



## BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



### General Meeting July 2013 Minutes

#### Call to Order

- CDR Adrienne Goodrich-Doctor, BCOAG Chair-Elect, called the July 11, 2013 BCOAG meeting to order at 1100 EST.

#### Roll Call & Introductions

- LCDR Eboni Taylor, BCOAG Correspondence Secretary, conducted a roll call of voting members - a quorum was present.
- All non-voting members participating via teleconference were asked to submit their information via the online non-voting member roster.

#### Approval of Minutes

- The minutes from the May 2013 and June 2013 BCOAG meeting were tabled due to the special presentation.

#### Special Presentation

- RADM Helena Mishoe made a presentation to the BCOAG General Body regarding health disparities.

#### **STANDING COMMITTEE REPORTS**

##### **Awards Committee:**

- The Awards and Career and Professional Development Committees are pleased to announce the Awards Review Program (ARP) that launched in June 2013. The ARP is designed 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 their agencies and PHS for approval. Officers must use the guidelines provided below and listed in the BCOAG General Announcements and submit their draft narratives to [bcoagawards@gmail.com](mailto:bcoagawards@gmail.com).
  - Submit a one-line citation and text of the award to the designated email address.
  - Submit the award narrative as a MS Word file attachment with a cover page and no more than four pages of narrative.
  - The cover page should include the following: RANK, NAME, AGENCY, EMAIL, PHONE
  - Award narrative should be double-spaced in Times New Roman and 12-point font with 1-inch margins.
  - Award narratives must be submitted to [bcoagawards@gmail.com](mailto:bcoagawards@gmail.com).



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PDF files will not be accepted. Officers must use the preferred format for submissions and allow up to three weeks for review. The reply will be a summation of comments and questions to consider from at least two reviewers. Reviewer comments may be provided as track changes or listed at the end of the award narrative. Be sure to provide reliable contact information in case the reviewers have questions and to ensure prompt return of the documents once the review has been completed. Comments provided by reviewers are not an assurance that the officer will be granted an award.

If an officer is eligible for promotion during Promotion Year 2014 (PY14) and, an award write up is submitted by August 10, 2013, comments will be returned by August 31, 2013. For additional information or questions, please contact: CDR Robin Hunter-Buskey at [rhunterbuskey@bop.gov](mailto:rhunterbuskey@bop.gov); [bibihunter@earthlink.net](mailto:bibihunter@earthlink.net) or CDR Reginald Smith at [rsmith3@hrsa.gov](mailto:rsmith3@hrsa.gov).

- The Committee is in the process of preparing letters of appreciation for BCOAG members that volunteered at the MOLC booth during the USPHS COF Symposium.
- The Committee will also be sending a call for award packages to voting members regarding the PHS Special Assignment in the next few weeks.

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#### Career & Professional Development Committee:

##### I. Committee Overview

The Committee utilizes a team centered approach to serves as a resource to BCOAG members to help manage their careers by the following:

##### Goals:

- Share career development & training information
- identify opportunities for mentorship
- strengthen recruitment and retention activities

##### Objectives:

- Increase visibility of the mentoring program
- Expand recruitment efforts at HBCUs
- Collaborate across BCOAG committees/teams to further outreach



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## II. TEAM Reports

### *Career and Professional Development*

1. The C&PD Team met on July 8 at 10:00 a.m. ET.
2. The team discussed the June 24 Networking Presentation, which received very favorable feedback.
3. The “Promotions While You Wait” document was slated for release on July 8, 2013 but will be released in August 2013.
4. The Team also developed its plan to receive and review CVs and Promotion Board comments. The calls for reviewers will go out in August 2013. The Team will begin receiving CVs in SEP 2013 and return CVs to officers NLT OCT 2013. Officers that submit CVs will have the option for a brief discussion with the reviewer.

### *Mentoring*

New leadership is meeting with outgoing leadership to transition assignments. So far, the team has had two meetings discussing how to move forward with the goals and objectives for 2013. Quarterly mentoring tips will be sent in July to the mentoring program participants and the updated mentoring e-booklet will be put it on the website.

Please, contact LCDR Ekwutosi Okoroh, Team Lead at [ile4@cdc.gov](mailto:ile4@cdc.gov) and/or CDR Corey Palmer, Co-Lead at [corey.palmer@tsa.osd.mil](mailto:corey.palmer@tsa.osd.mil) for additional information or questions.

### *Recruitment*

The Recruitment Team is working to come up with alternative methods to reaching out to other HBCUs with CC eligible programs. Our plan is to build a list of those eligible HBCUs that would serve as an outreach and education effort. The team will also begin updating some of the Corps recruitment materials to include BCOAG information to share with these schools. Stay tuned for more details.

As we continue in our efforts of reaching out to HBCUs by bringing awareness to Corps opportunities, we ask that you join us. If you plan on visiting your alma mater, please let us know, and consider dovetailing and making it a recruitment opportunity as well. The Recruitment Toolkit is available on the new BCOAG website for all officers to utilize. If you have any questions about this toolkit, please contact LCDR Kami Cooper.



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The OBC Recruitment Team attended the OBC Open House on June 13, 2013, and graduation ceremony on June 21, 2013. The team recruited seven new officers at the Open House. The team attended the graduation ceremony to meet and support the graduates, as well as present them a congratulatory letter for the completion of the Officer Basic Course. The team will be attending the July 11, 2013 OBC Open House as well as the July 19, 2013 OBC graduation ceremony. Since the beginning of the year, the OBC Recruitment Team has recruited 47 new officers into BCOAG. The team is still in need of volunteers to attend the August, October and December open houses.

#### *Retention*

##### Planned Activities

- 1) Engaging with Retired BCOAG Officers to present the second installment of the Legacy Series is scheduled for late fall.
- 2) The 2nd Financial Series Seminar has been moved to the beginning of August. A flyer will be sent on the listserv after C & D leadership approve the format.
- 3) Engage Agency Liaison (in development with HRSA)
- 4) A "Mentoring Your Mentor" presentation is still being planned for the end of July. A flyer will be forthcoming shortly.

##### Completed Activities

1. Engaging with Retired BCOAG Officers (Legacy Series) (Second session in development for late fall)
2. 1st installment of the 2013 Financial Seminars

Please, contact LCDR Lamar Henderson, Team Lead at [lamar.henderson@samhsa.hhs.gov](mailto:lamar.henderson@samhsa.hhs.gov) and/or CDR Julia Bryan, Co-Lead at [jbryan@hrsa.gov](mailto:jbryan@hrsa.gov) for additional information or questions.

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#### **Health Disparities Committee:**

The mission of the Health Disparities Committee (HDC) is to promote health issues that disproportionately affect the Black/African American community. BCOAG members who are not familiar with the committee are encouraged to visit the HDC page on the BCOAG website located at [www.USPHS.gov](http://www.USPHS.gov). The HDC Webpage contains the complete list of committee goals in addition to factsheets on health disparities in the African American community.

The HDC held its last meeting on June 19, 2013. During this meeting, activities for 2013 were discussed. Currently, the HDC is divided into four teams:



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1. Health Disparity Webpage Team
2. Outreach to BCOAG membership Team
3. Community Outreach Team
4. Outreach to COA and PHS officers Team

#### Specific report by team

*Health Disparity Webpage Team by LCDR Pilgrim Spikes (Lead)*

The team's tasks include the following:

- Make sure current links found on [http://www.usphs.gov/corpslinks/bcoag/documents/Listing\\_of\\_Factsheets\\_and\\_Resources\\_for\\_BCOAG\\_Webpage\\_27July12](http://www.usphs.gov/corpslinks/bcoag/documents/Listing_of_Factsheets_and_Resources_for_BCOAG_Webpage_27July12) are still active.
- Check factsheets/links for review/updates within last year. If no revision or update in the last year, find newer version on a ".gov" website (e.g., CDC, NIH, etc.). If an update cannot be found and the revision date is less than 3 years old, leave it on the webpage.
- For updates and revisions, use the URL for the PDF, if available, instead of for the HTML.
- Make sure fact sheet is written at a 7th/8th grade reading level.
- Keep track of (new) topics, fact sheets, and updated URLs in the MS Excel sheet that LCDR Spikes emailed.
- Also include Spanish version PDFs, if available.
- Add new topics or additional factsheets of importance

Activities for the Health Disparity Webpage Team are ongoing. There is no new report for the Health Disparity Webpage Team.

*Outreach to BCOAG membership Team by LT Ayana Rowley (Lead)*

The goals for the Outreach to BCOAG Membership team are the following:

- 1) Coordinate a comprehensive dissemination of a health related topic monthly via one or more of the following activities
  - a) Disseminate factsheets already created on the specific topic (or as an alternative create factsheets if none exist from a federal source). The purpose of fact sheet is to raise awareness of existing health disparities and ways we can address
  - b) Promote Continuing Education opportunities related to the monthly topic.
  - c) Promote reports and lectures related to the monthly topic
  - d) Promote existing programs and sources of information related to the monthly topic
- 2) Invite a guest speaker to discuss Health Disparities initiatives quarterly (could be in the format of a webinar or telecon) for BCOAG membership



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#### 2013 Health Topics

Note: Health Topics will be selected from the National Health Observances calendar, however in some months an alternative health topic may be selected based on the interest of the committee and supporting activities. The 2013 calendar can be found at the following web address

<http://healthfinder.gov/NHO/nhoyear.aspx?year=2013>

Month	Health Topic	National Health Observance
January	Transition Month	No Health Topic Highlighted
February	Transition Month	No Health Topic Highlighted
March	Colorectal Cancer	National Colorectal Cancer Awareness Month
April	Minority Health	Minority Health Month
May	Obesity	National Physical Fitness and Sports Month
June	Blindness/Eye Health (Glaucoma and Cataract)	Cataract Awareness Month
July	Juvenile Arthritis	Juvenile Arthritis Awareness Month
August	Immunization	Immunization Awareness Month
September	Suicide	National Recovery Month
October	Health Literacy	National Health Literacy Month
November	Diabetes	American Diabetes Month
December	HIV/AIDS	World AIDS Day (December 1st)

This month is Juvenile Arthritis Awareness Month. A general health facts sheet developed by CDR Candace Griffin was sent to the BCOAG listserv the first week of July.

In addition, CDR Morrissa Rice, developed a health fact sheet on HIV Awareness and Prevention to highlight National HIV Testing day, which was on June 27, 2013. This factsheet was also disseminated on the BCOAG Listserv.

Next month will be:

August	Immunization	Immunization Awareness Month
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***We are seeking a volunteer to draft a health awareness sheet for the Month of August. All BCOAG members are encouraged to volunteer! We have a draft template available!***



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#### **Seminars on Health Disparities:**

On July 11, 2013, the Health Disparities Committee Outreach to Membership Team will sponsor a Health Disparities Seminar with Guest Speaker RADM Mishoe. RADM Mishoe's presentation will occur during the July BCOAG Meeting. The title of her presentation is *Health Disparities: Saving the Next Generation*.

The information concerning the presentation is below and was included in the BCOAG Announcement.

Teleconference information: 1-877-798-6354; pin: 129733. For the audio portion of the presentation, please remain on the line.

To access the slides for the presentation, please click on the following link:

<https://collaboration.fda.gov/usphs-bcoag/>

#### **National Prevention Strategy: Prevention through Active Community Engagement: DCCOA/SciPAC and Montgomery County Public Schools**

LCDR Ayana Rowley was selected to be the DC area Chair along with LCDR Luz Rivera to help expand the current program throughout the DC Metropolitan Area (Maryland, DC and Virginia). NPS PACE continues to develop a toolbox kit of resources for officers to utilize (see link below). Currently, NPS PACE is seeking volunteers for the AALEAD Summer Workshop Series (geared toward empowering Asian American youth). In addition, DCCOA NPS PACE is seeking opportunities to partner with area schools and school districts. If you have a point of contact or a know of a youth program in need of volunteers, please contact LCDR Rowley at [ayana.rowley@fda.hhs.gov](mailto:ayana.rowley@fda.hhs.gov)

NPS PACE Toolbox Resource:

<https://sites.google.com/site/commissionedcorpspaceprogram/home/tool-kit>

NOTE: LCDR Rowley is also working on the BCOAG Community Outreach Committee to support the BCOAG initiative to work within the Maryland PG County Public School System. We defer all further updates on this opportunity to the Community Outreach Committee.

#### **Upcoming Meeting**

Next Meeting for the Health Disparities Committee Outreach to BCOAG Membership Team is July 31, 2013, from 1430 to 1500 EST (Teleconference ONLY). Teleconference Number is 877-928-1404 Passcode 90406887.

*Community Outreach team by LT Mekeshia Bates (Lead) – A report about the Community Health Initiative, a collaboration between the BCOAG Community Outreach and Health Disparities Committees, was provided in July because the June 2013 meeting was cancelled due to inclement weather. The original report and pictures are provided in the June 2013 meeting minutes.*



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#### Communications and Public Relations Committee:

Not submitted for minutes.

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#### Community Outreach Committee:

##### A. Initiatives:

1. Efforts continue to facilitate more engaged Community Outreach for the PG County school system and to align efforts with the National Prevention Strategy, the BCOAG CO Committee mailed approved letters to Superintendent and Principals of 14 PG County Schools during the month of May and June.
  - Follow-up phone calls to each school is underway as an attempt to further introduce BCOAG to the PG County School system.
  - Onsite school visit scheduling to be determined.
2. NOLA Mission planning continues to be underway.
  - a. The date of the NOLA Mission will be the week of October 13, 2013.
  - b. The **NOLA Mission Interest Survey** will be available in the next few days. Please complete the survey ASAP in order to determine who is interested in attending the Mission and assist with further planning of the mission.

More mission planning updates will be provided as planning progresses.

##### B. Announcements:

#### **Call for Volunteers: Delta Sigma Theta Sorority's 51st National Convention, Divas, MPH and The Delta Foundation 5K and Health Fair**

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**WHO:** 4-6 Officers are requested to provide Health Education on some of the following topics: (BMI, Blood Pressure, Diabetes, Vision, Glaucoma and Cholesterol).

**WHAT:** Divas, MPH (Making our People Healthier) <<http://divasmph.org/>>, a 501(c)(3) non-profit organization dedicated to improving the total health and wellness of women and The Delta Foundation <<http://www.deltafoundation.net/>>, the 501(c)(3) non-profit arm of Delta Sigma Theta Sorority, Inc. committed to creating possibilities and improving lives, is excited to extend the opportunity to join them in encouraging women to live longer, healthier, and happier lives.





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During the kick off of Delta Sigma Theta Sorority's 51st National Convention, Divas, MPH and The Delta Foundation are hosting a 5K and Health Fair to encourage women, men, and families to take steps to improve their physical health and lower their risks of certain diseases.

**WHERE:** National Mall

**WHEN:** Friday, July 12, 2013 from 8:00AM – 11:00AM

**Attire:** Khakis

**POC:** Please contact LDCR Filita Moore @ [filita.moore@foh.hhs.gov](mailto:filita.moore@foh.hhs.gov) ext. (301) 594-3736 or CDR Aisha Mix at [aisha.mix@hrsa.hhs.gov](mailto:aisha.mix@hrsa.hhs.gov) ext. (301) 443-1443 if you would like to volunteer for this Community Outreach event by Wednesday, July 10, 2013.

#### C. Volunteers are needed to serve on the Community Outreach Committee:

- CO is still requesting members to volunteer for the following committee duties for the remainder of the year:
  - Minutes/Agenda
  - Monitor Community Outreach Engagement and Activities

Please submit your interest to LCDR Filita Moore.

If you would like to be included in the BCOAG CO email listing please email me at [filita.moore@foh.hhs.gov](mailto:filita.moore@foh.hhs.gov) in order to start to receive BCOAG CO planning minutes and correspondence.

BCOAG Community Outreach Committee members are encouraged to participate and to invite BCOAG members from other geographical locations to participate on our calls.

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#### **Membership:**

The BCOAG Membership Subcommittee met on Tuesday, 9 JUL 2013 at 0900 CT/ 1000ET. The major discussion items include:

- BCOAG voting membership



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- The Membership Committee has extended the nomination period for voting membership until Wednesday, 31 JUL 2013. An updated fillable PDF form will be available on the BCOAG General Announcements as well as on the BCOAG website. Currently, BCOAG is seeking 6 new voting members.
- “Benefits of Voting Membership” presentation
  - The “Benefits of Voting Membership” presentation was held on 18 JUN 2013 at 1300 CT/1400 ET. CDR Delia Jones-McHorgh and LCDR Kendra Bishop presented. Special thanks to LCDR Kendra Bishop for supporting this effort.
- Faces of the Corps
  - This initiative is jointly shared with the Awards Committee and Retention Workgroup of the Career and Professional Development. The Faces of the Corps initiative is to highlight officers for their contributions to the USPHS and BCOAG while simultaneously revealing key information about the officers’ duty stations. Special thanks to CAPT Rebecca Singleton for an excellent job. This document will be forwarded to the Executive Committee for approval.
- Networking Spreadsheet
  - The BCOAG Networking Spreadsheet will soon be released. LCDR Eddie Hall has done a superb job with managing the spreadsheet that now contains information for approximately 225 officers. If anyone needs to update your rank, please make the appropriate changes to the spreadsheet. Also, the Membership Committee encourages all officers to use the information on the spreadsheet as a means for networking with other officers.

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#### **AD HOC COMMITTEES:**

##### **Social Committee:**

Not submitted for minutes.

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##### **Charter and Bylaws Committee:**

The Charter & Bylaws committee is currently waiting on feedback from the Chair regarding changes to the Charter, once received we will incorporate the committee’s proposed changes onto the amendment template to submit to the Executive Committee and the voting membership.

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#### Readiness Liaison:

No report this month.

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#### Minority Officer's Liaison Council:

CDR Ansah reported that the Council met on Tuesday, 7/9/13 and some of the items discussed were:

1. Feedback: The 2013 MOLC Award Ceremony was a success with some Flag Officers in attendance.
  2. COA Board of Directors had a "hotwash" on June 5, 2013, following the COF Symposium and the consensus was that it was a successful symposium.
    - a. Effort is, currently, underway to identify a venue for the 2014 COF Symposium; Raleigh-Durham - NC, Atlanta – GA, Kansas City – KS, and Washington D.C being potential venues with Raleigh and Atlanta, in the lead, thus far.
  3. Extension of MOLC membership to 2 years – Discussion remains ongoing on this proposal; an ad hoc group has been formed to look into how this will be instituted and its impact on the CMAGs. This group will reach out to the CMAGs for input on this issue as they continue their deliberations.
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#### COF:

As of 7/11/13, the BCOAG account balance is \$2,464.16.

- Sales: 15 coins
- Deposits: \$150.00
- Expenses: \$10.75 for shipping and handling costs

The Petty Cash balance is \$160.60 following purchase of a coin for the MOLC Luncheon at the COF Symposium in Arizona.

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#### Old Business/New Business/Open Floor:

- Old Business
  - Significant changes to USPHS uniform appearance policy; removal of dreadlock description (“hair policy”).
  - Committee budget requests are under review; LCDR Sydnor will follow up with those who submitted in the next week; additional requests should be submitted to CDR Mix and LCDR Sydnor as soon as possible.
  
- New Business
  - CDR Leslie Cooper’s retirement effective June 30; thank you submitted to BCOAG officers.
  
- Open Floor
  - LT Bates: Nurses and officers in VA region: next NursePAC meeting in July (need to confirm date); attendance is welcome.
  - LCDR James Hall needs assistance; position ends September 28 and officer has requested assistance seeking a new position; contact: [JAMES.E.HALL@cbp.dhs.gov](mailto:JAMES.E.HALL@cbp.dhs.gov)
  
- The meeting was adjourned at 12:24 EST.
- Officers whose duty station is outside of HHS (i.e. BOP/DHS) may send an email to [bcoag.org@gmail.com](mailto:bcoag.org@gmail.com) to record their attendance. This exception is due to access/firewall barriers. All others will need to complete the sign-in roster. Attendance must be submitted within 24 hours of the meeting.
- The next meeting is scheduled for Thursday, August 8, 2013 at 1100 EST.

BCOAG meetings are held on the second Thursday of each month from 11:00 – 12:30 (EST).

If you wish to participate via teleconferencing, please call:

Dial: 1-877-798-6354

PIN: 129733



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Respectfully Submitted,

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LCDR Natalie Gibson  
Executive Secretary

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LCDR Charlene Sydnor  
Chairperson

#### Attendance for 11 July 2013

##### Voting Members

CDR Kofi Boadu Ansah  
CDR Adrienne Goodrich-Doctor  
CDR Aisha Mix  
CDR Delia Jones-McHorgh  
CDR Julia Bryan (excused)\*  
CDR Karen Beckham (excused)\*  
CDR Tarsha Cavanaugh (excused)\*  
CDR Terry Harrison  
CDR Todd Johnson (absent)  
LCDR Eboni Taylor

LCDR Filita O. Moore  
LCDR Hamet Touré  
LCDR Jemekia Thornton (excused)  
LCDR Natalie Gibson (excused)  
LCDR Pilgrim Spikes (excused)\*  
LCDR Zanethia Eubanks  
LCDR Zewditu Demissie  
LCDR Danielle Russell (absent)  
LT Chinyelum (Chi Chi) Olele\*

\* Represented by alternate

##### Non-Voting Members

RADM Helena Mishoe  
CAPT Beverly Dandridge  
CAPT Diahann Williams  
CAPT Michaele Smith  
CAPT Rebecca McCain-Singleton  
CDR Kimberly McIntosh-Little  
CDR Morrisa Rice  
CDR Rhondalyn Cox  
CDR Trellis Adams  
LCDR Alicia Sherrell  
LCDR Antoinette Percy-Laurry  
LCDR Bethanie Parrish  
LCDR Carla Burch  
LCDR Cindy Eugene  
LCDR Erika Odom  
LCDR Jennifer Smith  
LCDR Jyl Woolfolk

LCDR Kendra Bishop  
LCDR Kerri-Ann Jennings  
LCDR Kimberly Jones  
LCDR Kimberly Rains  
LCDR LaMar Henderson  
LCDR Latasha A. Allen  
LCDR Nadra Tyus  
LCDR Samantha Fontenelle  
LCDR Sherry Spriggs  
LCDR Sidney Hairston  
LCDR Sylvester Smith  
LT Chandra Jolley  
LT Emily Crarey  
LT Garman (Will) Williams  
LT Mekeshia Bates  
LT Stephanie Felder  
ENS Nuri Twaab