

Minority Officer Liaison Council
February 27, 2006

Attendees:

LCDR Angela Shen, APAOC
CDR Jean Plaschke, AIANCOAC
LCDR Boris Aponte, HOAC
CDR Margaret Bolte, HOAC
LCDR Iris Valentin-Bon, HOAC
LCDR C.J. Means, AIANCOAC
CDR Christine Benally, AIANCOAC
CDR Narayan Nair, APAOC
LCDR Karen Bryant, APAOC
CDR Valerie Darden, BCOAG
CDR Astrid Szeto, APAOC

- I. Welcome and Introductions – LCDR Angela Shen welcomed all attendees to the meeting.
- II. Minutes Review/Approval – Action taken on the review/approval of the December 2005 and January 2006 minutes; the minutes were approved. Minutes are to be distributed one to two weeks after the meeting. The agenda will be sent out one week before the meeting.
- III. Reports.

1. Chair Report.

Coin Discussion: LCDR Shen mentioned that each group has engaged in developing a coin with their respective logo and opened the discussion on how can the MOLC help coordinate the efforts of promoting and selling these coins. A definition of the “coin challenge” needs clarification. BCOAG website has a text/write-up on defining a coin challenge and can be used as a reference. The MOLC must decide to modify its website to refer the purchase and/or access to each organization to purchase a group coin. LCDR Shen asked CDR Benally and CDR Nair to lead the development of the write-up on this activity.

LCDR Shen also mentioned that any information a group would like to place on the MOLC website, must be sent to LCDR Karen Bryant, MOLC Webmaster. LCDR Bryant will download the information on the website.

COA Annual Meeting discussion: MOLC Breakfast has been confirmed. The Assistant Secretary of Health (ASH) is to attend. confirmation from the Surgeon General is still pending. The MOLC Breakfast to be slated on Thursday, May 4th, at 7:30 a.m. A room has been reserved to handle up to 100 participants; a plated breakfast is being planned. LCDR Sheila Pack-Merriweather is working on a draft agenda for the breakfast program and will have updates at next meeting.

LCDR Angela Shen stated that MOLC seating will have four places/settings for risers at the breakfast meeting. Settings will be made for ASG and wife, SG and wife, and Master of Ceremonies (Chair/MOLC). At next meeting will report updates and status on number of attendees, RSVP, etc. for the breakfast meeting. The breakfast program will include a prayer and honor song.

LCDR Angela Shen mentioned that for the 2007 COA Annual Meeting, she would like the MOLC to develop an abstract describing what the MOLC is and what it does. This discussion will be undertaken at a future meeting.

MOLC Model Charter discussion: LCDR Shen expressed the need to clearly outline the relationship of MOLC and OSG since the MOLC is a Council and the existent PAC model does not apply to the MOLC. The MOLC Subcommittee on Charter/Bylaws will use the previous MOU to update the Charter and Bylaws and update status at next meeting.

2. AIANCOAC Report: CDR Christine Benally reported that their group is looking at fund raising activities such as a raffle for a star quilt in preparation for the COA National Meeting. The group is also working on developing a brochure. The award cut off date is March 17th. CDR Benally also stated that the group has been slated time slots for entertainment during the barbecue being held at the COA national meeting; May 4th, from 6:30 p.m. to 9:00 p.m.

CDR Jean Plaschke, who will be the officer coordinating the MOLC booth at the COA Annual Meeting, requested pictures to be displayed and suggested April 15th as the deadline for this submission. She will be soon circulating a request for volunteers to work at the booth, which will operate for two days between 9:00 am and 5:00 pm. A discussion of whether the coins will be offered to be sold at the booth is still pending.

3. BCOAG: CDR Valerie Darden stated that Black History Month event was held earlier this month with a surprise visit by the Surgeon General. The new voting members are working on updating the bylaws. The group does have an existing charter. The deadline for the submission of nominees for their awards is February 28th.

4. HOAC: LCDR Boris Aponte reported that the group's last meeting consisted mainly of two issues. The Coin item was discussed; coins have been ordered due to support from senior officers to pay in advance for the coins; the group is discussing the best way to distribute the coins. Nominations for officers were held during the meeting. The elections are taking place at the present time and the results will be announced at next meeting on March 9th. There have been ten new voting members accepted into the HOAC group for a total of twenty members. The award cut off date was February 27th.

5. APAOC: CDR Narayan Nair stated that their group has distributed a strategic plan and will discuss the plan at their meetings. The group has arranged for special speakers for presentations including CDR Amy Anderson who earlier this month presented information on Award Writing.

Meetings Schedules.

APAOC: meets on 4th Thursday of each month; 3rd Thursday in November and December.

HOAC: meets on 2nd Thursday of each month; 12:00 noon to 1:00 p.m. EST.

IV. Committee Reports.

1. SG/PAC

LCDR C.J. Means reported that the policy of three attempts for promotion and freeze is being dispensed this year and is to be revised. The belief is that this policy will have an adverse impact in the recruitment and retention of PHS officers. The policy as written would place many officers' careers in limbo.

Special Assignment Awards was discussed; MOLC is advising on a decision memo; letters going to CAPT Rose, Chief of Staff.

2. Representation on the COA Board of Directors.

LCDR Boris Aponte reported that a one page informational fact sheet on the COA Board has been emailed to members. Refer to this email for detailed information. LCDR Aponte gave a summary of information obtained from COA Board Meeting. MOLC representative is an ex official non-voting member and should be present at COA Board meetings. The COA Board meetings can be attended via conference call; the meetings are held four times a year after business hours. The next meeting is August 13th. LCDER Aponte is representing MOLC with CDR Narayan Nair as an alternate.

V. Announcements.

None.

VI. Adjournment.

he meeting was adjourned at 1:05 pm.

Next meeting scheduled for March 20, 2006 (Surgeon General's Conference Room 18-57).

Minority Officer Liaison Council
March 20, 2006

Attendees

LCDR Angela Shen, APAOC
CDR Christine Benally, AIANCOAC
LCDR Sheila Pack Merriweather, BCOAG
CDR Margaret Bolte, HOAC
LCDR Boris Aponte, HOAC
LCDR Helen Hunter, BCOAG
CDR Jean Plaschke, AIANCOAC
LCDR C.J. Means, AIANCOAC
CDR Nancy Bill, AIANCOAC
CDR Narayan Nair, APAOC

I. Welcome and Introductions - LCDR Angela Shen welcomed all attendees to the meeting.

II. Minutes Review/Approval – Minutes for the last meeting held on February 27, 2006 were reviewed by members and the minutes were approved. Final draft of minutes to be posted on MOLC Website.

III. Reports

1. Chair Report

COA Annual Meeting/MOLC Breakfast: LCDR Shen stated that the MOLC Breakfast has been confirmed and the ASH will attend. The meal will be plated on Thursday, May 4th at 7:30 a.m. to 8:45 a.m. LCDR Shen sent an email to the members requesting for a head count from each group on the breakfast attendance by April 26, 2006. This is very important as this will be a plated breakfast and we need an accurate headcount. A reminder will be sent out in a few weeks. Send LCDR Shen a total (number) from a group representative on the number attendees for the breakfast.

MOLC Program/MOLC Breakfast: LCDR Shelia Merriweather reported that BCOAG has drafted a program for the MOLC breakfast. She requested the names of each group Award Recipients with biographies be submitted to her. This year's program will be shorter than last year due to time constraints.

LCDR Merriweather requested that photos of awards recipients be emailed to her as soon as possible. A draft agenda will include a honor song from AIANCOAC with a handshake close-out. Logistics of incorporating the honor song after recognition of the award recipients is being worked on. LCDR Shen requested that once the agenda has been finalized, send the information to her so she may present the agenda to the ASH scheduler. The agenda will include welcome remarks from MOLC/LCDR Shen, ASH comments, and an opportunity for comments from the SG.

MOLC BOOTH & COIN: CDR Jean Plaschke has emailed the members a booth coverage schedule with time allotments for volunteers. Each group should have a representative reply to the email with a specific time to cover the booth. CDR Plaschnke also asked for group brochures or informational sheets to handout at the booth. Groups may mail her the brochures or have representatives covering the booth bring the brochures.

CDR Plaschnke has available packets of photos representing each group. If there are photos that a group would like to have posted at the booth, please send 3 photos (per group), "5 x 7" photo size, to her. LT Helen Hunter also stated that there will be a banner posted and MOLC mission statement placed in the booth.

It was decided not to sale any group coins at the booth. Coins will be available for sale through individual group's brochure and on the website.

- 1. AIANCOAC:** CDR Christine Benally reported that the group's award deadline was met on March 17th. The AIANCOAC group is working on a coin website. There is on-going progress on finalizing plans for the invocation and honor song for the award breakfast Thursday morning, and the Native American Singing and Dancing Performance at the closing barbeque COA Annual Meeting on Thursday evening, May 4th. The group continues to focus their efforts on developing a coin order form and reviewing and updating their group's bylaws.
- 2. BCOAG:** LCDR Sheila Merriweather reported that three awards from BCOAG will be presented and announcements will be made at the COA Annual Meeting. The group's Career & Development Subcommittee is working on posting documents on their website. Three topics will be covered: Promotion, Medical, and Assimilation. The group is also coordinating their efforts to participate in several health fairs. AdHoc Committees are also being developed to update the group's Charter.
- 3. HOAC:** CDR Margaret Bolte asked LCDR Boris Aponte to report updates from HOAC's recent meeting. LCDR Aponte reported that the group's last meeting announced new officers. Results of the election will be sent/emailed to MOLC Chair LCDR Angela Shen. In HOAC's meeting, discussion was also held regarding ordering and selling of the group's coin. It was decided that the coins will be sold by individuals. The group is also working in getting the HOAC website up; there is on-going progress on the website. New HOAC officers were also acknowledged after the meeting.

4. **APAOC:** CDR Narayan Nair stated that the group's coin design has been finalized. CDR Nair also spoke on activities planned for Memorial Day to honor War Veterans of Chinese descent. Preliminary planning has just started for this event which will involve acknowledging elderly veterans (80+ age) who will attend the event accompanied with their children. The event is scheduled for three days and it is anticipated that PHS Commissioned Officers will assist the veterans during the event.

The APAOC award nominees were received and tally of votes will be completed on March 20th.

IV. Committee Reports

1. **SG/PAC:** LCDR Angela Shen gave summary of discussion held the last SG/PAC meeting. It was noted that the 'transformation' is moving forward. There was discussion regarding developing levels of dedicated officers for deployment. The next step for 'transformation' is to approach liaison groups. The 'transformation' is on-going and still in progress. LCDR Shen stated that she will keep the group updated. The SP/PAC includes members consisting of all PAC Chairpersons. LCDR Shen represents MOLC at these meetings.
2. **COA Board:** LCDR Boris Aponte reported that uniform for day at the COA Annual Conference in May is Service Dress Blue. LCDR reported that the COA Conference Subcommittee includes Chair Dean Coppola. Information regarding the COA Annual Meeting agenda items and meeting information is now available on the COA website. Continued education credit hours have been met for all categories for this meeting. There have been 450 officers registered to attend the meeting in May including 140 registered for the Leadership Institute. Lodging/rooms at Adams Mark Motel in Denver have been sold out. The travel waiver for this meeting has been lifted. The committee is currently working on the meeting's logistics of this large hotel establishment.

V. Proposed Standing Committees

- a. **Charter and Bylaws:** LCDR Boris Aponte reported that a copy of charter is now available; need to make changes. LCDR Angela Shen requested that a work group be formed by the next meeting to focus on editing and updating the charter and bylaws. LCDR Aponte stated that he will scan the document and send to members. LCDR Angela Shen also requested that current membership rosters from each group with cell phone numbers be provided to her; these rosters will be available for emergency contacts.
- b. **Cultural Competency & Awareness:** Lt. Helen Hunter reported that the

focus for the Cultural Competency & Awareness Committee will be on deployment and emergency response. The Committee will work with Office of Emergency Preparedness in developing a solid direction.

c. Outreach Training & Coordination: No report.

VI. Announcements

LCDR Shelia Merriweather/BCOAG reported that the BCOAG would like to take the lead in arranging a reception for Admiral John Agwunobi, the Assistant Secretary in September. MOLC would host the reception at Humprey Bldg. Funding resources would come from group contributions. CDR John Hecker is the Special Assistant to the ADM. A suggestion was made to invite the Honor Guard Ensemble. It was also suggested that the reception be held in August rather than September due to potential weather related events that tend to occur in September.

ACTION ITEMS

COA Annual Meeting/MOLC Breakfast

- Provide number of attendees to breakfast to LCDR Angela Shen by April 26.
- Provide/email group Award Recipients biographies and photos to LCDR Shelia Merriweather
- Volunteers needed for coverage of the booth during COA Annual Meeting; contact CDR Jean Plaschke

Charter and Bylaws:

- Working group to be formed and update the charter and bylaws; LCDR Boris Aponte will take lead on developing the group.
- Provide copy of charter to members

Group Membership Rosters

- Each group to provide a current membership roster with cell phone numbers to MOLC Chair LCDR Angela Shen.

VII. Adjournment

The meeting adjourned at 1:05 p.m. EST.

Next meeting is scheduled for April 17, 2006 (Surgeon General's Conference Room 18-57)

Respectfully Submitted By:

*CDR Margaret L. Bolte
Recorder/MOLC
Representative of HOAC*

Minority Officer Liaison Council
April 17, 2006

Attendees

LDCR Angela Shen, APAOC
CDR Astrid Szeto, APAOC
CDR Margaret Bolte, HOAC
LCDR Boris Aponte, HOAC
LDCR C.J. Means, AIANCOAC
CDR Jean Plaschke, AIANCOAC
LT Helen Hunter, BCOAG
LCDR Sheila Pack-Merriweather, BCOAG
LCDR Iris Valentin-Bon, HOAC
CDR Christine Benally, AIANCOAC

- I. **Welcome and Introductions** – Chairperson Angela Shen welcomed all attendees to the meeting and called the meeting to order.
- II. **Minutes Review/Approval** – Minutes for the last meeting held on March 20, 2006 were reviewed by members in attendance and discussion was held. After additions and changes to the minutes, the minutes were moved/motion for approval. The minutes were finalized with the changes and approved by the members.
- III. **Reports**
 1. **Chair Report – Note:** The MOLC Website is currently unavailable and is in the process of being updated.

COA Annual Meeting MOLC Breakfast: LCDR Shen led a discussion on finalizing the agenda for the MOLC Breakfast to be held at the COA Annual Meeting on Thursday, May 4th, 7:30 a.m. to 8:45 a.m. at the Grand Ballroom 1, Adams Mark Motel, Denver, Colorado.

In summary the discussion included but not limited to the following:

- Logos of the committees will be displayed during the breakfast by powerpoint/one slide. If anyone needs to update a logo, update the slide in powerpoint and send to LCDR Shen.
- Dry Run Rehearsal of the program will be conducted on Wednesday, May 3rd at 7:30 a.m. in the Grand Ballroom 1 including the AIANCOAC prayer at the beginning of the program and honor song at end of the ceremony.
- RSVP from each Committee on number of attendees to the breakfast must be sent to LCDR Shen by Wednesday morning, April 26, 2006
- Booth coverage schedule of volunteers has been developed; contact is CDR Jean Plaschke and LCDR Shen.

- Bios are being finalizing for awardees and draft program will be circulated to members; contact is LCDR Shelia Pack Merriweather regarding the programs.
- Contact information during the meeting and breakfast will be provided by LCDR Shen to all members.
- LCDR Shen will provide information from this planning discussion of the MOLC Breakfast to everyone through email in the next few days.

Due to time constraints: Chair Angela Shen waived committee reports at this time due to major topic of planning the MOLC Breakfast.

2. Announcements/New Items

1. **JOAG Meetings:** LCDR Iris Valentin-Bon inquired if MOLC has a representative attending the JOAG meetings. LCDR Shen will look into this issue and determine if the MOLC should be represented at JOAG. LCDR Valentin-Bon attends the JOAG meetings.

Status update on this issue will be discussed at the next meeting.

2. **Iraq Fundraiser for School Supplies:** CDR Astrid Szeto sent an email regarding a fundraiser to donate school supplies to children in Iraq. Commander Nelson Toy is stationed in Iraq and has requested donations for the Iraq children. Commander Toy is the brother to LCDR Philip Toy. It was initially suggested that this fundraiser activity be sponsored by APAOC; further discussions are needed to determine if MOLC can be involved in sponsoring this fundraiser with APAOC taking lead.

Discussion on this fundraiser was tabled until the next meeting.

IV. Adjournment

The meeting adjourned at 1:08 p.m. EST.

Next meeting is scheduled on May 15, 2006 at 12:00 noon EST (Surgeon General's Conference Room 18-57)

Minority Officer Liaison Council
May 15, 2006

Attendees

LCDR Angela Shen, APAOC
LCDR C.J. Means, AIANCOAC
LCDR Sheila Pack-Merriweather, BCOAG
CDR Jean Plaschke, AIANCOAC
CDR Margaret Bolte, HOAC
LCDR Iris Valentin-Bon, HOAC
CDR Nancy Bill, AIANCOAC
LCDR Boris Aponte, HOAC
CDR Narayan Nair, APAOC

- I. Welcome and Introductions** – Chairperson Angela Shen welcomed all attendees to the meeting and called the meeting to order.
- II. Minutes Review/Approval** – Minutes for the last meeting held on April 17, 2006 were reviewed and moved/motion for approval; the minutes were approved by the attendees.

III. Reports

1. Chair Report

COA Annual Meeting MOLC Breakfast held on May 4, 2006: Chair Shen reported that she has received very favorable remarks regarding the MOLC Breakfast Awards Program held during the COA Annual Meeting in Denver, Colorado on May 4, 2006. The breakfast was well attended and flattering comments have been received regarding the well organized event. LCDR C.J. Means shared remarks that Mr. Richard “Buck” Means (who provided the opening prayer and honor song during the program) asked him to share with the group. Buck enjoyed the breakfast event and thanked everyone and he was very impressed with the number of officers in attendance. LCDR Sheila Pack-Merriweather stated that several senior officers made remarks to her that the MOLC breakfast was the one of the best MOLC events and described the breakfast meeting as phenomenal.

LCDR Shen thanked the group for all the work in planning the breakfast. Regarding acknowledging the volunteers who covered the MOLC Booth, LCDR Angela Shen stated that thank you letters/certificates will be sent to individuals who provided booth coverage during the COA Annual Meeting. The thank you documents will be sent to the group chairs.

Action Item: LCDR Shen requested that updated membership rosters with officer rank information be sent/provided to her to confirm and acknowledge the officers who participated in coverage of the MOLC booth. Each chair will receive thank you letters for those individuals who volunteered at the booth.

COA Annual Meeting for 2007:

Suggestions and Comments: Chair Shen stated that MOLC will plan a luncheon meeting at the COA Annual Meeting next year, 2007. LCDR Shen also stated that the group should consider submitting a poster for the COA Annual Meeting next year which is being held in Cincinnati, Ohio.

LCDR Iris Valentin-Bon inquired about obtaining a larger booth display. There was a brief discussion on reformatting the layout of the current booth display with individual panels for each group. The current booth display ownership is BCOAG. It was also stated that the booth display was purchased for \$2,500.00.

The booth display shipping costs from Denver, Colorado were covered by LCDR Shelia Pack-Merriweather's office.

Action Item: LCDR Iris Valentin-Bon will research the booth display issue further and report findings at the next meeting.

Website Update:

LCDR Angela Shen has one CD from COA which contains 120 photos.

Action Item: LCDR C.J. Means volunteered to copy the CD and provide a copy to each group and also a copy to Karen Bryant.

Characteristics of Commissioned Corps:

Chair Shen has requested APAOC, CDR Astrid Szeto to run a report on Commissioned Corps Officers in obtaining race demographics information. LCDR Shen will share more information on this request at the next meeting.

Action Item: APAOC/Astrid will work on getting a report from OCCO on the characteristics of the Commissioned Corps.

Mentoring:

During the COA Annual Meeting in Denver, LCDR Shen was approached by senior officers offering to mentor to the council; specifically, to provide guidance during the Corps transformation. LCDR Shen has invited the officers to attend our Council meetings. The group will need to discuss and push for initiative for mentoring activities for our group. Further discussion on this issue will be planned for the next meeting.

2. AIANCOAC Report

LCDR C.J. Means reported updates from the COA Annual Meeting; the barbecue was a success; sold a lot of raffle tickets and sold out of coins. Their group meeting is scheduled for the last Thursday of the month.

3. BCOAG Report

LCDR Shelia Pack-Merriweather stated that the group met last week and shared information from the COA Annual Meeting. Everyone was pleased with the MOLC

Breakfast and the group sold out of coins. Future meetings are planned for discussions on organizing group social activities and gatherings.

4. HOAC Report

LCDR Iris Valentin-Bon reported that the group discussed during their meeting the planning of lectures for the Hispanic Heritage event scheduled in September. The HOAC Website is up and running. Discussions are also being held regarding development of the Junior Officer Award.

5. APAOC Report

CDR Narayan Nair stated that there is no official report from the group.

IV. Committee Reports

1. SG/PAC

PAC meeting was cancelled; no report; meeting to be rescheduled.

2. COA Board

LCDR Boris Aponte reported that COA Board met on April 19th and the meeting was held for 3 ½ hours; many issues were discussed. Two issues included:

- a.) Recruiting – COA is focusing on incentives for recruitment and COA emphasize the importance of MOLC's relationship to COA
- b.) Global Health Summit – Planning is on-going for this summit to be held in October.

3. JOAG Report

LCDR Shen reported that she has appointed LCDR Iris Valentin-Bon to represent MOLC at the JOAG Meetings.

LCDR Valentin-Bon reported that a JOAG Meeting was held last Friday. The meeting included discussions on ROA, leadership training, and new deployment teams. JOAG meets on a monthly basis; next meeting is in June. On July 14th, Rear Admiral C. Williams will discuss ethnics at the meeting.

V. Standing Committees

1. Charter and Bylaws

LCDR Shen stated that the MOLC Charter and Bylaws are up for renewal; this is accomplished every three years; the current charter is dated 2003. The charter includes three Memorandum of Understanding (MOUs) from 1992 to 1996. There is a draft copy of the bylaws. The Charter and Bylaws need to reflect the current vision of MOLC and its contributions to the mission of Commissioned Corps. Requested deadline for this activity to be completed is October 2006

LT Laura Longstaff is coordinating a conference call for this committee and will be contacting representatives from each group to be involved as members of committee.

2. Cultural Competency & Awareness Transformation

LCDR Shen stated that an one page handout was emailed to members regarding the MOLC – Cultural Competency and Awareness Committee. LT Hunter has been designated as Chair for this committee. The focus of the committee will be to develop a framework/model for training with aspects of ‘face-to-face’ training on cultural awareness. CDR Jean Plaschke spoke on behalf of LT Hunter. LT Hunter is speaking with officers and obtaining information on developing cultural standards for health professionals which will also include health career students. The committee will build on this initiative and will report its progress in future meetings.

3. Outreach Training and Coordination

Iraq Toy Drive: CDR Nair shared information regarding the outreach activity, Iraq Fundraiser for school supplies. LCDR Phillip Toy’s brother, CDR Nelson Toy is stationed in Iraq and has requested donations/funds to purchase school materials for students at two elementary schools located at his duty station in Iraq. The children in this area are dealing with rudimentary conditions and have minimal school supplies. If MOLC is interested as a group in donating funds, each group may donate. CDR Nair is the point of contact. The donations are tax deductible. CDR Nair will share more information on logistics of receiving monetary checks. There is a power point presentation available on this fundraiser if groups are interested in viewing. Contact CDR Nair for more information.

ASH Reception: LCDR Sheila Pack-Merriweather reported that communication is being pursued with the ASH Office in establishing a confirmed date for the ASH Reception. LCDR Pack-Merriweather requested LCDR Angela Shen assistance in connecting with the ASH Office. More information should be available to report at the next meeting.

VI. Announcements

Chair Shen announced that she is leaving FDA to a new duty station in the next two weeks. She is taking a position located at the Humphrey Building with the Office of Public Health & Sciences. LCDR Shen will forward contact information for the next MOLC June meeting.

It was suggested that the MOLC meetings be extended to one and half hours. At the next meeting, the time slot will be extended from 12:00 noon to 1:30 p.m. EST.

VII. Adjournment

The meeting adjourned at 1:00 p.m. EST

Next meeting is scheduled on June 19, 2006 at 12:00 noon EST (Surgeon General’s Conference Room 18-57).

Minority Officer Liaison Council
June 19, 2006

Attendees

LCDR Angela Shen, APAOC
CDR Astrid Szeto, APAOC
CDR Margaret Bolte, HOAC
LCDR Boris Aponte, HOAC
LCDR Sheila P. Merriweather, BCOAG
LT Helen Hunter, BCOAG
LCDR Jackie Thomas, BCOAG
LT Tarsha Wilson, BCOAG
CDR Elijah Martin, BCOAG
CAPT Wendell Wainright, BCOAG

Guests

RADM Shekhar
CAPT Mishoe

- I. **Welcome and Introductions** – Chairperson Angela Shen welcomed all attendees and guests to the meeting and called the meeting to order.
- II. **Minutes Review/Approval** – Minutes for the last meeting held on May 15, 2006 were reviewed and moved/motion for approval. The minutes of May 15, 2006 were approved by the attendees.

III. Reports

1. Chair Report

Face-to-face Meetings – A discussion was initiated by Chair Angela Shen on how to increase more ‘face-to-face’ meetings. This issue pertains to those members who are in the D.C. area. There is a concern with traffic and the logistics issue (to the meeting site). The MOLC meetings are now being held at Rockledge I; there is free parking. It was stated that perhaps a different time for the meeting should be considered. The MOLC board officers have the authority to determine the time and location for the MOLC meetings.

After much discussion it was decided to move the July 17th meeting to the time slot of 2:30 p.m. to 4:30 p.m. EST; location Rockledge I., Rm. 700 located at 6705 Rockledge Drive, Bethesda, MD 20817. This new meeting time slot will be a test to determine if more members will be available to attend the meeting in person.

Action Item: New call-in number for the meeting of July 17th will be sent to members; the meeting on July 17th will be held at 2:30 p.m. to 4:30 p.m. EST at Rockledge I, Rm. 700.

Action Items Follow-Up From Previous Meeting: Items from the previous meeting held on May 15, 2006 were discussed by Angela Shen, Chair.

- Issue on purchasing a new display booth has been closed; it is not cost feasible to consider a new booth.
- CDs of photos of the MOLC Breakfast have been distributed to all the groups.
- Results regarding race demographics, an OCCO Report on Commissioned Corps, was obtained from CDR Astrid Szeto. The information obtained revealed: Total of 5,995 Commissioned Corps Officers with 3,614 White, 784 Unknown, 423 Indian, 343 Asian, 564 Black, and 267 Hispanic. It was noted that the information is obtained from officers at Call To Active Duty (CAD) and it is optional for an officer to provide this information (this may have contributed to the 784 unknown category). Chair Shen stated that information reflects that there are minority officers out there that need to be recruited. This information will be posted on the website by LCDR Angela Shen.

Combined SG PAC/COP Meeting (updates from CPOs, SG PAC Reps, OCCO, OCCFM): LCDR Angela Shen shared the following from this meeting:

1. Report of the SG's Workshop on Healthy Indoor Environment is out (hard copies are available.)
2. OFRD Report – You have heard of the new paradigms in deployment by now, Tier 1-3), highlights are:
 - Team based and structured deployment rosters
 - Skill-based role assignments
 - Tier 1-2 Leadership selected. Leadership Training held June 3-4 in Atlanta for those leading response teams. Selections of teams are on-going; supervisory approvals is at 50%.
 - Current readiness status is at 75%. Lockdown for promotion review was on 25 May 2006
 - Of the total number of officers eligible (5099-does not include critical officers, short tours, and deployment waivers) 1207 have not chosen teams yet.
3. Call to Active Duty (CAD) Systems Review – there is a need for integrated systems approach. Current process does not support transformation. The entire process of CAD had many barriers and bottlenecks.
 - Group was convened. Primary findings: no centralized recruitment or integrated data collection system, no data matching system for applicant qualifications and assignment preferences, applicant driven recruitment and placement, applicant pool not aligned with vacancy needs, application process time from 6-18 mo, and lack of metrics to manage the process.

- Proposed system electronic-based CAD system that is friendly and streamlined.
MOAS- 'mother of all systems' for force management. Accessible for CAD, security, deployment, training/career management, performance evaluation, compensation, health care, credentialing, policy analysis, recognition, etc. (ie integrated system).
- Many features (online pre-screen assessment, automated applicant vacancy matching system, easy access to all, etc...)
- This IT infrastructure has funding to be put into place.
Note: There is current funding available for an IT system/structure and staff.
- OCCO (Lee Shackelford) requested representative for a total about 12 officers for a subcommittee on core values. (LCDR Aponte has volunteered and his name has been submitted).
- 2005 Annual COER 95% completed. 2% (117) Active Duty incomplete, 3% (167) non-Active Duty incomplete. Of the 117, 48 had not begun and 32 are with the officer; 20 with Rater; 17 Reviewing Officer. Rest of update on promotions, appointment boards, and assimilation is in progress. Discussion was held on call to active duty statistics and how to increase the call in certain categories of greatest need.

2. BCOAG Report

LCDR Shelia P. Merriweather reported that at the group's last meeting discussion was held on reviewing the group's charter. A subcommittee is being formed to review the charter.

The group's brochure has been updated

On the BCOAG website, there has been an announcement for membership; several vacancies are coming up.

Regarding the Iraq Toy Drive Campaign, there has been a good response to this campaign from BCOAG . The point of contact for the toy drive campaign is CDR Narayan Nair, APAOC.

3. HOAC Report

CDR Margaret Bolte, HOAC, stated that the group did not meet this month; no official report from the group.

4. APAOC Report

CDR Astrid Szeto reported that APAOC just announced a call for nominations for voting members starting the term on January 1, 2007. Officers should submit an on-line application available at the APAOC website <http://www.usphs-apaoc.org/>. Deadline is July 30, 2006.

The Iraqi elementary school student school supplies Fundraiser ended on the last day of May. A total of \$3,000.00 was raised with \$1,500 from the very generous support of COA-DC Chapter. An order from the wish list of school supplies was placed. Currently school is not in session in Iraq but classes will resume in

August. Another order can be placed if there is additional donation. Please contacts CDR Szeto and CDR Nair if interested by the end of June. If anyone is interested in purchasing Katrina Coins; pre-orders can be made to LCDR Tom Pryor, at thomas.pryor@ihs.gov by Sept 30, 2006 CDR Szeto also stated that APAOC is working on developing standard operating procedures (SOPS) for their various subcommittees. They are willing to share the SOPs with MOLC and other minority groups if they are interested. Discussion was held on the importance of keeping a running log/binder of activities which may be utilized for end of the year reports and to develop transitional memos. This information may be incorporated in developing best practices.

5. AIANCOAC Report

No report.

IV. Committee Reports

1. COA Board Report

LCDR Boris Aponte stated that the COA Board Meeting is scheduled for tomorrow, June 20, 2006 from 6:30 a.m. to 9:30 a.m. He will receive a hard copy agenda prior to meeting (sometime today).

2. JOAG Report

LCDR Iris Valentin-Bon is the MOLC's JOAG representative; LCDR Valentin-Bon was not available for this meeting. LCDR Angela Shen shared notes provided from LCDR Valentin-Bon regarding highlights from the JOAG Meeting which was held on June 9, 2006. The JOAG Meeting covered several areas pertaining to: the Secretary's Vision for a transformed Commissioned Corps, and Transformation Force Management Issues. Notes covering JOAG Meeting of June 9, 2006 are attached to these minutes.

V. Standing Committees

1. Charter and Bylaws

LCDR Boris Aponte and CDR Margaret Bolte reported on the status of the subcommittee activities for updating the MOLC Charter and Bylaws. This working committee is meeting weekly and is well represented from the four groups. Currently, the committee is developing an updated mission statement. Chair Angela Shen requested that the committees draft mission statement be presented to MOLC at the next month's meeting for everyone to review and agree on the consensus of the mission statement.

Other issues to consider in updating and developing the MOLC Charter and Bylaws were discussed. Chair Angela Shen initiated a discussion and asked the group their thoughts in changing the one year term currently being held by MOLC officers to a two year term. This change could be incorporated into the new charter and bylaws. The charter should reflect and fit into the transformation taking place in the Corps.

Another issued mentioned was regarding MOLC summer meetings. The group decided to continue with the monthly meetings as scheduled.

Action Item: The new and revised mission statement will be available for MOLC members to review at the next meeting. Also, the Charter & Bylaws Subcommittee will attempt to have available a draft charter for the Council to review.

3. Cultural Competency & Awareness Transformation

It was reported that recommendations are being developed for Emergency Preparedness to consider cultural awareness in training courses.

There are cultural awareness courses available on-line for officers that focus on issues regarding becoming culturally competent and culturally skilled. This is a sensitive issue

Action Item: Decide the next steps in addressing this issue; discuss at the next meeting.

4. ASH Reception

LCDR Shelia P. Merriweather stated she continues to seek contact with the ASH and the ASH scheduler in planning an ASH reception. Emails and phone calls have been made to request that the AHS Reception be placed on the ASH calendar. It was suggested that a date be selected and that LCDR Merriweather with her signature and LCDR Shen's signature, write a formal request on letterhead to the ASH asking for his presence at a reception to be held at Humphrey Building. The time line of August and September may be an issue due to the variety of activities taking place and hurricane season being in effect. The ASH may not be available for a reception activity at this time.

Action Item: LCDR Merriweather and LCDR Shen will submit a formal written letter to the ASH requesting his attendance to a reception being held in his honor.

5. CDR Astrid Szeto stated that APAOC has training session at almost every monthly meeting. APAOC meetings are scheduled on the third Wednesday of each month from to 1330s with training held at 1300 to 1330. Training materials are available before the training session at the APAOC website <http://www.usphs-apaoc.org/> under Career Development/Professional Advancement/ [Guest Presentations](#) link. The training session this Wednesday, June 21, will be on officership by CAPT Dana Taylor of OCCO. Everyone is welcome to teleconference in.

CDR Szeto also mentioned that the Joint Committee of Career Development Chairs has developed a list of resources and information regarding long term training and continuing education opportunities at no cost or reduced cost to PHS Corps officers. It is currently posted on the APAOC website under Career Development/Professional Advancement, Education and Training Opportunities,

until OCCO is ready to host it. It is a living document with very helpful information for officers of all categories. Please feel free to share additional information with CDR James Schaeffer at OCCO.

LCDR Shelia P. Merriweather stated that BCOAG will have an indepth discussion on proper wearing of the uniform when on deployment at the BCOAG's next meeting.

Action Item: Continue to announce and share training sessions and/or training activities with each group.

LCDR Angela Shen will look into providing a link on training placed on the website.

VI. Announcements

The guests to this meeting both commented on the efficiency and very informative meeting held today. Appreciation and gratitude was extended to the MOLC members for the additional work that is being made on behalf of minority officers.

VII Adjournment

The meeting adjourned at 1:30 p.m. EST.

Note: The next meeting is scheduled on July 17, 2006 at 2:30 p.m. to 4:30 p.m. EST (Rockledge I – Rm. 700)

Call-in numbers will be sent to members.

Respectfully submitted by:

*CDR Margaret L. Bolte, HOAC
Recorder/MOLC*

FOR DISCUSSION AT THE NEXT MOLC MEETING

MOLC Charter & Bylaws Subcommittee Members:

In our last meeting on June 30, 2006, the group finalized the draft of the Mission Statement. The group gave the approval to accept this draft of the Mission Statement which will be forward to MOLC for further review. Here is the finalized draft:

I. MISSION STATEMENT

The Minority Officers Liaison Council (MOLC) promotes, fosters, and encourages participation and representation of minority officers in leadership, policy development, and management of the United States Public Health Service (USPHS).

The group also finalized the Section II of the Charter, II. Relationship of the MOLC to the United States Public Health Service (USPHS). This section will be sent to MOLC for further review.

II. RELATIONSHIP OF THE MOLC TO THE UNITED STATES PUBLIC HEALTH SERVICE (USPHS)

The MOLC provides ongoing advice and consultation to the Office of the Surgeon General (OSG) on issues relating to the professional practices and activities of minority officers in the USPHS. It represents professional officers from the American Indian/Alaskan Native Commissioned Officers Advisory Committee (AI/ANCOAC), Asian Pacific American Officers Committee (APAOC), Black Commissioned Officers Advisory Group (BCOAG), and Hispanic Officers Advisory Committee

(HOAC). The MOLC only operates in a staff capacity and does not substitute for line management, nor exercise the prerogatives of respective operating programs and agencies.

For Meeting of July 7, 2006, please plan to call in at:

**Minority Officer Liaison Council
Meeting of July 17, 2006**

Attendees

Voting Members:

LCDR Angela Shen, MOLC Chair

AIANCOAC: CDR Christine Benally (AIANCOAC Chair, MOLC Vice Chair)

BCOAG: LCDR Daryl Crutchfield, Absent

HOAC:

LCDR Boris Aponte, HOAC

CDR Margaret Bolte, HOAC – Excused absence

MOLC Advisors

RADM Shekkar

CAPT Helena Mishoe

Non-voting members

LCDR Iris Valentin-Bon, HOAC Chair

CAPT Astrid Szeto, APAOC Chair – excused absence

LT Helen Hunter, Ex-officio member – excused absence

CDR Jean Plaschke, Ex-officio member – excused absence

Guests:

LCDR Jackie Thomas, BCOAG

LT Tarsha Wilson, BCOAG

CDR Elijah Martin, BCOAG

CAPT Wendell Wainright, BCOAG

CDR Catherine Rupinta, HOAC

LCDR Delia Jones, BCOAG

LCDR Wendy Blocker, BCOAG

- I. Welcome and Introductions** – Chairperson Angela Shen welcomed all attendees and guests to the meeting and called the meeting to order.
- II. Minutes Review/Approval** – Minutes for the last meeting held on June 19, 2006 were reviewed and moved/motion for approval. The minutes of June 19, 2006 were approved by the attendees.
- III. Action Items Follow-Up From Previous Meeting:** Items from the previous meeting held on May 15, 2006 were discussed by Angela Shen, Chair.

- Call-in number is being handled by MOLC secretary LCDR Merriweather.
- Revised mission statement, along with section II and III from the MOLC Charter were shared and is pending approval from MOLC voting members.
- Invitation letter to the ASH for BCOAG reception should be sent to acknowledge acceptance.
- Training activities should be being shared with each group where possible.

IV. Reports

1. Chair Report

Highlights of SG PAC/CPO Meeting

General Announcements:

- The Surgeon General released the report “Health Consequence of Involuntary Exposure of Tobacco Smoke”.
- An HHS Honor Awards Ceremony was held at the Humphrey Building on June 23 to recognize Katrina response efforts of HHS employees.
- The Call for flag nominations has been announced.
- 3 and Freeze Policy. As per the ASH, after consultation, the policy has been amended.
- 12 new positions to work at OCCO and OCFAM have been announced. All will be O6 billets and open until July 17.
- The ASH will be coming to each of the agencies to speak on transformation with the officers.
- Readiness Update: IRCT and a team in nursing homes in place. Also an engineer only mission for in-depth structural assessment of nursing homes. USS Comfort mission was successful. Completing mission on the Mercy (in the Philippines). 150 officers (response team leaders) met in Atlanta for training. Completion of the roster continues.
- CPO Board report: Recruitment, help with COA conference attendance.
- SG PAC report: a lot of information is a surprise (e.g. 2 weeks to do modules). Where does the time balance come from being an officer and working for their Agency? Asking the same person to do 2 jobs. Large proportion of our officer. Mentoring new officers and newly commissioned officers. Mentoring program peer officers. Expectation unclear. Timing.
- OCCO report (Temporary Promotions). 776/1595 (43 were EPP; 15 non-recommended); 27 remove (2 license, 18 basic ready, 3 missing COERs, 4 no longer AD); 3 BOTCs mid-to late summer.
- OCFM report (Furman): Electronic CC system (follow-up from last month). CCPM – 1950s (state of the art at the time). Bottom line: updated CC policies (e.g. HEW) and new website. All policies will be searchable.

Meeting of LCDR Shen with ADM Williams, Chief of Staff.

- Regular meetings with ADM Williams represent one of the two ways that the MOLC has for communicating with the OSG. Unsure if the MOLC is using these opportunities well.

- The document describing the achievements of the MOLC for the first six months of this year was shared with RADM Williams. LCDR Shen highlighted the diversity of achievements of the MOLC and asked for these to be posted on the MOLC website. She also suggested the submission of a poster for the next COA annual Meeting including these achievements.

Discussion on the minority officers' demographic data.

- CDR Benally presented raw data obtained from OCCO on the ethnic/race distribution of the 5995 currently active CC officers, which showed that approximately 30% of officers reported themselves as a minority (Indian, Asian, Black, or Hispanic). LCDR Shen asked the group for suggestions on how to best use this data.
- CAPT Wainright suggested that this information could be used internally for recruiting purposes by looking at areas of need.
- RADM Shaker suggested three ways to analyze the information: by agency, by PHS, category, and by rank.
- LCDR Shen suggested a comparison also be made with civilian counter-parts in HHS, other uniform services, and with the general population (through census data).
- Action Item: CAPT Mishoe suggested to work with OCCO/OCFAM to perform more analysis.

2. AIANCOAC Report

CDR Benally reported the update of their Bylaws and conducting a membership drive. AIANCOAC's appointment letters submitted last year have not been received.

Action Item: HOAC (as last year's MOLC Chair) and AIANCOAC will follow-up and resubmit if necessary and still possible.

3. BCOAG Report

CDR Elijah Martin reported that BCOAG is at the present time updating their Bylaws, preparing a set of recommendations to the OSG regarding the deployment Tiers, and announcing a call for new members. CDR Martin had no update on the ASH reception.

4. HOAC Report

CDR Rupinta described a Lunch and Learn pilot series starting with the Nurse PAC to be followed with other PACs. LCDR Aponte described a lecture series to be launched during the Hispanic Heritage Month. Four lectures are being planned for the upcoming 12 months, starting with the one in September for which the Surgeon General has been invited as the guest speaker.

5. APAOC Report

No report.

V. Committee Reports

1. COA Board Report

No report.

Action Item: CDR Benally asked that the results of the COA Board elections be shared with the MOLC.

2. JOAG Report

No report.

VI. Standing Committees

1. Charter and Bylaws

LCDR Aponte reported that the first three sections of the Charter have been submitted for the approval of the MOLC voting members.

Action Item: LCDR Shen suggested to have a conference call meeting during the next two weeks to have discussion and provide feedback to the Charter and Bylaws workgroup.

2. Cultural Competency Committee Report

LCDR Shen (on behalf of LT Hunter, WG Chair) presented an update of the white paper developed by this committee and described the framework, and objective of the paper. LCDR Shen also mentioned that the vision for this paper has been shared with RADM Williams, Chief of Staff. During the August meeting this SC will present the paper to the MOLC. During the August meeting this SC will present the paper to the MOLC. After comments from the group are included, a final draft will be discussed with RADM Williams at the end of August (meeting changed to Sept 18).

CAPT Wainright mentioned that he was concerned about how the OFRD response teams were comprised in the implementation of the new Tier system for emergency response. He asked if other OPDIVs are implementing training in cultural competency. In particular, CAPT Wainright is interested to know if a consideration to the racial composition of the various emergency response teams has taken place.

CAPT Mishoe suggested that MOLC invite RADM Babb for a Q/A during the August meeting. The group agreed.

Action Item: BCOAG will arrange Q/A Session with RADM Babb for the next meeting. Chairs will solicit questions from members and MOLC will provide an advanced copy to RADM Babb.

LCDR Shen, LT Hunter, RADM Shekhar, CAPT Mishoe will share final draft white paper with RADM Williams on September 18th.

3. ASH Reception

CDR Martin from BCOAG notified that the ASH has confirmed for January 18, 2007, and that the location being considered is the Humphrey Building.

CAPT Mishoe supported this location as one convenient for the ASH.

Action Item: LCDR Shen asked that a point of contact from the ASH office be

identified so that MOLC could follow-up on this activity.

VI. Announcements

VII Adjournment

The meeting adjourned at 1:30 p.m. EST.

Note: The next meeting is scheduled on August 21, 2006 at 2:00 p.m.
to 4:00 p.m.

EST (Rockledge Building I).

Call-in numbers will be sent to members.

Respectfully submitted by:

Reviewed and submitted by:

Boris Aponte

Angela Shen

LCDR Boris Aponte

LCDR Angela Shen

Backup Recorder/MOLC

MOLC Chairperson

**Minority Officer Liaison Council
Meeting Minutes
August 21, 2006**

Location: Conference Room (7)) Rockledge I Building **Time:** 1400-1630 EST
Teleconference Call: 888-324-6810, Passcode 98306#

Attendance	Rank/Name/MOLC Position	Group	Agency
√ Present	LCDR Angela Shen – MOLC Chair	APAOC	OS
√ Present	CDR Narayan Nair –Alternate Chair	APAOC	FDA
√ Present	CDR Christine Benally, Vice-Chair	AIANCOAC Chair	I.H.S.
√ Present	LCDR C.J. Means, Alternate Chair	AIANCOAC	I.H.S.
	CDR Nancy Bill	AIANCOAC	I.H.S.
√ Present	LCDR Shelia P. Merriweather, Secretary	BCOAG Chair	OS
	CDR Nina Mezu Nwaba, Alternate Secretary	BCOAG	FDA
√ Present	LT Helen Hunter	BCOAG	NIH
√ Present	CAPT Margaret Bolte, MOLC Recorder	HOAC	FDA
√ Present	LCDR Boris Aponte, Alternate Recorder	HOAC	FDA
√ Present	LCDR Iris Valentin-Bon	HOAC Chair	FDA
	LCDR A. Karen Bryant, Webmaster	APAOC	HRSA
√ Present	CAPT Astrid Szeto	APAOC Chair	FDA
	LCDR Cecile Town	AIANCOAC	CDC
	CDR Jean Plaschke	AIANCOAC	OS

Guests	Group
RADM John Babb	PHS
LCDR David Waterman	PHS
CAPT Helena Mishoe, Advisor	PHS
LCDR Wendy Blocker	BCOAG
CDR John Longstaff	AIANCOAC

- I. **Welcome and Introductions** – Chairperson Angela Shen welcomed all attendees and guests to the meeting and called the meeting to order at approximately 1404 EST.

- II. **Review/Approval of Meeting Minutes** – Minutes of the last meeting held on July 17, 2006 were not available. Chair Shen deferred the review and approval of the minutes to the next meeting at which time the minutes will be reviewed with today’s meeting minutes.

- III. **Readiness Session** - Special Guest RADM Babb provided a brief overview and a question and answer session regarding Commissioned Corps Officers Readiness.

RADM Babb stated that he began working with Commissioned Corps Readiness six years ago and at that time there were volunteer officers, self-designated, to cover disaster incidents. It was the President's decision to involve the Commissioned Corps to respond to the nation's emergency needs and move away from an all volunteer readiness group to involve all COs to be ready for deployment. Currently there are 440 Commissioned Corps Officers who have completed Basic Readiness. After Katrina, the focus was to move from individuals to teams for the Corps. The concept of the Tier Response structure was developed to reinforce and establish Corps Teams. A full-time designated team, the Health and Medical Response (HAMR) team was formed and forward to Congress for approval. Twenty-five (25) Response Teams have been formed and are mostly fully staffed (17 are waiting to be fully staffed). Team leaders have been trained and further training is planned for the teams next year.

Questions were addressed and responded by RADM Babb:

1. Criteria to select team leaders for Tier Teams: Team leaders are 06/CAPT rank. Discussion on criteria for team leaders were discussed and addressed by Senior Officers, Flag Officers, 07's officers. Team leaders are well represented in skill and ethnic/racial background. The team groups represent the desired skills and functions of the group and are geographically based.
2. Team Leaders were furnished with eligible officer applications from individuals and officers were reviewed for consideration to be designated on a team; 1200 applications were reviewed.
3. Team leaders made selections to staff their teams and officer's supervisor were asked to approve selection. Supervisors' replies: one-third had a 'no answer' or no reply. Incident Response Teams are completed for Regions 1,2,7, & 8.
4. There is a 3 year commitment to be on a Tier; any officer may move from one Tier to another after the 3 year commitment.
5. There is complete diversity with qualifiers in the agency's programs. Rapid Response Teams being developed in specific areas of the country will be formulated based on the agency officers in the specific area. (Example: RRT in Phoenix will utilize Indian Health Service COs. The Applied Health Teams will utilize personnel from CDC; such as, CDC officers with knowledge and public health skills such as handling hazardous materials, etc.) Other teams are completely diverse.
6. It is unknown if racial and ethnic composition of the Teams are appropriate for response as in the situation of Katrina. An APHT group in Cuba may deal with language factors 'speaking Spanish'. Teams have quite a bit diversity in speaking different languages. Language, generally, may not be critical in domestic incidents. It depends on the type and location of the emergency incident.
7. The training for Tier Officers has almost been completed. Training for Tier 2 is scheduled for next year; Tier 3 training will not be as intense and

looking for online training; there are 800 officers at different duty stations,

8. Regarding if MOLC has the opportunity to provide input in deployment and BOTC meetings; MOLC has expressed interest to the OSG in providing input into these trainings.
9. Tier 1 officers will be notified of deployment with a 36 hour advance notification. This will occur in advance of a storm; will not necessarily wait until local and state resources are overwhelmed. Advance planning will include a review of evacuation plan conducted at a specific site and review of all factors involve in an evacuation plan including a state evacuation plan, which may include determination if health drugs are available, and the possibility of moving and transporting victims. Consideration will be made regarding decisions to move critical patients from health care/nursing home facilities. A plan is just that - a plan that will need review to best respond to an incident.
10. Generally there has not been a problem to duplicate deployment of officers with HHS and OPDIVs with an officer's agency and OFRD. People involved are in critical states; example is Bureau of Prison officers would be involved in any evacuation occurring within their duty station site.
11. It is anticipated that officers assigned to Tier 1 will not receive special consideration for promotion. Officers in Tier 1 have a different level of expectation; to be available on short notice and trained. A lot of officers have no chance or the opportunity to do this. Officers working at an isolated duty station would create an additional hardship to be absent from their duty station and should be not b penalized for not being on a tier group.

Other comments and replies to questions from RADM Babb:

Training for the tier teams is planned for Fiscal Year 2007. Plans are to build training to involve all four teams and to be on call at the same time (RRT, RDF, APHT, and Mental Health) Will hold five separate trainings from March through April 2007. CAPT Mishoe stated that integration of teams is absolutely important; RADM Babb agreed.

Currently RADM Babb is taking suggestions on how to communicate information from the Secretary's transformation decisions being made; want to communicate the information especially to new officers. Teams include Administration/Finance and Logistics team members; 200 officers applied to APHT group; those not selected were approved at Tier 2. Considering posting information on website.

Officers with several skills may have applied to more than one Tier and have not yet been assigned; a selection will made by a Team Leader.

Discussion was held on 'weekend training' that is being offered to not conflict with regular job duties. It was noted that two day weekend training is not enough training.

Chair Angela Shen thanked RADM Babb for attending and speaking with MOLC today. RADM Babb left the meeting at approximately 1453 EST.

LCDR David Waterman of OFRD stated he has been assigned the task of Liaison. He emphasize that regarding the new transition, the database utilized contains no history of sex and racial background. Race is option of an officer's application process in PHS. Team Leaders were selected by the Surgeon General; OPIVs went with this recommendation. Other requirements of Team Leaders included a 3-year commitment (for example an O6 that is up for retirement will not be selected).

LCDR Waterman shared with the group that there is a major problem with 'bad/incorrect' email address for officers. (600 incorrect email addresses exist for officers). Have officers checked for correct emails.

IV. Reports

Chair Report – LCDR Angela Shen

1. Highlights of SG PAC/CPO Meeting

Announcements

1. SG Carmona resigned after a four-year term.
2. The new ASPHEP was sworn in yesterday, RADM C. Vanderwagon
3. New HSO-CPO was announced.
4. Director of OCCO and OCCFM will now be cross assigned. Positions have been switched from Canton to OCCFM and Furman to OCCO. OCCO reports to OSG; OCCFM reports to the ASH
5. SG Publications – SG report on Involuntary Exposure (second hand smoke); executive summary of this report included a series of reports. The key messages are at 6th grade reading level. Many media outlets picked up this release and was well received. A 4th publication the SG's Call to Action on Health of People with Disabilities was also released on the 16th anniversary of the American Disabilities Act (ADA).

MOLC Report - Presented by MOLC Chair Angela Shen At SG PAC/CPO Meeting

1. Midyear Accomplishments – LCDR Angela Shen highlighted the group activities (MOLC breakfast, Iraq school supplies drive). RADM Moritsugu mentioned how beautiful the coins were from each of the groups and suggested people get a hold of them as they were quite well done.
2. CC Statistics by Minority: suggested that group chairs placed this information on websites. People interested in this information could refer to website.. Presented three graphs: Of the 5995 in the CC, 1597 are minority (27%) with 784 unreported. Graph #1 – breakdown of CC by race/ethnicity; Graph #2: Percent Minority by rank (31% jr, 23% sr, 29% flag); Graph #3 Percent Minority by Category (approximately 25-30%). Also of interest to MOLC was the % of officers with unknown race/ethnicity. Most categories were 7-10% except for Nurse at 17%, Pharm 13%, HSO at 25%. There was a suggestion to look at historical content to show diversity in the last five years.

3. MOLC is drafting a white paper on cultural competency training particularly with respects to deployment.

Transformation (RADM Knouss)

In general, the transformation is proceeding along. There is a meeting with the Secretary in August to move forward. There is also movement on the appropriations (10 million Presidents request, 15 million Senate request) in particular to focus on the IT system which is not yet finalized. . The new IT system will support activities. The goal targeted to end of 2008. 10 profiles have been cleared for the first media campaign to begin in winter with targeted recruitment at some colleges. It is optimal to proceed with recruitment when the IT infrastructure is in place to ease the application process and find a position.

SG PAC – No report

RADM Wyatt – Report on Officers Time: Wyatt reported on a proposed memo that quantifies the amount of time an officer spends on CC activities (10%). This is in an effort to outline expectations to supervisors in the presence of the dual mission we have. There was much discussion on this. MOLC (AKS) asked if there would be any reinstatement of the well touted supervisor training course and also if there is a mechanism for information to trickle down to the first line supervisor from the Agency Heads. Discussion continued with the final action to form a working group on this issue before going to the Agency Heads. The purpose of the group is to define “What’s the expectation?”

CPO Board Report (RADM Barror)

1. CPO retreat was yesterday. There were many recommendations with regard to implementation of transformation. RADM Knouss suggested a meeting be schedule to discuss what they are versus anything more formal.
2. There was a concern over the lack of clarity with regard to missing COERs and the impact of this on promotion, retention, etc...
3. BOP is undergoing re-billeting
4. Everyone will be in a new billet system and billets will be centrally managed by the CC (vs.) the Agencies; this will happen in the future.

Readiness Update (Beck)

1. 75% of the CC ready. Training and staffing continues
2. Statue related to readiness was signed off by OMB/WH and to the Hill
3. Update on the status of the various teams with regard to staffing (RDFs, IRCTs, Hammer teams, etc...)

LCDR Shen left the meeting at 1130. The 2 remaining reports were OCCO and OCCFM.

OTHER

1. Chair Angela Shen is developing a task list (MOLC) and updating when necessary.

V. REPORTS

2. **AIANCOAC** – CDR Christine Benally reported that the group is working on obtaining membership appointment letters completed. Chair Shen offered to walk through and assist with the process of completing and submitting appointment letters to officers.

CDR Benally announced that she has accepted a new position and will be moving to Rockville, MD in the next couple of weeks. She will inform the group of her new email address once she is settled on the new job.

3. **BCOAG** –LCDR Shelia P. Merriweathr reported that the group’s meeting was very productive. There are a number of new officers in the group. LCDR Nina Nwaba will be the alternate representative for MOLC; LT Daryl Crutchfield has moved to California and will no longer be a voting member on the MOLC. The Health Disparities Event will be held on January 13-14, 2007.

Announcements regarding this event will be made in the future.

In February 2007, BCOAG will recognize Black History Month; CAPT Howard to be involved in activities for the event and will honor and acknowledge Dr. Mary Carpenter.

During the September meeting, a presentation will be made by LCDR Michelle Everett on “The Proper Protocol and Assembly of the Uniforms.” We are attempting to have this presentation available by video conference. Information on this presentation will be forwarded once date and time are finalized.

A reception for ADM Agwunobi is planned for January 2007 and a draft letter has been developed; MOLC assistance is requested.

4. **HOAC** - LCDR Iris Valentin-Bon reported that a good meeting was held in August. There are three slots for membership for next year and will post announcement in Commissioned Corps publication. A Hispanic event is planned for September; information will be sent out.
5. **APAOC** - CDR Narayan Nair reported that the group is utilizing an on-line selection process for new members. There are seven openings in the group and have received 17 applicants.

CDR Nair stated that the paper on History of MOLC has been completed. Plan to place this information on the website. An interview with Alan Locke provided information. The information is less than a page. Would like feedback on this paper; perhaps feedback from past MOLC members; will circulate the paper among previous officer members. If anyone has names of officers/retired officers previously in MOLC, send names and information to CDR Nair.

CAPT Aztrid Szeto stated that LDCR Hawkins will be presenting information at a training session on assimilation on September 20 at 12:45 p.m. to 1:30 p.m. More information on this training is on the group’s website.

VI. Committee Reports

COA Report - LCDR Boris Aponte reported there is no COA Report.

Beginning October 1, there will be a new COA Board Committee. Planning for the annual COA Conference in the next few months. It was mentioned that MOLC would like to set up a luncheon during the COA Annual Conference and invite CAPT Farrel.

VII. Working Groups

- a. Charter and Bylaws Working Group** – LCDR Boris Aponte reported that three sections of the charter have met MOLC’s approval. This week the Functions Section will be worked on, and have circulated this section among the subcommittee members for review. It was decided to complete the whole charter/bylaws document and at that time submit the whole document to MOLC for final review and approval. The group is meeting weekly and is working hard; progress is good.
- b. Cultural Competency & Awareness Transformation** – LT Helen Hunter reported that the PHS Cultural Competency Training Plan Paper has been drafted and requested input and comments from the members. LT Hunter stressed that the focus of this paper is on communities we serve and to drive the point that leadership is critical to/relates to cultural competency. The paper was model as a “white paper”. CDR Nair made a general comment regarding if cultural competency is being addressed not only to the population we serve but also between co-workers in deployment/close quarters situations. LCDR Shelia P. Merriweather stated that there are two different entities: cultural competency in the workplace and in health settings. CAPT Mishoe stated that the focus of this paper is on deployment. There was an extended discussion on this issue from the group. The training of cultural competency is to be incorporated in BOTC training sessions. CAPT Azrid Szeto stated that there are two references regarding Cultural Competency and she will forward this information to LT Hunter. Members are requested to send/email comments regarding the Cultural Competency & Awareness Transformation Training Plan Paper to LT Helen Hunter. LT Hunter indicated that the paper represents a menu of options that OSG can utilize and develop action steps. There was also discussion regarding officers reporting their experience after being deployed and identifying a method to obtain and share this information.

VIII. Announcements

CDR Shelia P. Merriweather asked the members if the MOLC meetings should continue at the time of 1400 in the afternoons. The members had no objections to this meeting schedule.

- IX. **Adjournment** – The meeting adjourned at 1612 EST.
Note: The next meeting is scheduled on September 18, 2006 at 1400 to 1630 EST
Rockledge I Building, Room TBA

Respectfully submitted by:

Margaret L. Bolte
CAPT Margaret L. Bolte
MOLC Recorder

Reviewed and submitted by:

/s/Angela Shen
LCDR Angela Shen
MOLC Chairperson