



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



Surgeon General's Conference Room Teleconference only

Call to Order

- LCDR Morrissa Rice, BCOAG Chair-Elect, called the September 8, 2011 BCOAG meeting to order at 1100 EST.

Roll Call & Introductions

- LT Nikkia Powell, BCOAG Executive Secretary, conducted a roll call of voting members- a quorum was present.
- All non-voting members participating via teleconference were asked to email their name (including rank) to bcoag.org@gmail.com to be included on the attendance list.

Approval of Minutes

- The minutes from the July 2011 BCOAG meeting were approved. (No meeting in Aug.)

STANDING COMMITTEE REPORTS

Awards Committee: CAPT Beverly Dandridge

- No Report

Career & Professional Development Committee: CDR Karen Beckham

- **TEAM Reports**
 - **Career and Professional Development**
 - Team meeting was held on August 22nd to discuss topics for the remainder of the year. In the month of August information was shared on Awards Preparation via the listserv. The C&D team plans to offer resources and information on performance preparation, which includes information on COERs, resumes, and benchmarks to officers who are up for promotion to help them prepare and be successful in completing their promotion packets. The team will focus on the COER process in the month of September.
 - The team is seeking officers from different categories within PHS to support efforts as current members only represent nursing and pharmacy. Meetings are held on the 4th Monday of the month. Interested officers should contact LCDR Shary Jones at shary.jones@hhs.gov (Chair) or LCDR Kimberley Hawkins at khawkins@hrsa.gov (Co-Chair)
 - **Mentoring**



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- BCOAG members have been responsive to the mentor solicitation announcement. The team is continuously updating the mentor-mentee roster list and sending acceptance letters to the mentors to place in their OPF, if needed.
 - There will be a COER preparation Webinar on 23 September at 2:00 pm. Information is currently being finalized and will be forthcoming. The next meeting is scheduled for 12 September at 11:00 am.
 - The Team is currently seeking members to join the Team to assist with developing the mentoring program. Monthly meetings are held the 2nd Monday of each month.
 - 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
- **Recruitment**
- We are pleased to announce the selection of officers for the following positions:
 - LCDR Aisha Mix – Chair, BCOAG Recruitment Team
 - LT Kami Cooper – Co-Chair, DC Metro Area
 - Both officers have a keen interest in BCOAG recruitment efforts and a desire to expand our territory. We are excited about their acceptance of the position and look forward to working with them in the future. Our previous recruitment team chair (CAPT David Foley) and DC Metro Co-Chair (LCDR Doris Wurah) had to relinquish their duties due to the demands of the workplace. We wish them well and thank them for their efforts.
 - The Recruitment Team leads the coordination of BCOAG recruitment efforts in various geographic regions serviced by USPHS officers. Recruitment activities in the DC Metropolitan Area are currently on hold at local colleges and universities due to the summer break. The 2011 goals included recruitment at local schools (Howard and University of Maryland), but Team will look at expanding efforts to other venues. Team is also soliciting for members in the DC Area to assist with recruitment efforts.
 - The team shared information about the USPHS Commissioned Corps with five pharmacy students at LCDR Danielle Russell's work site that consisted of two VCU students, one University of Maryland student, one Hampton University student, and one Howard University student. LCDR Russell discussed the application process, benefits of PHS, how military pay works, and the various agencies that employ PHS officers, as well as student loan repayment and the Chief Pharmacist discussed IHS residencies. Three of the five students that were



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contacted in the previous 5 weeks were not 4th year students but they were given information about SRCOSTEP.

Interested officers should contact the DC Metro Area Co-Chairs, LCDR Danielle Russell at danielle.russell@dc.gov or LT Kami Cooper at kcooper@hrsa.gov

○ **OBC Open House Group/Officer Mid-Level Course**

- CDR Kofi Ansah, LCDR Hamet Toure and LT Michael Bowens participated in the August 18, 2011, OBC Open House. There was a great turnout and the group connected with 7-10 officers who were added to the BCOAG list serv. BCOAG rank coins were on hand for sale. CDR Ansah and LCDR Toure also represented BCOAG at the August 26, 2011, OBC Graduation.
- The OBC Group will be representing BCOAG at the OBC Open House on September 15, 2011. The following officers have volunteered to help: LT Bowens and LCDR Toure. If you are interested in volunteering/ helping with this event in the future, please email CDR Ansah at **Error! Hyperlink reference not valid.** with your availability.
- Officers interested in collaborating with the Recruitment Team, please contact LCDR Aisha Mix (Chair) at amix@hrsa.gov

○ **Retention**

- The Team held the fourth and final financial planning series (Leasing vs. Buying) on August 30. Participation in the seminars has increased due to the distribution of reminder emails on the BCOAG List serv about the event and posting of the call-in number and presentation slides in advance of the call. The team will now focus its efforts on analyzing results of the 2010 retention survey.
- All interested officers should contact LT Lamar Henderson (Chair) at LaMar.Henderson@samhsa.hhs.gov.

○ **Standard Operating Procedures (SOPs)**

- Each BCOAG Committee was charged with developing Standard Operating Procedures (SOPs) by the end of 2011. The Career and Professional Development Committee created an SOP Workgroup and identified liaisons from each of the four teams to assist in this process. Team members were also encouraged to become familiar with the document. A draft SOP was reviewed and finalized and now ready to send to the BCOAG Leadership for comments and approval.



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



Surgeon General's Conference Room Teleconference only

- Kudos to the team for completing this task before the September deadline!
- **BCOAG Website – Career and Professional Development Committee Page**
 - Currently in the process of identifying liaisons for the BCOAG website and Facebook for the Career and Professional Development Committee (site page). Liaisons will work with the designated person from the Communications Committee and will be responsible for posting committee information to the site and keeping it updated. Any information produced by the committee will be posted on these sites (i.e. PowerPoint presentations, guidelines, brochure's, etc.).

Health Disparities Committee: LCDR Pilgrim Spikes

- No report

Communications and Public Relations Committee: LCDR Charlene Sydnor

- The Website Team is continuing to make updates to BCOAG's website.
 - Two icons were added on the main webpage that allow you to view the BCOAG Brochure and to subscribe to the BCOAG listserv.
 - If officers experience problems with joining the listserv via this tab, they should email me at sydnorc@mail.nih.gov and we can try to resolve the issue.
 - We've posted information regarding the Career and Professional Development Committee on their respective page. This page can be found by going to the main page and clicking on "committee", then "career and professional development". We will be posting the presentations from the financial series as well as the awards preparation 101 document that was sent out via the listserv to this site.
 - We are also working on the Health Disparities and Social committee sites. We are waiting for further updates from the each committee before we continue editing their pages.
 - The Community Outreach, Charter and Bylaws and Membership (and Communications and Public Relations) committees still need content added to their webpages. If the committee chairs would like us to post information regarding their respective committee, then please email me at sydnorc@mail.nih.gov.
 - We are in the process of adding a "resource" link to the main page. We are still working out the details regarding this link and what information we would post here. Please stay tuned for more information on that.
- The Facebook Team is continuing to monitor our Facebook page. So far we have 88 people who have liked us on facebook.

Community Outreach Committee: CDR Monique Fountain-Hanna

- **AUGUST UPDATE:**



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



Surgeon General's Conference Room Teleconference only

- **MLK Dedication Ceremony**

We would like to extend a heartfelt thank you to the dedicated efforts of activity leads CDR Wanda Chestnut and LCDR Anitra Johnson along with the more than 30 officers from across the country that were ready to volunteer for the August 28th. The volunteers were scheduled to participate in a training session and to serve at the actual Dedication Ceremony in a more than 14hr shift. Thank you and we will provide updates as they are shared from the MLK Memorial planners.

- **SEPTEMBER ACTIVITIES:**

- **Celebrating Healthy HBCUs – Walk With US on September 17, 2011**

***LCDR KAREN DORSE WILL GIVE REPORT**

Our Walk Team: USPHS “On The Move”

Please become a member of our walk team on September 17 to salute National HBCU Week and the 105 Voices of History (National Concert Choir) -105 students representing the nation's HBCUs and supporters by participating in the **Celebrate Healthy HBCUs National Walk for Healthy Scholars, HBCUs and Communities** through "Leadership, Diversity, Health and Economic Empowerment."

Please visit / REGISTER www.hbcuchoirs-105.org to complete the walk registration form with your contact information and registration fee. Click on 2011 Health Walk on Home page, Scroll down the page to register your name and scroll down page - click on box to choose our team (USPHS “On the Move”) complete registration and pay \$20.00 fee, (after 8/15 - \$25.00). You are now a member on our team to help build a scholarship. **If you do not pay the pay pal fee you are not registered.**

NOTE: NO ONSITE REGISTRATION

What : A National Health Walk in celebration of HBCU Legacies and Talent to promote healthy lifestyles through "Leadership, Diversity, Health and Economic Empowerment." It takes place on the National Mall showing the significance of our Nation's history with respect to "Leadership, Diversity, Health and Economic Empowerment" and where we are going. So DO NOT miss out!!!

Who should attend: Individuals, Colleges & Universities, HBCU Alumni, Friends/Supporters, Organizations and Ministries, 105 Voices Family and Friends, Government Organizations (GOs) and Non-governmental Organizations (NGOs)

When we walk and where: Meet us September 17, 2011 at 8:00AM at the US Capital Reflecting Pool for the kickoff with Zumba Fitness and Line dancing. From the US Capital reflecting pool, to the Lincoln Memorial Steps, and loop back to the US Capital.

ATTIRE: USPHS Black T-shirt, shorts/athletic attire and sneakers



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



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Registration Contribution and Deadline:

- Children 12 and under walk free - \$5 for ages 13 to 17 - \$10 for ages 18-21
- Included in your registration is a water bottle, fanny pack, and a commemorative HBCU hat. Walk ends with a networking Healthy Snack Breakfast. Can't Walk? Join us anyway! Register as a non-walking participant. Stay at the Walk Site and Play: Bid Whist, Spades, Dominos & Exercise and more while networking Refreshments and giveaways

Activity Lead: Please contact POC LCDR Karen Dorse–Karen.Dorse@foh.hhs.gov or CDR Monique Fountain-Hanna

- **Action for Healthy Kids, Saturday, September 17, 2011**
* LCDR SAMANTHA FONTENELLE WILL GIVE REPORT
Request for Volunteers for Action for Healthy Kids – DC Get Into Action Event, September 17, 2011 and Friday, September 16, contact LT Ulrich at pattama.ulrich@hhs.gov for details

Membership: LCDR Lynda Bishop

- **Review of BCOAG Voting Membership applications** for the 2012-2014 Term is underway. Membership Committee members have completed their review of 18 applications. These applications along with the ranked scores for voting membership were forwarded to Executive Committee for final review and recommendation on September 6, 2011. Applicants will be notified of their status by November 2011.
- ***** Announcement: Special Assignment Award (SAA)** - Request for voting members interested in receiving the SAA to submit official BCOAG Appointment Letter and Activity Log to Membership Committee Chairs by **September 23, 2011** to obtain recognition of service this year.
- **BCOAG Networking Spreadsheet** – An on-going Call for Updates to the Networking Spreadsheet will continue to be released via the “BCOAG Weekly Announcements.” A revised Spreadsheet will be published in November 2011. **POC:** Networking Subcommittee Chair, LT Umejei, cumejei@yahoo.com.

Ad Hoc Committees:

Social Committee: LCDR Zanethia Eubanks

- **Planned Social Events**



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



Surgeon General's Conference Room Teleconference only

- **The upcoming BCOAG Atlanta Area Meet and Greet social event will be held on Thursday, August 18 at 5:00 pm Location: Captain Wanda Barfield's Home.** The social leads for this event are LCDRs Jemekia Thornton, Malaika Washington, and Zewditu Demissie.
- Officers are strongly encouraged to RSVP for this social. The leads requested RSVPs by COB on August 10th. Spouses, significant others, children and friends are welcomed.
- There will be a charge of \$5 for each person that will attend. For more information, contact LCDRs Jemekia Thornton (akn1@cdc.gov) or Malaika Washington (pzp9@cdc.gov).
- Officers will participate in "Speed Mentoring/Networking" among other exciting events are the 1st "A Family Affair Celebration"
- **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.
- **Social Lead Updates/Reports**
 - BCOAG Social Committee is still seeking **Social Leads** throughout the nation. If you are interested in becoming a social lead in your city/duty station, please send an email at zae0@cdc.gov. A weekly reminder will be posted in the BCOAG weekly announcements. **Participation is critical.**
 - DC/MD/VA (DMV area):
 - LCDR Howie lhowie@cdc.gov and LCDR Hawkins khawkins@hrsa.gov are the current social leads in the DMV area.
 - The next social event will be held on Thursday, August 25, 2011 from 6:00-8:00 pm at Policy Restaurant and Lounge -1904 14th ST NW, Washington DC, 20009. For more information visit www.policydc.com.
 - South NJ/Philadelphia area:
 - Social leads: LCDR Enoch Boateng (eboateng@bop.gov) and LT Elizabeth Mohan (emoham@bop.gov).
 - The next social event will be held on Saturday, September 24, 2011. Location TBD.
- **Summer Activities**
 - Martin Luther King, Jr. Memorial Dedication will occur in DC on **August 28th**
 - CDR Abnnah Forbes and LCDR Zewditu Demissie reached out to Atlanta area officers to join the celebration in DC. BCOAG was selected to have 15 volunteer slots for officers to serve from 4:00 am until 7:00 pm on the 28th. Information about this historical event was posted on BCOAG's Facebook page and sent out via the BCOAG Weekly Announcements. Officers were asked to notify CDR Forbes at hka2@cdc.gov or LCDR Demissie at izj5@cdc.gov by COB Wednesday, August 10, 2011 if they were planning to volunteer. Officers in the DC area have opened their homes to accommodate any Atlanta area officers participating in this project.



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Surgeon General's Conference Room Teleconference only

- **End of Year Annual Social (October - December 2011)**
 - **Atlanta update:** The Atlanta “End of Year Social” will be held at Dobbins Air Force Base on Saturday, December 17, 2011.
 - The planning committee for the “End of Year Social” for Atlanta officers includes officers:
CAPT Gail Stennies, CDR Leslie Leonard, and LCDRs Darrylyn Cornelius-Averhart, Zewditu Demissie, Pilgrim Spikes, Jemekia Thornton and Peter Thomas.
 - The planning committee for the “End of Year Social” for DMV officers is CAPT Michaele Smith, LCDR Danielle Russell, and LCDRs LaJeana Howie and Kimberly Hawkins (social leads for DMV). LCDR Hawkins has been looking into 3 bases in the area as a venue.
 - If officers would like to help with these committees, please reach out to them or email LCDR Zanethia Eubanks at zae0@cdc.gov .

Charter and Bylaws Committee: Candece Griffin

- The BCOAG Charter and Bylaws committee submitted an updated draft of the BCOAG charter to the Executive Committee for feedback on August 30, 2011. The committee also submitted a draft of the BCOAG Charter and Bylaws Committee Standard Operating Procedures to the Executive Committee on August 30, 2011.

Office of Force Readiness Deployment: CDR Sean David Waterman

- **No Report**

Minority Officer's Liaison Council: CAPT Beverly Dandridge

- APAOC sponsored an Education and Training Seminar entitled “Promotion Preparation for PY2012” on August 17, 2011. CDR Angela Mtungwa from OCCO detailed the steps for officers to prepare their files for Promotion Boards.
- RADM Halliday and MOLC Chair discussed developing a certificate to be signed by the Surgeon General for MOLC Voting Members when they complete their term of service, to be placed in officer's eOPF.
- JOAG Meet and Greet meetings for September are scheduled in MD, AK, NC.
- LCDR Damon Smith began his term as JOAG Chair on September 1st.



BLACK COMMISSIONED OFFICERS ADVISORY GROUP (BCOAG)



Surgeon General's Conference Room Teleconference only

- CDR Jarman is working with OCCO to obtain Race/Demographic data to be posted on the MOLC website.
- BCOAG hosted their final financial series session “*Leasing vs. Buying*” on *Tuesday, August 30, 2011*.
- BCOAG plans to participate with the scheduled MLK Monument Dedication and Public Expo, August 26-28, 2011 were postponed due to the Hurricane Irene precautions. The new date for the event has not been announced however, BCOAG will stand ready to assist as needed.
- “*USPHS On the Move*” team, with CDR Karen Dorse as the Team Captain, is prepared to participate in the Salute to HBCU 105 Voices Healthy Walk, Saturday, September 17th on the National Mall. Volunteers are still being accepted through September 10th. Registration is available via www.hbcu-choirs-105voh.com .
- BCOAG is on facebook! All are welcome to show BCOAG that it has fans by “liking” the BCOAG Facebook group page at <http://www.facebook.com/pages/US-Public-Health-Service-Black-Commissioned-Officers-Advisory-Group-BCOAG/154902697911674>
- BCOAG assumes leadership of MOLC in 2012. LCDR Reginald Smith, BCOAG OCCFM rep, has agreed to hold the MOLC booth in his office in the Tower building.

COF Liaison: LCDR Jennifer Jones

- BCOAG COA account balance as of 9/7/11 is **\$4509.32**. \$210.00 is being held by the Chair as petty cash and is not included in this balance. The order for more BCOAG and PHS rank coins is on hold until the EC meets to render a decision regarding the number of coins to order, etc.
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 LT Hamet Toure hamet.toure@fda.hhs.gov

CDC Atlanta
POC LT Zanethia Eubanks zae0@cdc.gov

BOP Butner
POC CDR Robin Hunter Buskey bibihunter@earthlink.net

New Business/Open Floor



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- Hair Policy updates: No recommendations made as of yet. Policies are on hold due to changes in leadership at OCCOA and giving time for new leadership to settle in position

Adjournment

- The meeting was adjourned at 1149 EST.
- The next meeting is scheduled for Thursday, Oct. 13, 2011 at 1100.
BCOAG meetings are held on the second Thursday of each month from 11:00 a.m. – 12:30 p.m. (EST) in FDA White Oak Silver Spring Room TBA (Contact CDR Birch-Smith).
- If you are unable to attend and wish to participate via teleconferencing, please call:
Dial: 1-877-798-6354
PIN: 129733

If you are participating via phone from your office, please invite other officers interested in participating to join you in order to limit the number of lines required.

In order to have your attendance recorded, please email your name, rank and agency to: bcoag.org@gmail.com. Attendance must be submitted within 24 hours of meeting.

Respectfully Submitted,

LT Nikkia Powell
Executive Secretary

CDR Postelle Birch-Smith
Chairperson



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Attendance for 8 September 2011

Voting Members

CAPT Beverly Dandridge	LCDR Lynda Lee-Bishop (excused)
CAPT David Foley	LCDR Michelle Haamid
CAPT Michael Smith	LCDR Morrisa Rice
CDR Postelle Birch-Smith * LCDR Latonia Ford	LCDR Sylvester Smith * CDR Stephanie Burrell
CDR Monique Fountain-Hanna (excused)	LCDR Pilgrim Spikes (excused)
CDR Karen Beckham * LCDR Samantha Fontenelle	LT Nikkia Powell
LCDR Candace Griffin (excused)	LCDR Charlene Sydnor
LCDR Jennifer Jones (excused)	LCDR Zanethia Eubanks
LCDR Shary Jones	LT Natalie Gibson
	LT Chinyelum Umejei

* Represented by alternate

Non-Voting Members

CAPT Jacqueline Miller	LCDR Samantha Fontenelle
CDR Abraham Maekele	LCDR Aisha Mix
CDR Robert Windom	LCDR Yvette Waples
CDR Aurelia Thomas	LCDR Adrienne Goodrich-Doctor
CDR Rhondalyn Cox	LCDR LaJeana Howie
CDR Diahann Williams	LCDR Donna Phillips
CDR Trellis Adams	LCDR Danielle Russell
CDR Barbara Olaniyan	LCDR M. Lela Demby
CDR Stephanie Burrell	LCDR Zewditu Demissie
LCDR Mindy Golatt	LCDR Jemekia Thornton
LCDR Tarsha Cavannaugh	LCDR William Tonkins
LT Carl Olongo	
LT Alexander Amankwah	
LT Erica Porter	
LTJG Adriane Fisher	
LCDR Nicole Gaskin-Laniyan	
LCDR Jyl Woolfolk	
LCDR Todd Johnson	
LCDR Tracy Pace	
LCDR Melanie Ross	
LCDR Qiana Coffey	