



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



General Meeting February 2012 Minutes

Call to Order

- LCDR Morrissa Rice, BCOAG Chair, called the February 9, 2012 BCOAG meeting to order at 1100 EST.

Roll Call & Introductions

- LT Chinyelum Olele, 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

- Approval of the minutes was deferred to the March 2012 meeting.

STANDING COMMITTEE REPORTS

Awards Committee:

- The first meeting of the committee was held on January 31, 2012 from 1:30-2:30pm.
- The meeting was announced via the BCOAG listserv however there were problems with the conference call-in number so only a limited number of officers were able to join the meeting.
- During the meeting the committee discussed the following:
 - The Role of the BCOAG Awards Committee
 - Committee Goals for 2012
 - The proposed timeline for 2012 activities
 - Revision of BCOAG Annual Awards
- Comments/edits were solicited from the BCOAG general body during the January meeting and via the BCOAG listserv – no comments were received.
- The committee is currently discussing possible revisions to the award announcements and will send the revised award announcements to the EC for review/approval.



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- Pending the outcome of the EC review the announcement for nominations should be released the beginning of March and nominators will have five to six weeks to submit the full nomination package.
- Update on the “Unsung Hero” award activity – LCDR Samantha Fontenelle will lead this activity for the committee and will provide updates to the general body during future meetings.

Officers interested in joining the committee should contact LCDR Adrienne Goodrich-Doctor at goodrichdoctoaj@niaid.nih.gov.

Career & Professional Development Committee:

I. Committee Overview

The Committee’s goal for 2012 is to serve as a resource to BCOAG members to help manage their careers by utilizing a team centered approach which includes:

- sharing career development & training information
- identifying opportunities for mentorship
- strengthening recruitment and retention activities

As we move into the year 2012, we are looking to not only expand, but continue our efforts to provide information and resources related to financial planning and career management, participate in the Officer Basic Course (OBC) Open House and Graduation activities, increase visibility of the mentoring program, expand recruitment efforts at HBCUs, and collaborate with other committees/teams to address issues of concern to the BCOAG membership.

II. TEAM Reports

1. Career and Professional Development

The Team is currently in transition and seeking a Co-Chair to help plan and coordinate activities for this year. CDR Celia Gabrel has agreed to serve as the interim Chair during this time. An advertisement is currently posted in the BCOAG Weekly Announcements. We are soliciting candidates with an interest and/or experience in developing tools and resources to assist officers in managing their careers.



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The team has considered looking at career and professional development through different lenses. Since every PAC/PAG has a career and professional development component, the team will focus on other aspects of professional development, which include:

1. Describing different methods for promoting individual growth and career development;
2. Identifying best practices and lessons learned; and
3. Identifying resources for professional growth and development.

Officers interested in working with the team, should contact CDR Celia Gabrel at celia.gabrel@fda.hhs.gov or at 301-796-3304 for additional information and/or to express interest.

2. Mentoring

Meetings: Our last meeting was 2 February 2012. Two active members were present for the meeting (CAPT Smith, CDR Dorse). Our next scheduled meeting is TBA

Discussion from December meeting on 12 December 2011:

- New scheduled mentoring meetings: the new time and day of the week for the mentoring team meeting will be the second Thursday of every month at 11:00am EST
- Continually updating mentor-mentee roster for 2012:

Every mentee is assigned to a mentor upon request and information is updated on the current FY11 roster. Currently, there are 100% mentee requests assigned mentors -mentee relationships established.

Mentoring Team will continue to solicit mentors and mentees on a continuous basis. An advertisement is currently posted in the BCOAG Weekly Announcements

- Mentoring team member solicitation continues. The team is asking for officers to volunteer to become a member on the Mentoring Team. Currently we have only 2 active members. We meet once per month. Anyone can feel free to call in and listen during our scheduled meetings.

The team also discussed the possibility of merging with another BCOAG team with the same goals and activities, i.e. Recruitment Team. CDR Dorse would still retain management over the mentor-mentee roster. CDR Dorse will discuss this option with CDR Beckham, Chair, BCOAG Career and Professional Development Committee.



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- Goals for 2012 will be discussed during our next meeting. Committee will wait until after consideration of merging with another team.

Point of Contact:

If anyone is interested in joining the BCOAG mentoring team or becoming a mentor or mentee, please contact CDR Karen Dorse at 301-594-5954 or email at: Karen.dorse@foh.hhs.gov

3. Recruitment

- The Recruitment Team has identified objectives for 2012 that will help us continue to serve as a resource to BCOAG members for strengthening recruitment activities across the country. We look forward to increased representation throughout the HHS regions and participation in activities which will increase visibility for BCOAG as well as the Corps. Recruitment activities include those designed to encourage officers already in the Corps to become actively involved with BCOAG as well as those to introduce minority students and professionals to a possible career with USPHS.

- The Recruitment Team meets every third Wednesday at 1:00 pm ET and we welcome all Officers to join us. Please let us know how we can be of assistance in helping your recruitment efforts, whether formal or informal. We have BCOAG brochures as well as information about obtaining PHS recruitment materials for your events. Please contact CDR Aisha Mix at amix@hrsa.gov or LCDR Kami Cooper at kcooper@hrsa.gov for more information.

· Upcoming activities

- Feb 8th – CDR Abraham Maekele and LCDR Michelle Haamid attended a recruitment fair at UNC Greensboro. (Greensboro, NC)
- Feb 16th – LCDR Kami Cooper will participate in a health career panel session for low-income, high school students to engage and ask professionals questions about various healthcare fields. (Washington, DC)

OBC Group (OBC Open House & Graduation Activities)

The OBC team has set goals for this FY 2012 as follows:

1. Represent BCOAG at Officer Basic Course (OBC) Open House and Graduation events to recruit and provide a point of contact for newly commissioned officers.
2. Consistently attend the OBC open house to promote awareness of BCOAG.



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3. Educate new officers about the BCOAG network.
4. Inform new officers about BCOAG mentoring program.
5. Promote solidarity among BCOAG officers by attending OBC graduation ceremony and congratulating new officers.
6. Partner with other Mentoring programs and link new officers to mentors so we may avoid duplicating efforts with other programs.

4. Retention

The team currently has 3 members. However, we are actively seeking others to join in this effort to assist with planning and coordinating activities. The theme for 2012 is “Be Committed”.

Activities include:

- Preparing for retirement
- Continue the financial advising webinars possibly change it to a quarterly basis. (We are still accepting topics)
- Offer planning for life beyond the retirement (future careers, etc.)
- Develop a bi-annual newsletter “Faces of the Corps” to highlight BCOAG officers working across the regions. The goal is to feature various disciplines and work environments in HHS 10 regions.
- Collaborate with other advisory groups, PACS, etc., to offer trainings that are beneficial to BCOAG officers
- Engage agency liaisons to present webinars, such as managing self in various environments, understanding officer rights, in/voluntary retirement, etc.
- Partner with other BCOAG subcommittees to encourage social events where officers may interact, such as events that promote wellness, stress-free spa days in various areas.
- Engage the support of retired officers to provide life lessons to current officers. Develop the core group of retired officers, “Creating Legacies”, to provide advice and guidance to current officers. These officers could present their perspectives on retirement as well. The retired officers could serve as an advisory resource for officers who need professional development and personal counseling.



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· Capture retention data.

Officers interested in working with the team should contact LT Lamar Henderson (Chair) at LaMar.Henderson@samhsa.hhs.gov.

Health Disparities Committee: No report for this month

Communications and Public Relations Committee: No report for this month

Community Outreach Committee:

BCOAG OUTREACH COMMITTEE GOALS 2012

- I. Active Involvement and Participation in COF 2012 Community Outreach Activities planning and execution.
 - II. Continue to respond to Community Outreach requests and seek additional opportunities for BCOAG Community Outreach involvement.
 - III. Seek long-term outreach involvement opportunities for BCOAG (i.e. Adopt a school, annual school supplies/coat/blanket drive etc...).
 - IV. Explore opportunities to partner with other USPHS organizations on large-scale community outreach activities.
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Membership:

Membership: CDR Lynda Bishop (Chair), CDR Delia Jones McHorgh (Co-Chair)

- The Leadership Team held its first meeting on January 30, 2012 to outline the goals and objectives of this year's Membership Committee



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- A call for participants to serve on the 2012 Membership Committee was developed and will be listed in the weekly BCOAG Announcements
 - All officers interested in serving on the Committee are asked to please contact: CDR Lynda Bishop at LBishop@hrsa.gov or CDR Delia Jones McHorgh at djones-mchorgh@hrsa.gov
 - The first formal Membership Committee meeting will be held on **Wednesday, February 15, 2012 at 10:00 a.m. (EST)**, please contact us for more information
 - BCOAG Membership Committee Goals for 2012
 1. To continue to increase BCOAG membership with outstanding dedicated officers
 2. To update and publish the BCOAG Networking Spreadsheet quarterly to facilitate collaboration among members
 3. To ensure that deserving voting members are nominated and receive the Special Assignment Award for their tireless service to improve BCOAG
 - Membership is seeking officers to assist with the voting membership process, the Networking Spreadsheet management and dissemination, and the Special Assignment Award process
 - Membership currently has 3 members and gladly welcomes more!!!
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Ad Hoc Committees:

Social Committee:

LCDR Zanethia Eubanks, BCOAG Social Committee Chair, called the meeting to order on Thursday, February 9, 2012 at 2:02 pm EST. Minutes from the previous meeting were approved.

Monthly Meetings

- [BCOAG Social Committee Meetings will be held on the 2nd Thursday of each month for 2012 from 2-3 pm EST.](#)

Planned Social Events- Social Lead Reports



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Atlanta: The first BCOAG Atlanta Area Meet and Greet social event for 2012 will be held on Thursday, February 23 from 5:30-8:00 pm at Café Circa. **Atlanta social events will be held every other month on the 3rd Thursday of that month from 5:30-8:00 pm.**

- Locations for upcoming social events will be determined close to the date of the event, announced at the social committee meetings and sent out on the BCOAG Listserv.
- Activity Leads for DC/Virginia/Maryland: **LCDRs Danielle Russell and Maria Cowan**
- Activity Leads for NC: **LT Indira Harris and LCDR Brian Parker**
- Activity Leads for South NJ/Philadelphia: **LTs Enoch Boateng and Elizabeth Moham**
- Activity Leads for New York: **CDR Deborah Nixon**
- **BCOAG is actively seeking activity leads** throughout various areas/duty stations to encourage officer camaraderie. If interested, please email one of the social committee chairs.
- **BCOAG needs volunteers to serve on the following planning committees:**
 - Speed Mentoring social held in April 2012 (if EOY is held in October, if not October 2012)
 - **Planning Committee Members are:**
 - LT Toscha Stanley
 - LCDR Melanie Ross
 - LCDR Paula Washington
 - LCDR LaTonya Jiggetts
 - COF BCOAG social held in June 2012
 - **Planning Committee Members are:**
 - LT Avena Russell
 - LT Jamila Davis
 - LCDR David Wright
 - LCDR Zewditu Demissie
 - “A Family Affair” social held in August 2012
 - **Planning Committee Members are:**



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- LCDR Sylvera Demas
 - LCDR Latasha Allen
 - LCDR Jemekia Thornton
 - LCDR Malaika Washington
- End of the Year (EOY) proposed to be held in October 2012

Planned Social Events

- **Atlanta-** The first BCOAG Atlanta Area Meet and Greet social event for 2012 will be held on Thursday, February 23 from 5:30-8:00 pm at Café Circa. **Atlanta social events will be held every other month on the 3rd Thursday of that month from 5:30-8:00 pm.**
- **North Carolina-**The first BCOAG North Carolina Meet and Greet social event for 2012 will be held this month. More information from LT Harris is forthcoming.
- If officers would like to help with these committees, please reach out to them or email LCDR Zanethia Eubanks at zae0@cdc.gov.

Social Committee Participation

· The SOP states that you must participate in 3+ Social Committee meetings to be an active participant and receive a participation certificate. Calls count, attending socials does not. LCDRs Eubanks and Washington will send you an email if you made the requirement. The Social Committee thanks everyone for their participation on both calls and at events even if you did not make the active participant requirement.

Reminder/Requirements for Social Events

- Activity leads are responsible for providing the following during any planned social event: (1) agenda (2) after action report (3) sign- in (Excel) sheet to inform BCOAG's database.
- Please send copies to LCDR Zanethia Eubanks at zae0@cdc.gov or LT Chinyelum "Chi Chi" Olele at cumejei@yahoo.com, Co-Chair for Membership Committee.
- Pictures from events should be sent to LCDR Eubanks and LCDR Danielle Russell (Danielle.Russell@dc.gov) to be uploaded to the BCOAG Facebook page.

BCOAG Social Events and Facebook



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· Pictures from BCOAG events can be viewed on BCOAG's Facebook page at:
<http://www.facebook.com/media/albums/?id=154902697911674>.

· If you have any pictures of any BCOAG events, please submit them to LCDR Danielle Russell at Danielle.Russell@dc.gov.

Web Page

· The BCOAG Social Committee's webpage is now live. Please visit us at
<http://bcoag.org/committees/social.html>

BCOAG's Listserv

- If you would like to become a member of the BCOAG listserv to stay abreast of weekly announcements, please email: LT Chinyelum (Chi-Chi) Olele at cumejei@yahoo.com.

Articles

· BCOAG social committee submitted an article to **COA Frontline** featuring its first "Speed Mentoring" event held last year in October 2011. It will be published in the **March 2012** issue of the publication. Thank you is extended to all who participated and assisted with the editing/reviewing the article.

· If members of the committee would like to submit an article to the JOAG journal, please contact LCDR David Wright at Wright, David David.Wright2@fema.dhs.gov.

Other

- **BCOAG lapel pins and challenge coins:** These are currently for sale and will help to identify BCOAG officers during social events. Please contact LCDR Zanethia Eubanks at zae0@cdc.gov for pricing and further details.
- **BCOAG artistic interpretation-**Last year, 2011, Tommy Thornton drew an interpretation of what BCOAG means which was presented to CAPT Barfield and also included on the cake for the "A Family Affair" picnic. This drawing was submitted to BCOAG Executive Committee to see if they would approve us using the artwork on t-shirts. More information about this decision is forthcoming.



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- **BCOAG collaborating with other PHS organizations to co-host** social/networking events. If you have any ideas please contact CDR Abnah Forbes at hka2@cdc.gov.

Adjournment

- The meeting was adjourned at 2:30 pm EST.

The next meeting is scheduled for **Thursday, March 8, 2012 at 2:00 PM EST.**

Charter and Bylaws Committee:

The BCOAG Charter and Bylaws Committee is currently awaiting final charter revisions from the Executive Committee. Once these revisions have been received, they will be incorporated into the Charter.

Office of Force Readiness Deployment:

- The December 2011 readiness figures have been finalized.
 - The next FMRB update will take place this month.
 - Global Health Campaign Medal & Global Health Initiative Service Medal: OFRD will be submitting a combined list of eligible officers who deployed on the following missions/ships: Pacific Partnership 2008 (USNS Mercy & USS Peleliu), Continuing Promise 2008 (USS Boxer), Partnerships for the Americas 2007 (USNS Comfort). Other global health missions will be considered at a later date.
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Minority Officer's Liaison Council:

- MOLC requests two volunteers from each CMAG to participate on the MOLC COF Symposium Awards Event Ad-Hoc Committee; these volunteers do not need to be CMAG voting members
- After a few minor revisions, MOLC charter was approved by the OSG on Jan 11, 2012
- All CMAGs have received their 2011 Special Assignment Awards



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- COA is the only Corps advocacy group; in the future all officers who plan to use COA resources must be active COA members
- MOLC is considering hosting another health disparities conference in Dec 2012
- MOLC still needs two volunteers from each CMAG for the MOLC Bylaws Committee; each CMAG was asked to forward their current charter and bylaws to LCDR Jones by Feb 3, 2012
- As of this report, BCOAG and APAOC have contributed \$150.00 each to the MOLC COA account

COF Liaison:

BCOAG COA account balance as of 2/9/12 is **\$4529.52**, which includes a withdrawal of \$150.00 for the MOLC COA account. \$210.00 is being held by the Chair as petty cash and is not included in this balance.

BCOAG challenge coins are now available --\$10.00 each.

BCOAG lapel pins are available for purchase--\$5.00 each.

Rank coins are available for purchase at the following locations and by mail order:

Parklawn

POC, LCDR Tracy Pace tpace@hrsa.gov

FDA White Oak

POC LCDR Hamet Toure hamet.toure@fda.hhs.gov

CDC Atlanta

POC LCDR Zanethia Eubanks zac0@cdc.gov

BOP Butner

POC CDR Robin Hunter Buskey bibihunter@earthlink.net

If anyone is interested in serving as an alternate for COF liaison or would like to be a point of contact, please contact Julia Bryan at jbryan@hrsa.gov. Thanks!



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New Business/Open Floor

- The meeting was adjourned at 1200 EST.
- The next meeting is scheduled for Thursday, March 8th, 2012 at 1100 EST.

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

If you are unable to attend and wish to participate via teleconferencing, please call:

Dial: 1-877-798-6354

PIN: 129733

Respectfully Submitted,

LT Natalie Gibson
Executive Secretary

LCDR Morrisa Rice
Chairperson



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Attendance for 9 February 2012

Voting Members

CDR Karen Beckham
CDR Lynda Lee Bishop
CDR Postelle Birch-Smith
CDR Terry Harrison
LCDR Adrienne Goodrich-Doctor
LCDR Charlene Sydnor
LCDR Jemekia Thornton
LCDR Jennifer Jones
LCDR Julia Bryan
LCDR Michelle Haamid*

LCDR Morrissa Rice
LCDR Pilgrim Spikes
LCDR Shary Jones
LCDR Tarsha Cavanaugh
LCDR Todd Johnson
LCDR Zanethia Eubanks
LCDR Zewditu Demissie
LT Chinyelum (Chi Chi) Olele
LT Natalie Gibson (excused)

* Represented by alternate

Non-Voting Members

CAPT DeLoris Hunter
CDR Abraham Maekele
CDR Aisha K. Mix
CDR Anita Pollard
CDR Barbara Olaniyan
CDR Delia Jones-McHorgh
CDR Dornette Spell-LeSane
CDR Kimberly McIntosh-Little
CDR Kofi Ansah
CDR Robert Windom
CDR Tobey Manns Royal
LCDR Eddie Hall
LCDR Hamet Toure
LCDR Ieshia K. Jones
LCDR Jemekia Thornton
LCDR Jyl Woolfolk
LCDR Kimberley Hawkins
LCDR Malaysia Gresham
LCDR Monica Jessup
LCDR Paula Washington
LCDR Qiana Coffey

LCDR Sherene Cora
LT Garman Williams
LT NaTasha Hollis
LT Nikkia Powell
LT Shakirat Apelogun
LT Tiana Garrett
LT Zarinah Ali
LTJG Timothy Onserio