Brigitte	Civilian Representative	Yes
CDR	Wally, Jeremy	Awards Subcommittee Chair	Yes
Non-voting Liaisons			
CDR	Pauli, Ingrid	PSYPAG Liaison	Yes
CAPT	Moffett, Daphne	SciPAC Historian	No
CAPT	Elson, Diana	COA Liaison	Yes
LCDR	Shumate, Alice	JOAG Liaison	Yes
LCDR	Zhou, Eric	MOLC Liaison	Yes

Participation by Non-voting Scientist Officers

Rank	Participant	Agency	Present
CAPT	Adekoya, Nelson	CDC	Yes
CAPT	Barrett, Drue	CDC	Yes
CAPT	Clayton, Mark	DoD	Yes
CAPT	Daugherty, Jon	FDA	Yes
CAPT	Dobmeyer, Anne C.	DoD	Yes
CAPT	Hu, Sally	NIH	Yes
CAPT	Lawrence, Theresa	HHS	Yes
CAPT	Wheat, Ben	BOP	Yes
CDR	Bennett, Marco	FDA	Yes
CDR	Bhagwat, Aditya	DoD	Yes
CDR	Cui, Minglei	FDA	Yes
CDR	Goodrich-Doctor, Adrienne J.	NIH	Yes
CDR	Kenney, James	FDA	Yes
CDR	Maddox, Charlene	NIH	Yes
CDR	Parks Brown, Sharyn	CDC	Yes
CDR	Phillips, Kenneth	FDA	Yes
CDR	Sancho, Alfredo	FDA	Yes
CDR	Tate, Jacqueline	CDC	Yes
CDR	Zhang, Yi	FDA	Yes
LCDR	Barbour, Kamil	CDC	Yes
LCDR	Barradas, Danielle	CDC	Yes
LCDR	Bjork, Adam	CDC	Yes
LCDR	Blessington, Tyann	FDA	Yes
LCDR	Cunningham, Timothy	CDC	Yes
LCDR	Demissie, Zewditu	CDC	Yes
LCDR	Gaines, Joanna	CDC	Yes
LCDR	Geyer, Rory	FDA	Yes
LCDR	Gieraltowski, Laura	CDC	Yes
LCDR	Hassan, Iram R.	FDA	Yes
LCDR	Hoots, Brooke	CDC	Yes
LCDR	Huang, David	CDC	Yes
LCDR	Hudson, Gwendolyn	FDA	Yes
LCDR	Jamoom, Eric	CDC	Yes
LCDR	Ko, Jean	CDC	Yes
LCDR	Laufer Halpin, Alison	CDC	Yes
LCDR	Leshin, Jonathan	EPA	Yes
LCDR	Lu, Xiaowu	FDA	Yes
LCDR	Miller, Leigh Ann	CDC	Yes
LCDR	Miller, Mark	EPA	Yes
LCDR	Mpofu (Johnson), Jonetta	CDC	Yes
LCDR	Nichols, Erin	CDC	Yes
LCDR	Odom, Erika	CDC	Yes
LCDR	O'Neill, Eduardo	CDC	Yes
LCDR	Perez, Cesar	FDA	Yes
LCDR	Rivera, Luz	FDA	Yes

Rank	Participant	Agency	Present
LCDR	Slayton, Rachel B.	CDC	Yes
LCDR	Steffen, Scott	FDA	Yes
LCDR	Tyus, Nadra	HRSA	Yes
LCDR	Vagi, Sara	CDC	Yes
LCDR	Walters, Maroya	CDC	Yes
LCDR	Walters, Matthew	FDA	Yes
LCDR	Wilken, Jason	CDC	Yes
LCDR	Wu, K. Geoffrey	FDA	Yes
LCDR	Yard, Ellen	CDC	Yes
LCDR	Zucco, Julia	CMS	Yes
LCDR	Blackburn, Tajah	DHS	Yes
LT	Beard, John Doyle	CDC	Yes
LT	Benbassat, Danny	SAMHSA	Yes
LT	Bowen, Virginia	CDC	Yes
LT	Caballero, Jason	FDA	Yes
LT	Francia, Charlotte	BOP	Yes
LT	Gallaway, Michael	CDC	Yes
LT	Goodwin, Bradley Patrick	CDC	Yes
LT	Jeisy Scott, Victoria	NCIRD	Yes
LT	Kembi, Folasade	CDC	Yes
LT	Knipes, Alaine Kathryn	CDC	Yes
LT	Lucas, Neali	FDA	Yes
LT	Mells, Jamie	CDC	Yes
LT	Rivera Rosado, Leslie	FDA	Yes
LT	Scott, Colleen	CDC	Yes
LT	Wang, Teresa Wei	CDC	Yes
LT	Wilson-Frederick, Shondelle	HHS	Yes
LT	Wright, Marcienne	ASPR	Yes

- 1) Call to Order and Welcome:** CDR Matthew Murphy
 - Email LCDR Qiao Bobo (Qiao.Bobo@fda.hhs.gov) for roll call on the day of the call.
 - Mute your phones when not speaking (press *6 if you do not have a mute button).
 - Do not place the conference call line on hold.

- 2) Report from the Chair:** CDR Matthew Murphy
 - I would like to congratulate all scientist officers that were recently promoted! For officers who were not promoted this cycle and would like additional guidance, please reach out to a senior officer for guidance which could prove helpful for the next promotion package. If you are having difficulty identifying someone, please contact CDR Murphy, the Mentoring Subcommittee, or any senior officer with whom you are comfortable with.
 - There will be an open recruitment for the scientist category this September, 2016. If you know an officer who is interested in joining the scientist category, this is the opportunity to apply. Additional information can be found on the USPHS website.
 - The SciPAC Executive Board would like to thank Col. Currie for joining the July SciPAC call to provide interesting updates about the COA. If you missed the presentation I encourage you to review Col. Currie's PowerPoint presentation sent out by listserv prior to the call.

- 3) Special presentation by COL Jim Currie on COA Legislative and Policy Agenda**

- 4) Report from Vice Chair:** CDR Jennifer Adjemian
 - I will share more information on the voting member selection process with the Rules and Membership Subcommittee update, but I just want to send a reminder to all current voting members that the next Executive Board election will be held as soon as the new voting members selection is finalized. Please take the time to consider running for an elected position in the 2016-2017 SciPAC year. The open positions include Vice Chair (who is also the Chair-elect for the following year), Executive Secretary, and COF Liaison. You can learn more on the roles and responsibilities of these positions through the SciPAC website and SOP. Also, feel free to reach out to the current officers in these roles if you have any specific questions. This is a great way to serve the PAC. More information will be sent to all voting members via email as soon as we hear back from the OSG.

- 5) Executive Secretary Report:** LCDR Qiao Bobo
 - We had 96 Scientist Officers attend last month's SciPAC meeting. The attendance is low possibly because of the EIS conference during that time.
 - If you have any information on events or relevant messages that you wish to distribute to the SciPAC listserv, please email it to me along with any important details to include in the body of the email (qiao.bobo@fda.hhs.gov).
 - For today's call, please remember to email me your attendance using the subject line: "SciPAC Monthly Meeting Attendance".
 - If you are providing a report on today's call, please also remember to email me a copy for the meeting minutes.
 - Lastly, we have a conference line that is available to reserve for SciPAC-related meetings. If interested, please email me with your requested dates and times.

- 6) COF Liaison Report:** CDR Matt Breiding
 - Our SciPAC balance is \$1340.32

7) Subcommittee Reports

- a) **Awards:** CDR Jeremy Wally; Co-Chair: CAPT Tony Satterfield
- No updates to report.
- b) **Career Development:** CDR Michael Smith; Co-Chairs: CDR Jennifer Bodart, LCDR Zewditu Demissie
- With feedback from the SciPAC Chair and Vice Chair, the Career Development Subcommittee has developed guidance for officers regarding collateral duties. The document will be reviewed by the Executive Board and shared with officers once approved.
- c) **Category Day:** CDR Robin Toblin; Co-Chair: LCDR Seth Green
- The survey for Category Day is due July 15. <https://www.surveymonkey.com/r/FR8C5DG>
 - Please submit your information to CDR Kanta Sircar (ddq0@cdc.gov) as requested for the unit commendation medal that will be submitted for nomination for all of those who were involved in Category Day either on the subcommittee or as a speaker.
- d) **Mentoring:** LCDR Jessica Cole; Co-Chair: CDR Jennie Thomas
- Two new mentor/mentee matches were made in June and there are an additional 4 matches pending. There are currently 44 active matches for 2016 with an additional 19 agreements from 2015 that have expired and are being assessed. If you are looking for a mentor or interested in becoming a mentor please email CDR Thomas (fsu8@cdc.gov) or LCDR Cole (Jessica.Cole@fda.hhs.gov). As a reminder, existing mentoring agreements expire annually and should be renewed to ensure the mentors receive a letter of appreciation. You can find the renewal form on the mentoring page <http://usphs-scientist.org/subcommittees/mentoring/> of the SciPAC website. Also on the website are the Mentoring Guidebook, a reference guide, and application forms.
 - The promotion panel team has done a preliminary evaluation of the panel interviews and will be writing up a summary of the observations. The formatting of the final report is to be determined but will be provided to SciPAC leadership around the end of the operational year. The information will be shared with current mentors and the SciPAC community at large.
 - Input from the Category Day survey is still pending and will be used to guide next year's mentoring events and topics. Please provide any suggestions or comments within the survey or email LCDR Cole (Jessica.Cole@fda.hhs.gov) directly.
 - The revised Mentoring Subcommittee SOP is completed and will be uploaded to the website soon.
- e) **Policy Review:** CDR Dominic Frasca; Co-Chair: CDR Adrienne Goodrich-Doctor
- COA's COL Jim Currie gave a short presentation on policy initiatives facing the Corps at today's SciPAC meeting.
- f) **Recruitment, Retention & Readiness (RRR):** CDR Anne Purfield; Co-Chair: CDR Anne Marie France
- Recruitment
 - The recruitment working group, led by LT Danny Benbassat, has been hard at work. During June, LT Benbassat met with four new Scientist Officer in OBC 89
 - LT Elaine Knipes
 - LT Iman Martin
 - LT Julie O'Donnell
 - LT Colleen Scott

- OBC Snapshot

	OBC 86	OBC 87	OBC 88	OBC 89	Total
EIS	2	5	1	4	12
Open Enrollment	1	1			2
Federal Conversion		1			1
Total	3	7	1	4	15

- Sent information to three potential recruits
 - Continued to forward job announcements to boarded applicants. Out of the seven boarded applicants:
 - One of seven (Micheal Shields) is expecting a conversion from BOP
 - Three of seven were not able to find a job or no longer interested
 - One of seven (Marleen Welsh) received as signed PHS Form 1662 on 5 May 2016 from DHS
 - The remaining two need to find a job by 24 July 2016
 - Disseminated the Google Group link to the SciPAC on 13 June 2016. Seven Officers joined the group.
- o Retention
 - The Best Kept Secrets working group is seeking a volunteer with Microsoft Publisher skills who can help convert the current document into one that can easily be modified and converted to a PDF. Please contact Anne Purfield at aip4@cdc.gov if you are interested in this opportunity.
 - We're working with the CDR Kamil Barbour to organize a Scientist Social to welcome new call to active duty Scientist officers on 13 July 2016 in Atlanta.
 - o Readiness
 - The last readiness check was June 30 and we haven't received an update from DCCPR on our status yet.
 - The Healthy Scientist Bulletin will be distributed this week.
 -
- g) Rules and Membership:** CDR Jennifer Adjemian; Co-Chair: CDR Sara Vagi
- o I want to thank all the officers who submitted nominations for SciPAC voting membership for the 2016-2019 term. We received 29 completed applications, which were reviewed by our voting member selection group. After a challenging review process due to the many highly competitive applications received, a final list of six selected officers was generated and submitted to the OSG. All nominees will be notified of their status pending final approval by the OSG, which will hopefully be within the month.
- h) Science:** CDR Jeffrey Goodie; Co-Chair: CAPT Ryan Novak
- o Journal Club Team (LCDRs Tyus and Wilken)
 - The presentation went really well. LCDR Rivera presented on The Course of Mental Health Disorders. After a Disaster: Predictors and Comorbidity and had a discussion at the end. She did a great job.
 - Information about the August meeting will be distributed through the listserv.
 - POC: Please contact LCDRs Cesar Perez (cesar.perez@fda.hhs.gov), Nadra Tyus (ntyus@hrsa.gov), or Jason Wilken (Jason.Wilken@cdph.ca.gov) if you have any questions about the SciPAC Journal Club.
 - o Science and Practice Team (LCDR Cunningham)

- Our next S&P call is scheduled for Tuesday, 19 July 2016 at 1200-1300 EDT.
- The speaker will be CDR Tracy Powell with CDC’s Office of Grants Services and she’ll discuss the regulatory requirements associated with managing and reviewing federal grants, cooperative agreements, and contracts at CDC.
- The title of the talk is: CDC’s Grant Management Process: International Perspective.
- Call-in Number: 866-782-0573 Participant Passcode: 2214354.
- NPS team
 - The draft of the National Prevention Strategy commentary for American Journal of Public Health has been drafted and is being sent to leadership for approval.
 - The article is titled: “Improving Health through the National Prevention Strategy: Contributions of U.S. Public Health Service Commissioned Corps Scientist Officers”.
- Biography and Publications Team
 - Send Completed 2014 and 2015 work by emailing any publications, books or book chapters, government reports and presentations (from any venue including conferences, media, meetings, etc.) to scipac.bibliography@gmail.com with “2014-15 bibliography submission” in the subject line.
 - 2010-2013 bibliographies at <http://usphs-scientist.org/bibliography/>
 - Working on making corrections
 - Email: scipac.bibliography@gmail.com with “Bibliography edit requested” in the subject line.
 - Working to enter information for the 2014 bibliography
 - Fewer entries than expected submitted
- i) **Visibility:** CDR Loren Rodgers; Co-Chairs: LCDR Kamil Barbour and LCDR John Pesce
 - Newsletter
 - Spring Newsletter has been posted to SciPAC website
 - The Editorial board has extended the deadline for submission of articles for the summer issue of the newsletter to 15 July 2016 (which is a week from Friday).
 - All articles – whether related to the symposium, personal milestones, photos, scientific contributions, Officership – should be submitted on/before 15 July 2016 to the newsletter email address (scipacnewsletter@gmail.com).
 - Social Events
 - CDR Kamil Barbour and CDR Anne Purfield will be organizing an Atlanta Social for incoming Scientist EISOs this month in Atlanta. They will post details to the listserv soon.
 - Key AMSUS sessions that might be of interest to Scientists
 - Joint Humanitarian Operations Course (JHOC) – 30 November-01 December 2016 (All Day)
 - Rx for Change –Tobacco Cessation Intervention– 02 December 2016 1300-1700
 - National Standards for Culturally and Linguistically Appropriate Service in Health and Health Care for Emergency Responders– 02 December 2016 0800-1700
 - HHS ASPR/OEM Deployment Readiness Display – 28 November 2016
 - If you’d like additional information about these opportunities, please contact LCDR Erin Nichols (igd1@cdc.gov).
- j) **Website:** CDR Jacqueline Sram; Co-Chair: LCDR Jason Wilken
 - Congratulations to Scientist officers graduating from OBC 88. Their photo has been added to the Website, <https://dcp.psc.gov/osg/scientist/obc-graduates.aspx>
 - We have posted the APFT presentation by LCDR Irvin-Barnwell to the Website, at <https://dcp.psc.gov/osg/scientist/documents/APFT-updated-2016.pdf>

- We have also posted the 2016 Spring Scientist Newsletter (<https://dcp.psc.gov/osg/scientist/documents/APFT-updated-2016.pdf>) and the SciPAC June meeting minutes (<https://dcp.psc.gov/osg/scientist/meetings.aspx>)
- We ask that any Scientist officer who finds a mistake, formatting error, or broken link on the Website to please inform CDR Jacqueline Sram (Jacqueline.Sram@fda.hhs.gov) or LCDR Jason Wilken (jason.wilken@cdph.ca.gov). The new website is current and we encourage all the subcommittees to submit their information for posting. Be aware that postings will now take 2-3 weeks.
- In addition to reviewing and editing documents to make them section 508 compliant, the actual push into the production site is performed by a separate group in the OSG/Division for Systems Integration (DSI). Please contact CDR Sram or LCDR Wilken if you have any questions.
- We have begun holding training sessions for Website Subcommittee members for making all posted document section 508 complaint. We anticipate that this will be a long-term project that will evolve over time as we receive additional guidance from the OSG.

8) Liaison Reports

- COA: CAPT Diana Elson
 - The new COA operational year began July 1 with a change in leadership for the COA Executive Board:
 - CAPT Beth Fritsch: Chair
 - CAPT Dean Coppola: Chair-elect
 - CDR Heather Bair-Brake: Treasurer
 - Past Chair: Craig Wilkins
 - COA also welcomes one new board member, CDR Karen Muñoz
- JOAG: LCDR Alice Shumate
 - A huge congratulations from JOAG to everyone promoted this year.
 - As part of JOAG’s continued focus this year on building public health leadership and advancing deployment readiness, JOAG Readiness & Deployment Workgroup, is looking into and promoting various types of deployment related training and exercises opportunities that would be open to officers of any category. If you have any you’d like promoted please reach out to the Training & Exercise Team Co-Leads, LCDR Bic Nguyen (bic.nguyen@hhs.gov) and LCDR Jorge Muñoz Ortiz (Jorge.munizortiz@fsis.usda.gov).
 - JOAG’s Readiness and Deployment Workgroup is also helping to promote group AFPT events in which officers can get together to train for and do their APFT. Please contact them (apftrdwg@gmail.com) if you’d like to organize one, and check the calendar for upcoming events; it can be found at: https://dcp.psc.gov/osg/JOAG/committees_readiness.aspx
 - JOAG’s next three Journeyman Speaker Series presentations will highlight different Tier I & II deployment teams. Coming up:
 - CAPT Victoria Vachon and CAPT Beverly Dandridge will be presenting “Introduction to the USPHS Tier I/II Response Teams: Applied Public Health Teams (APHT) and Capitol Area Provider Teams (CAP).”
 - ✓ 8 July 2016 from 1300-1400 Eastern
 - ✓ Conference Dial in: 1-302-202-1106; Conference Passcode: 825385
 - ✓ Send any advance questions for the speakers to the JOAG JSS Co-Chairs: LCDR Ghiya Gwt7@cdc.gov & LT Jeisy Scott Fvx0@cdc.gov.
 - The next two coming up after that:

- PHS Tier I & II Deployment Teams: Highlighting Roles of Each & Opportunities for Junior Officers to Get Involved Part II: MHT-2, SAT-2, and SAT-3. 9 September 2016 from 1300-1400 Eastern.
- PHS Tier I & II Deployment Teams: Highlighting Roles of Each & Opportunities for Junior Officers to Get Involved Part III: RIST-NCR, RDF-3, and RDF-4. 4 November 2016 from 1300-1400 Eastern.
- PSYPAG: CDR Ingrid B. Pauli
 - Congratulations to the 15 PsyPAG members who promoted this cycle
 - 3 to CAPT, all of whom were Scientists
 - 6 to CDR, 3 of whom were Scientists
 - 6 to LCDR, 3 of whom were Scientists
 - For our PsyPAG members who did not promote, please consider reaching out to CDR Julie Chodacki, the PsyPAG Mentorship Lead, to get connected with a mentor: julie.chodacki@us.af.mil
 - If you did promote, please consider offering your services as a mentor.
 - PsyPAG votes for Motto are in: Mental Health is Public Health. Next big push will be for creating the logo and coin design.
 - 2nd edition of PsyPAG Post (our newsletter) will be out this month.
 - PsyPAG has a big push to review new psychologist applicants to the Corps?
 - 12 senior officers are reviewing 42 new applicants in a short-turnaround time. Thanks to those who are contributing to the selection of the best and the brightest to serve in the CC!
 - Next PsyPAG Meeting will be 3 August 2016 at 1200 EST.

9) Other Business, Questions, Comments

- Minority Officers Liaison Council (MOLC): LCDR Eric Zhou
 - The MOLC Charter and Bylaws Subcommittee have been meeting to review and revise the two guiding documents.
 - APAOC presented the APAOC strategic planning process at the last MOLC business meeting on 28 June 2016. The presentation was well received, and it is anticipated that CMAG representatives will be reaching out to both APAOC commanders for guidance and assistance in their respective CMAG strategic planning process.
 - CAPT David Lau presented opportunities for AMSUS. Please contact CAPT David Lau (David.Lau@ice.dhs.gov) for more information.
 - BCOAG is pleased to offer the Awards Review Program (ARP) under the leadership of the BCOAG Awards Committee and the BCOAG Career and Professional Development Committee. The purpose of the ARP is to provide valuable input to help strengthen draft award narratives for PHS awards. Officers are encouraged to submit their award narratives for review before submitting to PHS for approval. Interested officers should follow these instructions to submit their narratives. Submit a one-line citation and narrative to bcoagawards@gmail.com.

10) Closing Remarks: CDR Matthew Murphy

- Our next SciPAC call will be 2 August 2016.

NOTE: Next meeting **Tuesday, 2 August 2016 @ 1200–1300 EDT**