



Scientist Professional Advisory Committee Meeting

Minutes

Tuesday, August 5th, 2008

1100 – 1300 (Eastern Time)

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

Participant Passcode: 1081160 Leader: CDR Sara Newman

Participants

SciPAC Executive Committee 2007/8 Voting Members

Rank	Name	Agency	Role	Prior Term	Current Term		Yrs on PAC	X, if present
					Start	End		
RADM	Helena Mishoe	NIH	CPO					X
CAPT	Bill Burkhardt III	FDA		No	2005	2008	3	
CAPT	Jon R. Daugherty	FDA	Recruitment and Retention	Yes	2005	2008	6	X
CAPT	Mehran Massoudi	CDC	Science	No	2005	2008	3	X
CAPT	John Mosely Hayes	IHS	Website	Yes	2005	2008	6	
CDR	Rachel Avchen	CDC	Vice-Chair Rules and Membership	No	2006	2009	2	
CDR	Christine Benally	OS	Policy	Yes	2007	2010	4	
CDR	Diana Bensyl	CDC	Secretary	No	2006	2009	2	
CDR	Tracy MacGill	FDA	Emergency Preparedness	No	2005	2008	3	
CDR	David McIntyre	IHS	Emergency Preparedness	Yes	2007	2010	4	
CDR	Mark Methner	CDC	Mentoring	Yes	2006	2009	5	
CDR	Daphne Moffett	CDC	Historian	Yes	2004	2012	7	
CDR	Sara Newman	NPS	Chair	Yes	2007	2010	4	X
CDR	Martin Sanders	CDC	ExOficio	Yes	2007	2010	4	
CDR	Mark Seaton	FDA	OFRD	No	2005	2008	3	
CDR	D. Ross Spears	CDC	Career Development	Yes	2006	2009	5	
LCDR	Marco Bennett	FDA	Category Day	No	2006	2009	2	X
LCDR	Maleeka Glover	CDC	JOAG Category Day	No	2007	2010	1	
LCDR	Wei Guo	FDA	Visibility	Yes	2005	2011	3	X
LCDR	Rona LeBlanc	FDA	Recruitment and Retention	No	2005	2008	3	
LCDR	Matthew Newland	HRSA	Treasurer	No	2006	2009	2	X

			Awards				
Dr.	Dalton Paxman	OS		Yes	2005	2008	6

Non-voting Scientist Participants

Participant	Agency
LCDR Karon Abe	CDC
Nelson Adekoya	CDC
LT Ashleigh L. May	CDC
CAPT Kate Brett	CDC
CAPT Pamela Ching	CDC
LT Deborah L. Dee	CDC
CDR Laura Draski	FDA
CAPT Bennett W. Fletcher	NIH
CDR Artensie Flowers	CDC
LCDR Sally Hu	NIH
Lieutenant Colonel Paul E. Levin	DoD
CAPT Mehran Massoudi	CDC
LCDR Henraya McGruder	CDC
CDR Michael D. Murry	BOP
CDR Timothy Nelle	FDA
LCDR Ryan Novak	CDC
LCDR James L. Osterhout	FDA
CDR Amy Park	Valley View Health Center
CDR Lisa Pealer	CDC
CDR Nisha Robbins	DOH Florida
LCDR Mike Smith	FDA
LCDR John Stansberry	NIH
LCDR Fei Xu	FDA
LCDR Yi Zhang	FDA
Laurence Libelo (Inactive Reserve Corps)	EPA

I) Call to Order and Welcome **CDR Sara Newman**
EMAIL LCDR Matthew Newland mnewland@hrsa.gov for roll call
 Minutes approved for July.

II) Report from the CPO **RADM Helena Mishoe**

- a) RADM Mishoe welcomed new Scientist officers
- b) Updated call participants on the revision of the COERs. The consensus among CPOs is that the COERs are inflated. Most raters are civilians and inflated COERs lack variation. A possibility to amend this is to create a new composite document or synthesis report. There are currently 3 different groups reviewing these new draft documents. Ideally, the new documents and reviews (when completed) should look like a bell curve and should evaluate job performance, not conduct. All officers are strongly encouraged to initiate mid-term meetings with their raters to report progress. Although there is the potential for rating inflation on the new forms, there is no consensus if it is or is not an issue yet.
 - i) The next step is to formally generate a prototype COER. The process will be as follows:
 - (1) Run an informal test

(2) Select a focus group for input

(3) Then run a formal test

ii) Information Technology personnel will help to generate the new documents electronically and they should be ready by January or February of 2009.

c) Another board is also being formed for the issue of involuntary retirement

d) The new Billet Review is also in the process of launching. The goal is to have a thorough explanation of what the officer(s) is doing. There will be many different levels of billet review including a) Supervisor, b) Agency Liaison and c) PAC Review. RADM Mishoe asked for an open discussion on this issue. She also mentioned that through this process, there is the potential for all billets to be rated either 10% lower or higher.

e) The last item RADM Mishoe discussed was Promotion and Assimilation. She congratulated all Scientist officers who were promoted or promoted to their permanent grade and assimilated. For those who were not, she encouraged everyone to please keep up the good work and to seek mentors. She also wanted to recruit 0-5s and 0-6s within the Scientist category to serve as mentors.

f) RADM Mishoe discussed providing counseling to officers who are not promoted and fall in the lowest quartile. She is seeking O5 and O6 officers to volunteer to assist in counseling.

III) Report from the PAC Chair

CDR Sara Newman

a) Sara thanked RADM Mishoe for the update, especially the update on the COERs. The Associate Recruiter program is temporarily on hold as they are developing a new ARP

b) PAC Chairs are reviewing promotion benchmarks for 2010 for all categories, and CDR Newman will seek input from the PAC, especially on Scientist specific benchmarks

IV) Treasurer's Report

LCDR Matthew Newland

a) The Sci-PAC account as administrated by COF is currently: \$2320.01

b) T-shirts and coins are still available and LCDR Newland encourages the next administration to purchase additional coins. The mold is already created so it will be economical to make additional coins from now on. The account is up to nearly the amount at the beginning of this administration. This administration has been very successful in terms of managing finances and transitioning the account over to COF. We've accomplished much throughout the year and can still benefit from t-shirt and coin sales. There are many t-shirts in all sizes still available. LCDR Wei Guo recommended that the next administration purchase additional t-shirts in blue for increased visibility of Sci-PAC.

V) Subcommittee reports

a) **Category Day**

LCDR Marco Bennett and LCDR Maleeka Glover

i) No update

b) **JOAG Liaison Report**

LCDR Maleeka Glover

i) No update

c) **Rules and Membership Subcommittee**

CDR Rachel Avchen

• Welcome new CAD (June):

LCDR INGRAM	MARY
LT FRANCE	ANNE
LT GARDNER	TRACIE
LT GROENEWOLD	MATTHEW
LT IULIANO	ANGELA
LT JENTES	EMILY

LT PARKS	SHARYN
LT JARQUIN	VANESSA
LT KIM	CLARA
LT MAY	ASHLEIGH
LT NJAI	RASHID
LT VAGI	SARA
LT LOWTHER	SARA
LT NIELSEN	CARRIE
LT WISE	MATTHEW
LT JACKSON	MICHAEL

CAD (July)

LCDR HUNTER	CHRISTOPHER
LT BELDE	ROBERT
LT BARRADAS	DANIELLE
LT GREGORY	CRIA
LT REDWOOD	YANIQUE
LT SILK	BENJAMIN
LT WALLY	JEREMY

- Membership
 - Committee recommended 10 applicants to the CPO
- RADM Mishoe reviewed and has forwarded recommendations to SG for confirmation
- Sci-PAC will soon have elections for its leadership and all committees to serve on
- CDR Rachel Avchen will be the next Chair and our category is now up to 266 officers which is the highest it has been ever. In addition, many new officers are on the call today!

d) Website **CAPT John Mosely Hayes and LCDR Danice Eaton**

e) Sara explained that the website is still under transition to the HHS website and our committee is actively participating in training to make the transition go smoothly.

f) Recruitment and Retention Subcommittee **CAPT Jon Daugherty and LCDR Rona LeBlanc**

- i) CAPT Daugherty wanted to get an idea of the status of applicants to the PHS. He explained that getting a job when applying to PHS is a challenge. He also mentioned that the military facilities would be good for the medical clearance process of the application.

g) Awards Subcommittee **LCDR Matthew Newland**

- i) No update.

h) OFRD Subcommittee **CDR Mark Seaton**

- i) No update.

i) Mentoring Subcommittee **CDR Mark Methner**

- i) No update.

j) Science Subcommittee **CAPT Mehran Massoudi and LCDR Yi Zhang**

- i) No update.

k) Emergency Preparedness Subcommittee **CDR Tracy MacGill/CDR David McIntyre**

- i) No update.

l) Policy Review **CDR Christine Benally and LCDR Tim Nelle**

- i) LCDR Tim Nelle mentioned that the committee reviewed last month the issue of deployment readiness and submitted comments to OSG.

m) Career Development **CDR Ross Spears**

- i) No update.

n) Visibility Subcommittee **LCDR Wei Guo and LCDR Sally Hu**

- i) No update.

VI) Closing Remarks **CDR Sara Newman**

- a) 2008 EIS numbers: 21 new Corps Scientists. Welcome!
- b) Since this is her last meeting as Chair, CDR Newman also wanted to thank all of the scientists for the honor to serve them during the past fiscal year.

PLEASE NOTE Next meeting: **September 9, 2008; 1100-1300 EST New Call in number is
The call in number is 1- 866-724-8991 The passcode for the participants is 1081160**