

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**26 January 2009**

**Location:** 409 3<sup>rd</sup> Street, SW Suite 330, Southwest Federal Building  
**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Excused	CAPT James Bresette	Secretary	AIANCOAC	IHS
Present	CAPT Rita Lookingglass	Representative	AIANCOAC, Chair	IHS
Present	CAPT Gina Pahona	Guest	AIANCOAC	IHS
Present	LCDR Michael Weahkee	Secretary (Acting)	AIANCOAC	IHS
Absent	LCDR Sani Parmjeet	Vice Chair	APAOC, Chair	
Absent	LT Leorey Saligan	Representative	APAOC	
Absent	CDR Sheila Merriweather	Representative	BCOAG	OS
Present	CDR Sean-David Waterman	Liaison	BCOAG, Chair	OS
Present	LCDR Candido Alicea	Representative	HOAC	NCI
Absent	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC	NIH
Present	CAPT Laura Aponte	Acting Chair	HOAC	OS/OC CFM

### **I. Call to Order**

- MOLC Acting-Chair CAPT Laura Aponte called the meeting to order at 14:35 EST. Council roll was taken by the Acting MOLC Secretary, LCDR Michael Weahkee in place of CAPT Bresette preparing to deploy to Afghanistan. A quorum was established with 3 of the 4 minority liaison committee in attendance.

### **II. Review and Approval of Meeting Minutes**

- CAPT Aponte called for a review and approval of the minutes for the December 15, 2008 meeting. CAPT Rita Lookingglass moved to approve the minutes as presented and this motion was seconded by CDR Sean-David Waterman. The subsequent vote carried unanimously.

### **III. Reports**

#### CHAIR Report – CAPT Aponte

- CAPT Aponte began her report by querying each of the other minority liaison councils about the process that they use to select the Chair for MOLC when it is their turn to serve in this capacity. She has heard that some groups choose to have their council chair also serve as the Chair for MOLC at the same time, while others feel that serving

in both capacities at the same time is overwhelming and appoint another member of their committee to fulfill the role of the MOLC Chair.

- The AIANCOAC reported through CAPT Gina Pahona that in the previous year their committee made their decision based on the second option, which was to appoint somebody other than the committee chair to serve as the Chair of MOLC because of the heavy workload.
- The BCOAG reported through CDR Sean-David Waterman that this was handled at the executive level of the BCOAG in that he and CDR Sheila Merriweather split the responsibilities of serving as Chair for both the BCOAG and MOLC.
- CAPT Aponte reported that the HOAC is going through this same thought process currently and that she was asked by the current HOAC Chair to serve in the capacity of MOLC Chair until they are able to have a conversation on this topic at their first regularly scheduled meeting to take place on February 12<sup>th</sup>. She thanked the other committee's for their responses and said that she would take this information back to the HOAC for their discussions on the topic.
- PAC Chair Meeting –
  - CAPT Aponte reported that the last PAC Chair Meeting was held on January 9, 2009 and that the major topics of discussion included:
    - i. Website migration – The progress has been slow due to technical issues such as 508 compliance. There is no set schedule by which all sites need to be migrated and Committees are asked to continue to keep their websites up-to-date during this transition period.
    - ii. Fundraising – This topic was discussed and PAC's and other Committees were reminded that we are not supposed to conduct any fundraising, with the exception of the sell of Committee and Category coins at cost.
    - iii. 2011 Benchmarks Review Committee – The call for nominations for a chair of this committee is being solicited and interested individuals are asked to contact LT Monahan who is the current PAC Chair Secretary for additional information.
    - iv. Longevity Recognition Award – An initiative has been proposed by the Commissioned Corps to look at introducing an award to longevity recognition, similar to those awards offered in other branches of uniformed service. More information on this topic to come in the future.
    - v. Utilization of Inactive Reserve Corps – This was also a topic of discussion, focusing on the need to clarify how the Inactive Reserve Corps functions and interrelates with the various federal agencies.
- Other Information –
  - CAPT Aponte reminded committee members about the 2009 Scientific Symposium, which is scheduled to be held in Atlanta, GA in June of this year.
    - i. MOLC Members need to plan for the Awards to be handed out at this meeting, as well as the sponsorship of a MOLC Booth.
    - ii. This year the HOAC will serve as the lead in coordinating these efforts. CAPT Aponte asked that each Committee provide the name

of one representative to serve on the MOLC Planning Committee for this event. She asked to have these names submitted to her no later than February 6, 2009.

- iii. CAPT Aponte also reminded officers about the need to continue to collect photographs of “officers in action” for use in the MOLC Booth and in other MOLC materials.
  - MOLC Website – CAPT Aponte noted that the MOLC Website needs to be updated to reflect the FY 2009 membership. The Committee’s are asked to submit their updated information to LT Jean Paul, the MOLC Webmaster, at [mivoyel.jeanpaul@acf.hhs.gov](mailto:mivoyel.jeanpaul@acf.hhs.gov), and he can also be reached by telephone at (202) 401-4966.
- Questions and Comments were solicited – CDR Waterman asked for clarification on the issue of fundraising by Committees. It was CAPT Aponte’s understanding that with the exception of the sale of coins by Categories and Committees that no fundraising is allowed. Not only that, but that PAC’s and Committees were also not allowed to maintain their own banking accounts and should go through the Commissioned Officer’s Foundation (COF) for these services. CAPT Aponte has requested a presentation by COF about the kinds of financial management services that they can provide, including the possibility of earning funds to provide to students as scholarships. Additional clarification is needed on this issue and CAPT Aponte stated that she would work to obtain that clarification from OCCO or the Office of the Surgeon General, and will follow up with the COF as well.

#### AIANCOAC – CAPT Rita Lookingglass

- CAPT Lookingglass reported that the AIANCOAC has held its first meeting and the newly elected officers are as follows:
 

Chair	CAPT Rita Lookingglass
Vice-Chair	CDR Bernie Long
Secretary	CAPT Dora Bradley
Treasurer	CDR Scotty Hargrave
- CAPT Lookingglass gave an overview of the goals of the committee for 2009, which focused on fundraising, updating the AIANCOAC website and supporting an AIANCOAC booth at the Annual Symposium.

#### APAOC – LCDR Sani Parmjeet

- Absent – No Report

#### BCOAG - CDR Sean-David Waterman

- CDR Waterman reported that the BCOAG has also held its first meeting and the newly elected officers are as follows:

Chair	CDR Sean-David Waterman
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Vice-Chair	LCDR Cedric Guyton
Executive Secretary	LCDR Iyesha Jones

- CDR Waterman also reported that BCOAG is conducting some National Community Outreach projects including a trip in February by BCOAG members to New Orleans, LA and a recently completed food drive initiative. It was noted in conversations of the committee that all volunteer spots for the New Orleans trip have been filled.
- Finally, CDR Waterman noted that BCOAG is working to put together a networking event at the COF function in June.

#### HOAC – CAPT Laura Aponte

- CAPT Aponte reported that HOAC recently brought on board 14 new voting members and their first meeting is scheduled to take place on February 12, 2009. CAPT Aponte reports that the new HOAC Executive Committee will be comprised of the following officers:

Chair	CDR Jeasmine Aizvera
Vice Chair	CDR Marta Guerra
Secretary	LCDR Erik Cala
Treasurer	LCDR Sonsy Fermin

#### JOAG – LCDR Wanda Chestnut

- Although LCDR Chestnut was not able to attend this meeting, CDR Waterman was provided with a copy of the minutes from the last JOAG meeting and provided the committee with the following highlights:
  - Call for Nominations for the JOAG Awards has been posted and officers are referred to the CCMIS for additional information.
  - A meeting was held with the COF Planning Committee and the theme for this year's symposium is "Leading the Public for a Healthy America." There was also discussion about a pre-conference event to take place on 31May09, more information to come in the future.
  - Physical Training Subcommittee – There was discussion about a recommendation made by this subcommittee that officers received time during the workday for physical fitness training. Also, each agency may be asked to appoint a physical fitness liaison or lead in the near future.
  - OCCO Report reminded officers that they need to access and update their medical information through the Medical Affairs Branch.
  - Notice was provided that the Assimilation Board for 2009 has been temporarily suspended.

#### OFRD/Readiness – CDR Sean-David Waterman

- CDR Waterman reported that the OFRD website has been open for officers to check their readiness status. If officers notice any problems they should contact either CDR Damon Smith at [damon.smith@hhs.gov](mailto:damon.smith@hhs.gov) or CDR Waterman at [sean-](#)

[david.waterman@hhs.gov](mailto:david.waterman@hhs.gov) to have their records updated.

- OFRD Deployments –
  - OFRD recently completed the deployments related to the 2009 Inauguration. Officers who deployed are reminded to go onto the OFRD website and complete your after action reports so that we can continue to improve the deployment process.
  - Current/Planned missions include:
    - Tier III, Roster C - Mental Health Case Managers and RN's to New Orleans.
    - Tentative Ship Board Deployments to the Caribbean (Haiti, Dominican Republic, Antigua, Columbia, El Salvador, Nicaragua, Panama), are expected to take place from 1APR09 – 31JUL09.

#### IV. Announcements

None

#### V. Adjournment

- The meeting was adjourned at 15:28 EST.

**Minutes prepared by:** LCDR Michael D. Weahkee, AIANCOAC representative;  
edited by CAPT Laura Aponte, MOLC Acting Chair.

Respectfully submitted:

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LCDR Michael D. Weahkee (AIANCOAC)  
Acting Secretary

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CAPT Laura Aponte (HOAC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**23 February 2009**

**Location:** 409 3<sup>rd</sup> Street, SW Suite 330, Southwest Federal Building  
**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Excused	CAPT James Bresette	Secretary	AIANCOAC	IHS
Present	CAPT Rita Lookingglass	Representative	AIANCOAC Chair	IHS
Excused	CAPT Gina Pahona	Minority Recruitment Subcommittee Chair	AIANCOAC	IHS
Present	LCDR Michael Weahkee	Secretary (Acting)	AIANCOAC	IHS
Excused	LCDR Saini Parmjeet	Vice Chair	APAOC Chair	HRSA
Present	LT Leorey Saligan	Representative	APAOC	NIH
Present	CDR Sheila Merriweather	Representative	BCOAG	OS
Excused	CDR Sean-David Waterman	Liaison	BCOAG Chair	OS
Present	LCDR Candido Alicea	Representative	HOAC	NIH
Present	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC Chair	NIH
Present	CAPT Laura Aponte	Chair	HOAC	OS
Present	LCDR Wanda Chestnut	JOAG Representative	JOAG	OPHS
Present	CDR Willadine Hughes	Representative to the Appointment Standards WIPT	AIANCOAC	IHS

**I. Call to Order and Council Roll Call**

- MOLC Chair CAPT Laura Aponte called the meeting to order at 14:35 EST. Council roll was taken by the Acting MOLC Secretary, LCDR Michael Weahkee for CAPT Bresette on deployment in Afghanistan. A quorum was established with 3 of the 4 minority liaison committees in attendance (BCOAG joined later in the meeting, represented by CDR Sheila Merriweather).

**II. Review and Approval of Meeting Minutes**

- CAPT Aponte called for a review and approval of the minutes for the January 26, 2009 meeting. CAPT Rita Lookingglass moved to approve the minutes with two corrections (the spelling of CAPT Rita "Lookingglass" and the spelling of LCDR "Saini" Parmjeet) and this motion was seconded by LT Saligan. The subsequent vote carried unanimously.



### III. Reports

#### CHAIR Report – CAPT Laura Aponte

- CAPT Aponte began her report by recognizing February as Black History Month and thanking officers for their contributions to the health of the United States.
- SG-PAC Chair Meeting –
  - CAPT Aponte reported that the last SG-PAC Chair Meeting was held on February 11, 2009 and that the major topics of discussion included:
    - i. BOTC Training Course presentation by CAPT Kelly –
      - 68% of officers in the Corps have completed BOTC and there are plans to roll out a virtual training for those officers unable to get to the in-person training.
      - Access to the National Library – This is being worked on to provide officers with access to the Journals and other resources for use in publication development, career enhancement, etc.
      - Some of the PACs have requested that the BOTC curriculum place more emphasis on Career Management and Professional Development.
      - CAPT Kelly shared that the courses are being reorganized to allow for more equity between the various disciplines.
      - There was a request for more interaction with the PACs. Specifically CAPT Kelly invited each PAC to send a representative to the BOTC graduations so that they could demonstrate their support.
      - CDR Aizvera asked if there might be space available during the BOTC training for a MOLC representative to give a presentation about MOLC. CAPT Aponte stated that this might be possible and that we would explore it. Perhaps we could give a presentation during the BOTC graduation ceremony, or on their final day of training.
    - ii. HHS Portal – CAPT Aponte shared that the HHS Portal is available to all groups at no cost. Currently the Therapist PAC has developed a Chat Portal. For more information on the HHS Portal contact [Laura.grogan@hhs.gov](mailto:Laura.grogan@hhs.gov).
- Follow up on COF Discussion –
  - CAPT Aponte provided an overview of the conversation that she had with the Commissioned Officer's Foundation (COF) about their ability to maintain the MOLC financial account.
  - CAPT Aponte spoke with Christina Grill from the COF and was told that they are available for this purpose and that everything can be done via e-mail.
  - To get started groups would send a check with their account balance to "COF" with the name of the group in the memo section (MOLC).
  - Groups will also need to send an email with the list of individuals who will have access to the account to Theresa Hayden.
  - Withdrawals from the account are conducted by sending an email request to Ms. Hayden, along with the necessary information (dollar amount, who to

make the check out to, purpose, address, etc.). Ms. Hayden can be reached at: [Thayden@coa.usphs.org](mailto:Thayden@coa.usphs.org).

- CAPT Aponte was informed by Christina Grill, COA, that the funds can be used to fund and award scholarships for junior officers or others.
- CAPT Aponte asked each MOLC representative to take this information back to their group to discuss and determine whether they want to use the COF for this purpose.
- A final item related to this topic included a discussion about whether committees are allowed to collect dues from members. This topic is still being investigated with more information to be shared in the future.

#### AIANCOAC Report – CAPT Rita Lookingglass

- CAPT Lookingglass reported that the AIANCOAC held its most recent meeting on February 19, 2009.
  - This meeting focused on setting the annual goals and objectives of the various subcommittees and establishing the leadership and membership for each committee.
  - Discussion was also held about the need to update the AIANCOAC website with the new committee's information.
  - The By-laws and Charter were overviewed.
  - Finally, discussion related to the preparations for the annual COA conference took place, specifically about the need to host the MOLC Booth and help sponsor the Awards luncheon.

#### APAOC – LT Leorey Saligan

- LT Saligan reported that the APAOC held its most recent meeting on February 18, 2009.
  - The committee held a retreat for all new voting members and volunteers were solicited for the various subcommittees.
  - APAOC approved the revisions and new version of their By-laws approximately 2 weeks ago.
  - Finally, APAOC has developed a new award named the “CAPT Alan Locke” award. The award criteria are still being developed and this information will be shared once it is complete.

#### BCOAG - CDR Sheila Merriweather

- CDR Merriweather reported that the BCOAG recently returned from their New Orleans mission.
- They had 26 officers participate.
- The event was very well organized and structured.
- The group provided presentations on the USPHS to a number of schools in the area.
- They received a Proclamation from the Mayor of New Orleans thanking them for their service.



- BCOAG plans to conduct a similar event hopefully once a year, but at least once every two years. They also wanted to ensure that other groups know that they are invited to participate.
- Finally, CDR Merriweather shared that the BCOAG is participating in a Share program with a local food bank in April and that officers from all groups are welcome to participate in that event as well.

#### HOAC – CDR Jeasmine Aizvera

- CDR Aizvera reported that the HOAC held its most recent meeting on February 12, 2009.
  - The committee identified during this meeting that they need to update and finalize their By-laws.
  - They discussed the need to begin preparing for the COA conference and one of their members, CDR Guerra will serve as the Chair of the Planning Committee for this event. Representatives from the other committees are asked to submit the name of one appointee each by 2/27/09 to help support CDR Guerra on this planning committee. The names of these individuals can be sent to CAPT Laura Aponte at [laura.aponte@hhs.gov](mailto:laura.aponte@hhs.gov).
  - Finally, APAOC reported that they also made their subcommittee leadership selections during this first meeting.

#### JOAG – LCDR Wanda Chestnut

- LCDR Chestnut reported that the JOAG held its most recent meeting on February 13, 2009.
  - The call for Nominations for the JOAG Awards has been posted and the deadline is 2/27/09. Awards include the Junior Officer of the Year Award the JOAG Excellence Award and the Carmona Inspiration Award. Additional information can be found on their website at <http://www.ioag.org>.
  - Scholarship applications for Junior Officers who are interested in attending the 2009 COA Conference are due to JOAG by 5/7/09.
  - Workgroups/Subcommittees:
    - Physical Fitness/Training Subcommittee – Each agency may be asked to appoint a physical fitness liaison or lead in the near future.
    - Membership Subcommittee is seeking nominations for 2009-2011 terms. The deadline is March 27, 2009.
    - Volunteers are being sought for the development of an Officer's Guide. This project is being coordinated by the JOAG Welcoming Committee.

## **IV. Working Groups**

#### Cultural Competency & Awareness – CDR Jeasmine Aizvera/CDR Sheila Merriweather

- This workgroup hasn't met in a while and CDR Aizvera suggested that we need to recruit new members for the workgroup.
- Last year a number of recommendations were submitted to the Office of the Surgeon General through CDR Sheila Merriweather. Some of these

recommendations included:

- Including Cultural Competency as one of the benchmarks for officers to demonstrate for promotion purposes.
- Including Cultural Competency training as a requirement for meeting basic readiness standards.
- Marketing Cultural Competency by providing resources and links to sites that would help officers further develop their cultural competency (on PAC, MOLC and minority committee websites, other).
- Finally, an announcement was made about the OMH Summit being held this week and the fact that a number of MOLC officers would be participating in this event (more discussion under Childhood Obesity).

#### Minority Recruitment – CAPT Gina Pahona

- Per CAPT Lookingglass there is no report on this topic.

#### Childhood Obesity Prevention – CDR Sheila Merriweather

- CDR Merriweather reported that there would be a Surgeon General's Roundtable held this week at the Gaylord Hotel with 60 youth from across the country in attendance. The focus of this roundtable is Overweight/Obesity.
- One of the speakers for this event is former Navy Lieutenant Andy Baldwin, who starred on the TV show "The Bachelor" a couple of seasons ago.
- The event will also include a We-Fit demonstration.
- MOLC Officers are supporting this event and CDR Merriweather invites officers who may be interested in participating to join them at the Gaylord on Friday the 27<sup>th</sup> of February. (Registration won't be required if you go directly to this room).

#### **V. OFRD Readiness Update** – CDR Sean-David Waterman

- No Report

#### **VI. Appointment Standards WIPT** – CDR Willadine Hughes

- CDR Hughes reported that as the MOLC Representative to this WIPT that the group was formed to update the Appointment Standards policy and has been looking closely at the general appointment standards for all categories and professions.
- They are also evaluating whether new categories are needed and will be conducting a needs assessment to help make that determination.
- CDR Hughes recently solicited input from MOLC and the minority committees and asks to have their feedback returned to her by 2/27/09. She can be contacted at [Willadine.hughes@ihs.gov](mailto:Willadine.hughes@ihs.gov) or by phone at (928) 737-7267.
- Written reports are due from the PAC's on March 1<sup>st</sup> and CDR Hughes stated that she would be presenting MOLC's issues and concerns to the WIPT on 3/2/09.

#### **VII. Announcements**

- CAPT Aponte inquired of CDR Merriweather the status of the MOLC Charter and Bylaws. CDR Merriweather stated that they have been approved and are included as part of the "book" forthcoming to CAPT Aponte as the new Chair.
- It was noted that the MOLC website needs to be updated with the new member information.

### VIII. Adjournment

- The meeting was adjourned at 15:35 EST.
- CAPT Aponte reminded officers that the next MOLC meeting is scheduled for March 16, 2009 at 2:30 EST.

**Minutes prepared by:** LCDR Michael D. Weahkee, AIANCOAC representative;  
edited by CAPT Laura Aponte, MOLC Chair.

Respectfully submitted:

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LCDR Michael D. Weahkee (AIANCOAC)  
Acting Secretary

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CAPT Laura Aponte (HOAC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**16 March 2009**

**Location:** 409 3<sup>rd</sup> Street, SW Suite 330, Southwest Federal Building  
**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Present	CAPT James Bresette	Secretary	AIANCOAC	IHS
Present	CAPT Rita Lookingglass	Representative	AIANCOAC Chair	IHS
Present	CAPT Gina Pahona	Minority Recruitment Subcommittee Chair	AIANCOAC	IHS
Excused	LCDR Michael Weahkee	Secretary (Acting)	AIANCOAC	IHS
<b>Absent</b>	LCDR Saini Parmjeet	Vice Chair	APAOC Chair	HRSA
Present	LT Leorey Saligan	Representative	APAOC	NIH
Present	CDR Sheila Merriweather	Representative	BCOAG	OS
Present	CDR Sean-David Waterman	Liaison	BCOAG Chair	OS
<b>Absent</b>	LCDR Candido Alicea	Representative	HOAC	NIH
<b>Absent</b>	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC Chair	NIH
Present	CAPT Laura Aponte	Chair	HOAC	OS
Present	LCDR Wanda Chestnut	JOAG Representative	JOAG	OPHS
				IHS

**I. Call to Order and Council Roll Call**

- MOLC Chair CAPT Laura Aponte called the meeting to order at 14:35 EST. Council roll was taken by the MOLC Secretary, CAPT James Bresette. A quorum was established with 3 of the 4 minority liaison committees in attendance (BCOAG joined later in the meeting, represented by CDR Sheila Merriweather).

**II. Review and Approval of Meeting Minutes**

- CAPT Aponte called for a review and approval of the minutes for the January 26, 2009 meeting. CAPT Aponte noted LCDR Weahkee's fine job as acting MOLC secretary for the January and February meetings during CAPT Bresette's deployment to Afghanistan.
- LT Saligan and LCDR Merriweather noted changes to prior MOLC meeting minutes.
- CDR Merriweather moved to accept the minutes as changed. Motion carried without opposition. Minutes approved.

### III. Reports

#### CHAIR Report – CAPT Laura Aponte

- CDR Marta Guerra will chair the MOLC Awards luncheon at the 2009 USPHS Scientific and Training Symposium now scheduled for 4 June.
  - CDR Merriweather is providing historical perspective and consult.
  - A distinct luncheon theme separate from the Symposia theme is being sought.
  - Suggestions for a luncheon key note speaker are also solicited.
  - Recommendations should be provided to CAPTs Guerra ([mguerra@cdc.gov](mailto:mguerra@cdc.gov)) and Aponte ([laura.aponte@hhs.gov](mailto:laura.aponte@hhs.gov)) by 23 March.
  - CDR Merriweather stated the luncheon is free.
- “Officers in action” photos representing the diversity of officers and their professional disciplines are being solicited for use on the MOLC booth at the Symposium. Please provide photos to CAPTs Guerra ([mguerra@cdc.gov](mailto:mguerra@cdc.gov)) and Aponte ([laura.aponte@hhs.gov](mailto:laura.aponte@hhs.gov)).

#### SG-PAC Chair Meeting- CDR Sean-David Waterman

- CAPT Aponte and CDR Waterman discussed having MOLC to present at BOTC with CAPT Kelly, ([david.kelly@hhs.gov](mailto:david.kelly@hhs.gov)) Commissioned Corps Training and Development Division. CAPT Kelly stated while the curriculum is full and it would be difficult for all Councils (e.g. APAOC) and Committees (e.g. PACs), MOLC members would be welcome to attend the course graduation ceremonies.
- To access PHS athletic gear/merchandise, go to <http://home.comcast.net/~phsmultisport/site/?/home/>
- No specific guidance had been provided in response to the previous month’s dues question. However, donations for specific purposes and functions are allowed from officers. An account will be set up through the Commissioned Officers Foundation to manage the MOLC funds at a service fee of 1%.
- Withdrawals from the account are conducted by sending an email request to Ms. Hayden, along with the necessary information (dollar amount, who to make the check out to, purpose, address, etc.). [Thayden@coa.usphs.org](mailto:Thayden@coa.usphs.org).

#### AIANCOAC Report – CAPT Rita Lookingglass

- CAPT Lookingglass reported that the AIANCOAC held its most recent meeting on February 19, 2009.
- This meeting focused on setting the annual goals and objectives of the various subcommittees and establishing the leadership and membership for each committee.
- Discussion was also held about the need to update the AIANCOAC website with the new committee’s information.
- The By-laws and Charter were reviewed.
- AI/ANCOAC coins arrived and are ready for sale.

- Discussion related to the preparations for the annual COA conference took place, specifically about the need to host the MOLC Booth and help sponsor the Awards luncheon.
- Continuing to solicit AIANCOAC Awards nominations
  - Leadership Award
  - Annie Dodge Wauneka Award
  - Flag Officer Award
  - Senior Officer Award
  - Jr. Officer Award

#### APAOC – LT Leorey Saligan for LT Parmjeet

- LT Saligan reported that the next APAOC training meeting will be 2 April 2009.
- Next general meeting will be April 15, with possible training session
- Assembling photos of APAOC officers in action
- Sending theme and guest speaker name to CAPT Aponte for review.
- Voting members are finalizing the nominee list for the eight APAOC awards
  - APAOC is currently voting for recipients of 3 awards: RADM Kenneth Moritsugu award (for junior officers), RADM Samuel Lin award (for senior officers), CAPT Allan Lock Service Award (for an APAOC member).

#### BCOAG - CDR Sean-David Waterman & CDR Sheila Merriweather

- CDR Merriweather reported that the BCOAG recently returned from their New Orleans mission.
- 26 officers participated.
- The event was very well organized and structured.
- The group provided presentations on the USPHS to a number of schools in the area.
- They received a Proclamation from the Mayor of New Orleans thanking them for their service.
- BCOAG plans to conduct a similar event hopefully once a year, but at least once every two years. They also wanted to ensure that other groups know that they are invited to participate.
- Finally, CDR Merriweather shared that the BCOAG is participating in a Share program with a local food bank in April and that officers from all groups are welcome to participate in that event as well.

#### HOAC – CDR Jeasmine Aizvera

No report.

#### JOAG – LCDR Wanda Chestnut

- LCDR Chestnut representing JOAG stated she would provide the JOAG report items after the meeting as they were not yet available. The following are highlights of the JOAG meeting minutes from Friday, March 13<sup>th</sup>.



- Currently working on a tasking from RADM Williams and Romano for JOAG input on the pending Intermediate Office Training Course. JOAG work group is working with CAPT David Kelly, director of the Division of Career Training and Development.
- Over 50 officers have volunteered for the JOAG Officer Profile Database activity at OCCO on Saturdays in March through June.
- 50+ nominations for the Junior Officer of the Year Award were received, 4 for the JOAG Excellence Award, and 15 Nominations for the VADM Carmona Inspiration Award.
- The call for new voting members went out through various channels with nominations due by March 27, 2009.
- The next Inter-Services Committee Meeting occurs on April 14, 2008, 11:30 – 12:30 EDT.
- The Journeyman series has also lined up former Surgeon General Carmona to speak during the May 2009 JOAG timeslot.
- The next JOAG meeting April 10, 2009 1300 EST – CALL IN NUMBER: 877-951-4529; PASSCODE: 6846134

#### **IV. Working Groups**

Cultural Competency & Awareness –CDR Jeasmine Aizvera. No report. CAPT Aponte offered that the report may be submitted later.

Minority Recruitment – CAPT Gina Pahona

- E-mail sent out last week to interested participants. So far, 6 of 7 officers have accepted the invitation. CAPT Pahona will ensure all OACs of MOLC are included.
- Next meeting will be a 2 April conference call.
- CAPT Aponte stressed the importance of the work this group is doing.

Childhood Obesity Prevention – CDR Sheila Merriweather

- CDR Merriweather thanked MOLC Officers for their service at the Surgeon General's Roundtable held at the Gaylord Hotel for supporting this event to include those officers who participated in person and from afar. Approximately 60 youth in attendance through their contributions at the Gaylord on Friday the 27<sup>th</sup> of February. Speaker was Jeff Johnson who fully captured the attention of the youth.
- SG Obesity Prevention will continue with this event as just one venue. This working group will also be seeking other venues for the SG to reach out on this topic.

#### **V. OFRD Readiness Update** – CDR Sean-David Waterman

- OFRD continues to review the website for basic readiness. January, February, and March are the months promotion boards use for assessing officer readiness. The last day to update officer info is 31 March 2009.
- Several events scheduled in the National Capital Region to include the Cherry Blossom Festival and Capitol Police Festival upcoming on 4 July.

- Continuing Promise '09 public health continuing in Eastern Atlantic & Pacific
  - APAOC O-6 with strong leadership skills needed to lead the Pacific team
  - Spanish speakers encouraged for Eastern Atlantic missions
  - MPH candidates can get up to 30 days for MPH programs

## VI. Announcements

- CAPT Pahona discussed MOLC recognizing officers who work on behalf of MOLC and specifically for LCDR Greg Davis of the OSG.
  - CAPT Aponte noted that there is such a MOLC award described on the MOLC website.
  - CDR Merriweather acknowledged the award has been presented in the past, but it is characteristically awarded at the end of the year. However, there is a possibility that the award for a year can be presented at the COA awards luncheon in the following year.
  - In the past, the MOLC Chair Award has been presented at the discretion of the MOLC Chair.
    - E.g. CDR Margaret Bolte, <http://www.molcusphs.org/chairscorner/awards.html>
- It was noted that the MOLC website had been down the prior year due to lack of funding. CDR Merriweather acknowledged and thanked CDR Jean-Paul for his work in redeveloping the MOLC website.
  - CAPT Aponte asked members to review the website for suggestions and updates as well as an agenda item for next month.
  - CDR Merriweather will follow up with CDR Jean-Paul for how the site is operated, maintained, and funded.

## VII. Adjournment

- The meeting was adjourned at 15:43 EDT.
- CAPT Aponte reminded officers that the next MOLC meeting is scheduled for April 20, 2009 at 2:30 EDT.
  - 409 3<sup>rd</sup> Street, SW Suite 330, Southwest Federal Building
  - Teleconference Line: 866-642-7575; Passcode: 9531573

**Minutes prepared by:** CAPT James Bresette, MOLC Secretary  
edited by CAPT Laura Aponte, MOLC Chair.

Respectfully submitted:

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CAPT James Bresette (AIANCOAC)  
MOLC Secretary

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CAPT Laura Aponte (HOAC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**20 April 2009**

**Location:** Teleconference  
**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Present	CAPT James Bresette	Secretary	AIANCOAC	IHS
Present	CAPT Rita Lookingglass	Representative	AIANCOAC Chair	IHS
Present	CAPT Gina Pahona	Minority Recruitment Subcommittee Chair	AIANCOAC	IHS
Absent	LCDR Michael Weahkee	Secretary (Acting)	AIANCOAC	IHS
Present	LCDR Saini Parmjeet	Vice Chair	APAOC Chair	HRSA
Present	LT Leorey Saligan	Representative	APAOC	NIH
Present	CDR Sheila Merriweather	Representative	BCOAG	OS
Present	CDR Sean-David Waterman	Liaison	BCOAG Chair	OS
Present	LCDR Candido Alicea	Representative	HOAC	NIH
Present	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC Chair	NIH
Present	CAPT Laura Aponte	Chair	HOAC	OS
Present	LCDR Wanda Chestnut	JOAG Representative	JOAG	OPHS

Visitors: RADM Helena Mishoe, CAPT Nancy Bill, and CDR Marta Guerra

**I. Call to Order and Council Roll Call**

- MOLC Chair CAPT Laura Aponte called the meeting to order at 14:35 EST. Council roll was taken by the Acting MOLC Secretary, CAPT Gina Pahona. A quorum was established with representation from all minority committees in attendance. CAPT Aponte and CDR Merriweather extended a warm welcome and thank you to RADM Mishoe who serves as our MOLC advisor.

**II. Review and Approval of Meeting Minutes**

- CAPT Aponte called for a review and approval of the minutes for the March 16, 2009 meeting.
- Two changes were noted – change CDR Guerra to CDR Guerra on page 2 under Chair report and change LCDR Parmjeet to LCDR Parmjeet on page 3 in the heading of the APAOC report.
- CDR Waterman moved to accept the minutes as changed with a second by CAPT Lookingglass. Motion carried without opposition. Minutes approved.

### III. Reports

#### CHAIR Report – CAPT Laura Aponte

- The MOLC Website annual fee has been paid by CAPT Aponte. She has requested \$24.87 from each group and to date only 1 group has provided reimbursement. CAPT Aponte to send payment information to Minority group Chairs.
- HOAC is responsible for the MOLC website this year and will be identifying a webmaster. Specifics will be provided by CDR Aizerva. CAPT Aponte has requested that each minority group provide contact information to her for the purposes of updating the website. Specifically, she has requested:
  - The names, contact info, and email address of the Executive Staff of each group.
  - Meeting times, dates, and awards.

Information should be provided to CAPT Aponte by May 1<sup>st</sup>.

- Because the Officers Basic Course curriculum is full, MOLC is unable to present at the Officers Basic Course. Instead, it was decided that a MOLC brochure will be used in lieu of a presentation. Draft document is to be developed by May 12. LCDR Candido Alicea has volunteered to lead the charge.
- SG Briefing. The SG Briefing has been scheduled for May 8<sup>th</sup> with the specific location to be announced. More specifics will be forward to the respective Chairs by CAPT Aponte when obtained. Each minority group and MOLC workgroup should prepare a report of activities. Furthermore, CAPT Aponte has requested that at least one rep from each minority group plan to attend. Group Chairs should provide names of individuals. Reports are due to CAPT Aponte by May 1<sup>st</sup>. CAPT Aponte asked CDR Merriweather if she had any tidbits to share regarding the meeting. CDR Merriweather remarked that the group would probably only have half an hour and suggested that a 10 minute presentation be provided followed by a 20 of discussion. Also, others do need to attend from each group. When asked about uniforms, CDR Merriweather remarked that she wrote SDB twice and khaki once. She also provided a binder for each RADM that included the group/workgroup status reports. RADM Mishoe recommended looking at the previous reports as a means to provide continuity. The group decided that sending the briefing documents prior to the meeting was not necessary.
- COF
  - Group was reminded that the MOLC Awards luncheon was moved to Thursday June 4<sup>th</sup>. It will be a hot plated meal free to participants.
  - Speaker and Theme to be announced.
  - Group was encouraged to continue collecting action photos among respective group for the MOLC Booth. Request for MOLC booth volunteers is forthcoming.
  - Photographer last year was from APAOC. LT Saligan is to reach out to LCDR Sally Hu to determine if photographer will be available this year.
  - The topic of speakers was mentioned and it was noted that CAPT Bresette suggested RADM Satcher be considered.

#### AIANCOAC Report – CAPT Rita Lookingglass

- CAPT Lookingglass reported that the AIANCOAC held its most recent meeting on April 16, 2009.
- The Communications Subcommittee is working on 508 compliance and has developed a website 508 compliance plan.
- Coins have been ordered and available for purchase.
- Membership drive has been initiated with LCDR Weahkee taking the lead to update the membership application and disseminating the information.
- The group continues to work on updating the By-laws.
- AIANCOAC Awards nominations has closed and selections to be made.

#### APAOC – LT Leorey Saligan

- LT Saligan reported that APAOC had a general meeting on April 15, 2009.
- Recipients of the 3 APAOC Awards have been chosen. Letters were sent out to the awardees.
- APAOC received the list of possible themes and speakers for the MOLC luncheon and they have been forwarded to CDR Guerra for possible consideration. APAOC is trying to put together pictures to be posted in the MOLC booth and asked if there were specific instruction on how to prepare the photos. Specific instructions were provided by CAPT Aponte. Photos should be recent (within the last 1 to 2 years) and are due May 22, 2009.
- May 20 will be a special day for APAOC, an event is planned to present CAPT Lock's shadow box to Mrs. Lock to honor his service to the group.
- The first APAOC event, the Chinese Lunar Year celebration was done at Lake Forest Mall in Gaithersburg a couple of months ago and 14 APAOC members signed up for the event.
- A proposal was presented to the APAOC group that a Readiness/Deployment Working group be developed. This will be a major initiative for APAOC this year.
- CAPT Aponte shared with the group that May is National Asian Pacific month.

#### BCOAG - CDR Sean-David Waterman

- CDR Waterman reported that their membership application drive is underway and that they have received a good number of applicants so far.
- BCOAG received several nominees for their awards and have finalized their award selections.
- A networking spreadsheet has been sent out.
- Planned/held Community outreach activities include:
  - Food Share Network – April 18<sup>th</sup> – which included the packing of boxes of food for unprivileged.
  - Racing for the Cure - BCOAG to partner with DC COA to sponsor a team for the event to be held June 6<sup>th</sup>. CDR Waterman to sent contact info of the lead to the group.

#### HOAC – CDR Jeasmine Aizvera

- CDR Aizvera reported that the last meeting was held on April 9, 2009.
- Award nomination and selection process for the Carlos Finley Award has been completed.



- Communication Subcommittee is working on revising their brochure. Also, the Communication Subcommittee is unable to host a private website at this time and requested a link on the MOLC website for HOAC. Following the HOAC report, this was discussed. CDR Waterman made a motion that HOAC be allowed to utilize the MOLC website which was seconded by CAPT Lookingglass. Motion carried with opposition.
- HOAC is preparing for Hispanic Heritage month which is September.
- HOAC hopes to complete the updating of their charter next month.
- A new subcommittee - Outreach – has been established to coordinate such activities.

#### JOAG – CDR Merriweather for LCDR Wanda Chestnut

- CDR Merriweather reported that RADM Williams is working on Officer Development Initiative. JOAG to provide inputs
- JOAG is finalizing award selections.
- **Development – Final COF**
- JOAG COF Booth contact is John Dill.

#### **IV. Working Groups**

##### Cultural Competency & Awareness –CDR Jeasmine Aizvera.

- CDR Aizvera report that her group had not met recently but will plan to regroup and do so in the future.

##### Minority Recruitment – CAPT Gina Pahona

- Group held first meeting on April 2, 2009. Representative from all minority groups.
- Group decided to first assess mentoring activities among the minority groups. Three (3) of the 4 groups have been requested to provide information on whether or not they have a mentoring program for young officers and the number of pairs. To date, no information has been provided.
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##### Childhood Obesity Prevention – CDR Sheila Merriweather

- CDR Sheila Merriweather reported that Eliminating Racial and Ethnic Disparities met last in Feb. and has not met since that time. Due to CDR Merriweather's imminent departure for a 1 month shipboard deployment, she will provide CAPT Aponte with an alternate point of contact for this work group.

#### **V. OFRD Readiness Update** – CDR Sean-David Waterman

- CDR Waterman reported that Corps readiness stands at 93.3%, the highest readiness level ever.
- The Continuing Promise 09 Mission continues. Spaces available for mid-level provider.
- Information is out on the Pacific Islands Mission. OFRD is seeking officers of Asian or



Polynesian descent.

**VI. Announcements**

COF Liaison will be meeting Wednesday (April 22). It was recommended that this be added to next month's agenda.

**VII. Adjournment**

- The meeting was adjourned at 16:19 EDT.
- CAPT Aponte reminded officers that the next MOLC meeting is scheduled for May 18, 2009 at 2:30 EDT.
  - 409 3<sup>rd</sup> Street, SW Suite 330, Southwest Federal Building
  - Teleconference Line: 866-642-7575; Passcode: 9531573

**Minutes prepared by:** CAPT Gina Pahona (AIANCOAC) for  
CAPT James Bresette, MOLC Secretary  
edited by CAPT Laura Aponte, MOLC Chair.

Respectfully submitted:

/s/

/s/

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CAPT James Bresette (AIANCOAC)  
MOLC Secretary

CAPT Laura Aponte (HOAC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**18 May 2009**

**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Present	CAPT James Bresette	Secretary	AIANCOAC	IHS
Present	CAPT Rita Lookingglass	Representative	AIANCOAC Chair	IHS
Present	CAPT Gina Pahona	Minority Recruitment Subcommittee Chair	AIANCOAC	IHS
Excused	LCDR Saini Parmjeet	Vice Chair	APAOC Chair	HRSA
Present	LT Leorey Saligan	Representative	APAOC	NIH
Excused	CDR Sheila Merriweather	Representative	BCOAG	OS
Present	CDR Sean-David Waterman	Liaison	BCOAG Chair	OS
Present	LCDR Candido Alicea	Representative	HOAC	NIH
Excused	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC Chair	NIH
Present	CAPT Laura Aponte	Chair	HOAC	OS
Excused	LCDR Wanda Chestnut	JOAG Representative	JOAG	OPHS

Visitors: CAPT Nancy Bill, CAPT (sel) Marta Guerra

**I. Call to Order and Council Roll Call**

- Council roll was taken by the MOLC Secretary, CAPT Jim Bresette. MOLC Chair CAPT Laura Aponte called the meeting to order at 14:36 EDT. A quorum was established with representation from all minority committees in attendance.

**II. Review and Approval of Meeting Minutes**

- CAPT Pahona prepared the minutes for April 2009 and these minutes were submitted to the MOLC by CAPT Bresette.
- CAPT Aponte called for a review and approval of the minutes for the April 20, 2009 meeting.
- No changes were noted.
- CAPT Lookingglass proposed accepting the draft minutes as submitted. CDR Waterman provided a second. CAPT Bresette made one administrative change to the 20 April minutes.
  - ✚ Deleted: Location: 409 3<sup>rd</sup> Street, SW Suite 330, Southwest Federal Building
- Motion carried without opposition. Minutes approved.

**III. Reports**

## CHAIR Report – CAPT Laura Aponte

- MOLC will be presenting to the SG on 22 May. CAPT Aponte continues to request participation by all Committees for the Briefing Book.
  - Note: The 22 May meeting with the SG was once again postponed by OSG subsequent to this call. New date proposed is 12 June 2009.
  - Note: Included from 20 April Minutes as approved on 18 May to facilitate use by participants and MOLC members in preparation for the 12 June SG briefing.
    - i. SG Briefing. The SG Briefing has been scheduled for May 8<sup>th</sup> with the specific location to be announced. More specifics will be forward to the respective Chairs by CAPT Aponte when obtained. Each minority group and MOLC workgroup should prepare a report of activities. Furthermore, CAPT Aponte has requested that at least one rep from each minority group plan to attend. Group Chairs should provide names of individuals. Reports are due to CAPT Aponte by May 1<sup>st</sup>. CAPT Aponte asked CDR Merriweather if she had any tidbits to share regarding the meeting. CDR Merriweather remarked that the group would probably only have half an hour and suggested that a 10 minute presentation be provided followed by a 20 of discussion. Also, others do need to attend from each group. When asked about uniforms, CDR Merriweather remarked that she wrote SDB twice and khaki once. She also provided a binder for each RADM that included the group/workgroup status reports. RADM Mishoe recommended looking at the previous reports as a means to provide continuity. The group decided that sending the briefing documents prior to the meeting was not necessary.
- The MOLC Website: [www.molcusphs.org](http://www.molcusphs.org) is up and running. LCDR Jean-Paul Mivoyel has been the past website lead. HOAC is now taking over and a lead will be identified by CDR Aizvera.
  - The annual fee has been paid by CAPT Aponte. She has requested \$24.87 from each group and to date only 1 group has provided reimbursement.
  - **ACTION:** CAPT Aponte will follow up by sending individual payment information to Minority Committee Chairs.
  - The MOLC website needs fresh content and data from the Committees.
  - **ACTION:** Need new MOLC chair photo posted to the website.
  - **ACTION:** CAPT Aponte has requested that each minority group provide contact information to her and CDR Aizvera for the purposes of updating the website. (Information was previously due by May 1<sup>st</sup>.)
    - i. Specifically, minority committees must send the names, contact info, and email address of the Executive Staff of each group.
    - ii. Minority committees should also send meeting times, dates, promotions, projects, programs, and awards presented.

## AIANCOAC Report – CAPT Rita Lookingglass

- Three names of individuals and award write ups were forwarded to the MOLC chair.

- Coins have been ordered and available for purchase from CAPTs Myra Tucker and Nancy Bill. Coins will be available for sale at COF.
- AIANCOAC photos need to be submitted to CAPT Pahona by 31 May.
- AIANCOAC will have six openings for the upcoming nomination cycle – 3 voting members and 3 advocate positions.

#### BCOAG - CDR Sean-David Waterman

- Last meeting was 14 May. The Hildrus A. Poindexter Award was awarded to CDR Valerie Darden and forwarded to the MOLC chair. The Poindexter Awards acknowledges leadership and contributions toward improving the health of African Americans and other ethnic groups.
- Public health data sheets are available on the BCOAG website.  
<http://www.bcoag.freesevers.com/>
- Membership application drive is underway to recruit 6-8 members and that they have received a good number of applicants so far. Nomination cycle ends in July.
- COF Social Event at Lucky's Pool Lounge, 3 Jun at 8 p.m., is a no cost, come as you are event hosted by BCOAG.
- Next scheduled meeting is 11 June 2009 at 10 a.m.

#### APAOC – LT Leorey Saligan

- LT Saligan reported that APAOC had a general meeting on 14 May 2009. He thanked CAPT Aponte for representing the MOLC at this meeting and leading the APA Heritage month event at OCCO/OCCFM. Other planned events include:
  - May 20 at Building 31 in NIH, Bethesda, MD
  - May 28 at Parklawn Building of the FDA, Rockville, MD
  - May 20 will be a special day for APAOC, an event is planned to present CAPT Lock's shadow box to Mrs. Lock to honor his service to the group.
- APAOC had confirmed attendance at the 22 May SG briefing (postponed now to 12 June).
- MOLC booth volunteers and photos will be sent on 19 May to the MOLC Chair.
- MOLC luncheon-related efforts:
  - a. Photographer for the event has been confirmed, LT Colobong
  - b. Appeal for MOLC booth volunteers, so far 4 APAOC members have volunteered and complete list of APAOC volunteers will be sent to LCDR Alicea tomorrow, May 19.
  - c. Pictures to be posted at the MOLC booth are ready to be sent this week.
- Next general meeting will be July 15; and the next Executive Committee meeting June 9.

#### HOAC

- CDR Aizvera was excused. No report submitted.
- CAPT Aponte and CAPT (sel) Guerra reported that the review and update of the HOAC charter and bylaws are near completion.
- HOAC coins will be available for sale at COF in Atlanta.
- Award nomination and selection process for the Carlos Finley Award has been completed.

JOAG – LCDR Wanda Chestnut

- No report.

#### IV. Working Groups

COF:

Luncheon Planning Committee – CAPT(sel) Guerra

- CAPT Guerra announced CAPT Joannie Shen, MOLC Historian, accepted the invitation to be our Keynote Speaker.
- Committees are asked to send the names of all their awardees with a one line description of each award to CAPT (sel) Guerra by 22 May.
- Drumming group being confirmed by CAPT Nancy Bill
- CAPT Aponte reaffirmed that there is luncheon capacity for 100 officers so Committees will have those officers identified and sent into CAPT (sel) Guerra by 22 May.
- CAPT (sel) Guerra is soliciting literary and cultural selections for consideration to be presented at the luncheon.
- Luncheon is scheduled to begin at Noon on June 4 with a maximum capacity of 100 people.

COF and related activities (30 May – 4 June 2009)

- MOLC Brochure – LCDR Candido Alicea and CAPT Pahona will finalize the two page brochure content and design by 21 May.
  - **ACTION:** Brochure to be sent to MOLC members for review and comment on 21 May with comments/edits due by 26 May.
  - **ACTION:** Capt Aponte will check on printing capabilities in OCCFM for producing the brochure. >200 Copies were suggested.
- MOLC Information Booth – Set up has been scheduled for Tuesday June 2 at 1:00pm. As in years past, volunteers are needed to set up, man the booth and break down.
  - LCDR Alicea requested volunteers, but has received only one officer response identifying two officers to staff the booth.
    - CAPT Bill and CDR Waterman responded as volunteers.
    - LT Saligan confirmed that four APAOC volunteers have signed up with him and LCDR Hue to help staff the booth.
  - Officers in Action pictures – Each group is to submit five pictures to be displayed during the Symposium. The pictures should measure 8.5 X 11 and must be mounted using Velcro backing. You may want to consider using a company like Kinko's for that.
  - **ACTION:** LCDR Alicea will resend the Excel to include times and dates spreadsheet to CDR Waterman for distribution to the BCOAG.
  - **ACTION:** CAPT Aponte also requested an officer attending the COF conference to serve as Officer in Charge (OIC) to ensure staffing up to 4 officers per shift. Volunteers were requested by 22 May.

Cultural Competency & Awareness –CDR Jeasmine Aizvera.



- No report

#### Minority Recruitment – CAPT Gina Pahona

- Group held first meeting on 7 May 2009. Representative from all minority groups were present. She thanked the committees for submitting their respective career development and mentoring representatives.
  - AINCOAC: CAPT Pelagie Snesrud and CDR Bernie Long
  - BCOAG: CDR Sean-David Waterman acting until a replacement is named
  - APAOC: CDR Camille Soondar
  - HOAC: CDR Michelle Sandoval
- Currently collecting the plans of the separate committees to aggregate into one MOLC plan Four goals for the work group are planned:
  - Matching incoming minority officers with minority mentors at the beginning of their career;
  - Developing a PHS information card;
  - Partnering with minority educational institutions; and
  - Developing a list of minority fraternities, sororities, and/or alumni organizations
- Call to Active Duty (CAD) information does not contain racial or ethnic identifiers which complicates the work group's ability to identify officers.
  - **ACTION:** CAPT Pahona and CAPT Aponte will contact OCCO for their advice.
- Committee chairs should ensure their committee representatives attend the work group meeting as only two groups were represented at the 7 May meeting.
- Next meeting is scheduled for 12 June 2009

#### Childhood Obesity Prevention – CDR Sheila Merriweather

- CDR Sheila Merriweather is deployed for Continuing Promise 09 Mission.
  - No official report.
  - CAPT Aponte offered that the SG may add a new direction or emphasis on this topic at the upcoming MOLC SG briefing.

#### **V. OFRD Readiness Update** – CDR Sean-David Waterman

- Advised officers to check their quarterly for expiring items to include TB, BLS, fitness, etc. [http://ccrf.hhs.gov/ccrf/Readiness/Checklist\\_010109.pdf](http://ccrf.hhs.gov/ccrf/Readiness/Checklist_010109.pdf)
- OFRD is seeking dentists for Continuing Promise missions 21 June – 14 July. Utilize the OFRD website to volunteer.

#### **VI. Announcements**

- CAPT Aponte summarized key items:
  - MOLC Booth volunteers should contact LCDR Alicea by 22 May.
  - Booth photos should be properly mounted in advance to facilitate set up on 2 June at 1 p.m.
  - The importance of members rapidly reviewing the brochure and getting their edits and comments back to LCDR Alicea and CAPT Pahona so the brochure will be ready for COF.
  - Final luncheon head count to her by 22 May.
  - Her cell # is (910) 850-3558



## VII. Adjournment

- The meeting was adjourned at 15:44 EDT.
- CAPT Aponte reminded officers that the next MOLC meeting is scheduled for 15 June 2009 at 2:30 EDT.
  - Teleconference Line: 866-642-7575; Passcode: 9531573

**Minutes prepared by:** CAPT James Bresette, MOLC Secretary  
edited by CAPT Laura Aponte, MOLC Chair.

Respectfully submitted:

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CAPT James Bresette (AIANCOAC)  
MOLC Secretary

CAPT Laura Aponte (HOAC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**15 June 2009**

**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Present	CAPT James Bresette	Secretary	AIANCOAC	IHS
Excused	CAPT Rita Lookingglass	Representative	AIANCOAC Chair	IHS
Present	CAPT Gina Pahona	Minority Recruitment Subcommittee Chair	AIANCOAC	IHS
Absent	LCDR Saini Parmjeet	Vice Chair	APAOC Chair	HRSA
Present	LT Leorey Saligan	Representative	APAOC	NIH
Present	CDR Sheila Merriweather	Representative	BCOAG	OS
Present	CDR Sean-David Waterman	Liaison	BCOAG Chair	OS
Present	LCDR Candido Alicea	Representative	HOAC	NIH
Present	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC Chair	NIH
Present	CAPT Laura Aponte	Chair	HOAC	OS
Excused	LCDR Wanda Chestnut	JOAG Representative	JOAG	OPHS

Visitors: RADM Helena Mishoe, CAPT Nancy Bill, LCDR Sophia Russell,

**I. Call to Order and Council Roll Call**

- Council roll was taken by the MOLC Secretary, CAPT Jim Bresette. MOLC Chair CAPT Laura Aponte called the meeting to order at 14:33 EDT. **A quorum was established** with seven members representing all minority committees in attendance at the start of the call.

**II. Review and Approval of Meeting Minutes**

- CAPT Aponte verified all members had received the 18 May minutes and offered several minutes for member review and comment. No changes were noted.
- CDR Waterman proposed accepting the draft minutes as submitted with minor edits corrected as identified by CAPT Bresette. LT Saligan provided a second. Motion called and carried without opposition. Minutes approved.

**III. Reports**

CHAIR Report – CAPT Laura Aponte

- MOLC presentation to the SG originally scheduled for 22 May and rescheduled for 12 June has again been postponed by OSG.
  - **ACTION:** CAPT Aponte continues to request participation by all Committees for the Briefing Book.

- 
- The MOLC Website: [www.molcusphs.org](http://www.molcusphs.org) is up and running. LCDR Jean-Paul Mivoyel has been the past website lead. HOAC is now taking over and a lead will be identified by CDR Aizvera.
  - The annual fee has been paid by CAPT Aponte. She has requested \$24.87 from each group and to date only 1 group has provided reimbursement.
  - **ACTION:** CAPT Aponte will follow up by sending individual payment information to Minority Committee Chairs.
  - The MOLC website needs fresh content and data from the Committees.
  - **ACTION:** Need new MOLC chair photo posted to the website.
  - **ACTION:** CAPT Aponte has requested that each minority group provide contact information to her and CDR Aizvera for the purposes of updating the website. (Information was previously due by May 1<sup>st</sup>.)
    - i. Specifically, minority committees must send the names, contact info, and email address of the Executive Staff of each group.
    - ii. Minority committees should also send meeting times, dates, promotions, projects, programs, and awards presented.
  - **ACTION:** Per MOLC charter, need new MOLC website lead to post FINAL minutes to the site.
- **MOLC Brochure** – LCDR Candido Alicea and CAPT Pahona completed the MOLC two-page brochure. They were printed by CAPT Aponte for the conference. CAPT David Kelly, recommended brochure be provided at BOTC courses.
- MOLC Luncheon at COF:
  - CAPT Guerra announced CAPT Joannie Shen, MOLC Historian, accepted the invitation to be our Keynote Speaker.
  - Drumming group being confirmed by CAPT Nancy Bill
  - CAPT (sel) Guerra solicited literary and cultural selections for consideration to be presented at the luncheon.
  - Luncheon began at noon on June 4 with a maximum capacity of 100 people.
  - CAPT Aponte also requested an officer attending the COF conference to serve as Officer in Charge (OIC) to ensure staffing up to 4 officers per shift. Volunteers were requested by 22 May.

#### AIANCOAC Report – CAPT Gina Pahona for CAPT Rita Lookingglass

- AIANCOAC will have six openings for the upcoming nomination cycle – 3 voting members and 3 advocate positions.
- Membership applications are accepted until 30 June 2009.
- Coins remain available for purchase from CAPTs Myra Tucker and Nancy Bill. Coin sales were very successful at COF.

#### BCOAG - CDR Sean-David Waterman

- Last meeting was 11 June 2009.
- Membership application drive is underway to recruit 6-8 members and that they have received a good number of applicants so far. Nomination cycle ends 31 July.
- Coins created by rank and one in development for Ensigns
- COF Social Event at Lucky's Pool Lounge, 3 Jun at 8 p.m., is a no cost, come as you are event hosted by BCOAG.

- Public health data sheets are available on the BCOAG website.  
<http://www.bcoag.freeservers.com/>
- CAPTs Robert Taylor and Wendall Wainright with CAPT Wainright's retirement ceremony 15 July 2009 at Parklawn Bldg. POC is CAPT King.
- Service project next year is under development with Community Outreach Work Group. Normally scheduled for February to use admin leave.
- Scholarship dinner to fund supported on 5 Dec 2009 at Bolling AFB, Washington, D.C.
- Next scheduled meeting is 9 July 2009.

#### HOAC - CDR Jeasmine Aizvera

- CDR Aizvera reported HOAC met 11 June 2009
- Voting members will approve/disprove final charter by 22 June 2009.
- Received help from **????** office for HOAC website  
[www.usphs.gov/corpslinks/oldHOAC/](http://www.usphs.gov/corpslinks/oldHOAC/)
- New members nominations due by 30 Sept.
- Hispanic American month coming up soon in 15 Sept – 15 October
- Next meeting 13 August 2009

#### APAOC – LT Leorey Saligan

- MOLC luncheon-related efforts include the following thanks:
  - LT Colobong, photographer for the MOLC COF luncheon event
  - MOLC booth volunteers - list of APAOC volunteers was sent to LCDR Alicea 19 May.
  - Officers who sent photos for the MOLC booth
- Upcoming meetings: Next general meeting will be July 15; next training meeting 17 June, and the last Executive Committee meeting June 9.
- Soliciting new voting member sent last Monday

#### JOAG – CDR Sheila Merriweather reporting for LCDR Wanda Chestnut

- LCDR Chestnut temporarily agreed to fill in per CDR Merriweather's invitation while a new JOAG representative could be found. LCDR Chestnut's work load has precluded her from continuing. CDR Merriweather will provide a JOAG rep to CAPT Aponte within the week.

## **IV. Working Groups**

### COF:

#### Luncheon Planning Committee – CAPT Aponte for CAPT (sel) Guerra

- *Some changes at the last moment, but "rolled with the punches"*
- *Some officers who had not RSVP'ed were turned away as the maximum of 120 seats had been reached. Officers are reminded to RSVP early to facilitate their presence and assist the luncheon planners.*
- *RADM Mishoe congratulated the junior officers for their record turn out with many at their own expense.*
- *CDR Waterman recommended a more diverse cultural entertainment such as "Lion Dancers" in recognition of APAOC's primary role in coordinating the 2010*

*luncheon. CAPT Aponte agreed that earlier planning will allow more participation and add appropriate and expanded cultural events.*

- *RADM Mishoe asked CDR Waterman to clarify the intent of the scope of these events. CDR Waterman stated he has a vision of making this luncheon a big ticket among attendees and especially junior officers.*
- *CDR Merriweather, MOLC COA Liaison, added that the MOLC wants to continue building on the success of the last 3 years moving from MOLC breakfasts to a MOLC luncheon. COA has rolled this cost into the registration.*
- *APAOC will discuss RADM Mishoe's recommendation for addressing multiple lessons learned from this and prior COF symposia. The time to start is now while ideas and memories are fresh. LT Saligan will address this with the APAOC Executive Committee and CAPT Aponte to start the process.*
- *CAPT Nancy Bill suggested the possibility of ethnic foods as a main course or side dish.*
  
- *CAPT Guerra announced CAPT Joannie Shen, MOLC Historian, accepted the invitation to be our Keynote Speaker.*
- *Committees are asked to send the names of all their awardees with a one line description of each award to CAPT (sel) Guerra by 22 May.*
- *Drumming group being confirmed by CAPT Nancy Bill*
- *CAPT Aponte reaffirmed that there is luncheon capacity for 100 officers so Committees will have those officers identified and sent into CAPT (sel) Guerra by 22 May.*
- *CAPT (sel) Guerra is soliciting literary and cultural selections for consideration to be presented at the luncheon.*
- *Luncheon is scheduled to begin at Noon on June 4 with a maximum capacity of 100 people.*

#### COF and related activities (30 May – 4 June 2009)

- MOLC Brochure – LCDR Candido Alicea and CAPT Pahona will finalize the two page brochure content and design by 21 May.
  - **ACTION:** Brochure to be sent to MOLC members for review and comment on 21 May with comments/edits due by 26 May.
  - **ACTION:** Capt Aponte will check on printing capabilities in OCCFM for producing the brochure. >200 Copies were suggested.
- MOLC Information Booth – Set up has been scheduled for Tuesday June 2 at 1:00pm. As in years past, volunteers are needed to set up, man the booth and break down.
  - LCDR Alicea requested volunteers, but has received only one officer response identifying two officers to staff the booth.
    - CAPT Bill and CDR Waterman responded as volunteers.
    - LT Saligan confirmed that four APAOC volunteers have signed up with him and LCDR Hue to help staff the booth.
  - Officers in Action pictures – Each group is to submit five pictures to be displayed during the Symposium. The pictures should measure 8.5 X 11 and must be mounted using Velcro backing. You may want to consider using a company like Kinko's for that.

- **ACTION:** LCDR Alicea will resend the Excel to include times and dates spreadsheet to CDR Waterman for distribution to the BCOAG.
- **ACTION:** CAPT Aponte also requested an officer attending the COF conference to serve as Officer in Charge (OIC) to ensure staffing up to 4 officers per shift. Volunteers were requested by 22 May.

#### Cultural Competency & Awareness –CDR Jeasmine Aizvera.

- Met Wednesday, 10 June 2009.
- Identified several of the past projects
  - Cultural cards pioneered by AIANCOAC and CAPT Andy Hunt.
  - CDR Merriwaether identified for BCOAG and CDR Aizverra for HOAC. Still need a representative for APAOC
  - Tentative date 8 July for next meeting.
- Sharing resources regarding cultural competency web-based training resources available via each CMAG website
- LT Saligan reported that APAOC will be participating with this activity.

#### Minority Recruitment – CAPT Gina Pahona

- Group held first meeting on 12 June 2009. Representative from all minority groups were present. Respective career development and mentoring representatives.
  - AINCOAC: CAPT Pelagie Snesrud and CDR Bernie Long
  - BCOAG: CDR Sean-David Waterman acting until a replacement is named
  - APAOC: CDR Camille Soondar
  - HOAC: CDR Michelle Sandoval
- Proposed to the MOLC Minority Mentoring article to promote knowledge of minority mentoring programs availability for publication in COA Frontline, CC Bulletin, etc.
  - Two mentoring groups are already available who can link up with the junior officers' respective Professional Advisory Committees (PACs).
  - RADM Mishoe emphasized the importance of grafting into the PAC mentor efforts and cross-covering other CMAGs.
- Exploring liaisons with minority educational institutions
  - Working with JOAG Career list to identify opportunities
  - Linking with PACs on their minority recruitment efforts focusing on PAC recruitment sub-sections.
  - Next meeting late July/early August
  - 
  - Currently collecting the plans of the separate committees to aggregate into one MOLC plan Four goals for the work group are planned:
    - Matching and mentoring
    - Outreach to fraternities, sororities, alumni associations, professional groups, etc.
    - ?
    - ?
- Call to Active Duty (CAD) information does not contain racial or ethnic identifiers which complicates the work group's ability to identify officers.
  - **ACTION:** CAPT Pahona and CAPT Aponte will contact OCCO for their advice.
- Committee chairs should ensure their committee representatives attend the work group meeting as only two groups were represented at the 7 May meeting.



- Next meeting is scheduled for 12 June 2009

#### Childhood Obesity Prevention – CDR Sheila Merriweather

- CDR Sheila Merriweather wants MOLC to ensure that as a group MOLC is meeting the Surgeon General's intent for the program.
  - CAPT Aponte offered that the SG may add a new direction or emphasis on this topic at the upcoming MOLC SG briefing.

#### **V. OFRD Readiness Update** – CDR Sean-David Waterman

- Field Medical Readiness Badge criteria have been updated. Send an e-mail to CDR Waterman to update your FMRB data.
- Officer readiness will be run before 30 June (end of quarter) and officers will be advised on those items causing them to fall out of ready status.
- Advised officers to check their quarterly for expiring items to include TB, BLS, fitness, etc. [http://ccrf.hhs.gov/ccrf/Readiness/Checklist\\_010109.pdf](http://ccrf.hhs.gov/ccrf/Readiness/Checklist_010109.pdf)
- Continuing Promise missions: USNS Dubuque mission was scrubbed due to H1N1 contamination. OFRD has all the current officer assets needed, but advised mission commanders to ensure they request additional staff well in advance to facilitate these missions as well as the logistics of getting PHS officers prepared to deploy. Replaced by USNS Byrd.
  - Currently, all officer needs have been met for the USNS Byrd.
- Next events requiring Corps support and manning include Independence Day celebration in Washington, D.C. and a National Special Security Event 24-27 Sept 2009 due to President Obama's attendance.
- New Tier assignments are projected to be completed by 30 June 2009 to coincide with next quarterly readiness run.

#### **VI. Announcements**

- CAPT Aponte summarized key items:
  - CDR Waterman to address fund raising next meeting and reserve spot on July agenda
  - MOLC COF luncheon subcommittee
  - Minority recruitment
  - CAPT Aponte summarized key items:

#### CAPT Aponte summarized key items

- **ACTION:** Per MOLC charter, need new MOLC website lead to post FINAL minutes to the site.
  - Action items
  - 
  - Agenda and bullets for respective CMAGs for agenda and minutes
  - 
  - MOLC Booth volunteers should contact LCDR Alicea by 22 May.

- 
- Booth photos should be properly mounted in advance to facilitate set up on 2 June at 1 p.m.
- The importance of members rapidly reviewing the brochure and getting their edits and comments back to LCDR Alicea and CAPT Pahona so the brochure will be ready for COF.
- Final luncheon head count to her by 22 May.
- Her cell # is (910) 850-3558

## **VII. Adjournment**

- The meeting was adjourned at 1600 EDT.
- CAPT Aponte reminded officers that the next MOLC meeting is scheduled for 20 July 2009 at 2:30 EDT.
  - Teleconference Line: 866-642-7575; Passcode: 9531573

**Minutes prepared by:** CAPT James Bresette, MOLC Secretary  
edited by CAPT Laura Aponte, MOLC Chair.

Respectfully submitted:

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CAPT James Bresette (AIANCOAC)  
MOLC Secretary

CAPT Laura Aponte (HOAC)  
MOLC Chair

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**20 July 2009**

**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Present	CAPT James Bresette	Secretary	AIANCOAC	IHS
<b>Absent</b>	CAPT Rita Lookingglass	Representative	AIANCOAC Chair	IHS
Present	CAPT Gina Pahona	Minority Recruitment Subcommittee Chair	AIANCOAC	IHS
Present	LCDR Saini Parmjeet	Vice Chair	APAOC Chair	HRSA
Present	LT Leorey Saligan	Representative	APAOC	NIH
Absent	CDR Sheila Merriweather	Representative	BCOAG	OS
Present	CDR Sean-David Waterman	Liaison	BCOAG Chair	OS
Present	LCDR Candido Alicea	Representative	HOAC	NIH
Present	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC Chair	NIH
Present	CAPT Laura Aponte	Chair	HOAC	OS
Present	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA

Visitors: RADM Helena Mishoe, CAPT Byron Bailey (OPHS), LCDR Sophia Russell, CAPT Nancy Bill, CDR Soju Chang, **others to be sent via e-mail.**

**I. Call to Order and Council Roll Call**

- Council roll was taken by the MOLC Secretary, CAPT Jim Bresette. MOLC Chair CAPT Laura Aponte called the meeting to order at 14:34 EDT. **A quorum was established** with seven members representing all minority committees in attendance at the start of the call. LCDR Nicole Gaskin-Laniyan will be representing JOAG.

**II. Special Presentation – CAPT Byron Bailey (Office of Public Health and Science)**

- CAPT Bailey briefed from the Power Point provided to members with the MOLC meeting notices.
- Contracting issues have delayed roll out. Potential roll out before October 2009. However, officer comfort level will be a key driver in determining when the roll out actually “goes live”.
- He projects August as time for unveiling the online tutorial.
- CAPT Bailey stressed that nothing official will occur until some time in 2010 when they confirm the validity of the officer, supervisor, and OCCO inputs for each individual billet.
- Today’s briefing is one example of the Transformation Initiative implementing the billet change communications plan.

- For further questions, contact CAPT Bailey at [byron.bailey@hhs.gov](mailto:byron.bailey@hhs.gov); 240-453-6101.

### III. Review and Approval of Meeting Minutes

- CAPT Aponte verified all members had received the 15 June minutes and offered several minutes for member review and comment.
- CDR Waterman proposed accepting the draft minutes as submitted with appropriate submitted edits corrected. LCDR Nicole Gaskin-Laniyan provided a second. Motion called and carried without opposition. Minutes approved.

### IV. Reports

#### CHAIR Report – CAPT Laura Aponte

- Called for members interested in the 116<sup>th</sup> Interagency Institute on 14-25 Sept. in Arlington, VA:
  - to be selected by Office of the Surgeon General by 24 July.
  - Coordinating officer in OSG: CDR Gregory Davis, [Gregory.davis@hhs.gov](mailto:Gregory.davis@hhs.gov).
  - Agencies are responsible for the program tuition and travel costs.
  - Interested officers should submit their interest and application to the Agency Liaison officers.
- Salt and pepper uniform will be out of service after 31 July 2009. The decision is final.
- Woodland BDUs remain the authorized utility uniform.
- Assimilation board convenes in late Sept. Officers are encouraged to submit their assimilation package ASAP.
- Dr. Regina Benjamin has been nominated by the President to be the next Surgeon General. There is no date yet for Senate confirmation hearings.
- MOLC Luncheon photos will be made available for use among the membership and posting on the website.
- Officers serving as liaisons to the MOLC from the Chartered Minorities Advisory Group (CMAG) should be maintaining a log of their activity to support the Special Activity Award by calendar year Jan-Dec.
  - MOLC conference calls, regular MOLC activities and work groups, and special projects.
  - SAA requires 30 days activity with at least 2 hours of MOLC activity qualifying as one day.

#### AIANCOAC Report – CAPT Gina Pahona for CAPT Rita Lookingglass

- No report received in advance of the meeting.

#### BCOAG - CDR Sean-David Waterman

- The Black Commissioned Officer Advisory Group (BCOAG) is seeking dedicated, enthusiastic officers to serve a 3-year term beginning January 2010. Several positions will be available as a result of current voting membership term expiration. Self-nominations are encouraged.
  - CDR Waterman contact for membership at: [Sean-David.Waterman@hhs.gov](mailto:Sean-David.Waterman@hhs.gov).
- Coins created by rank and one in development for Ensigns. PHS rank Coins to be submitted to CCMIS, Commission Corps Bulletins.

- Contact CDR Waterman for further information at: Sean-David.Waterman@hhs.gov.
- Provided Sideboys and escorts for CAPT Wendell Wainright's retirement ceremony.
- Sent Sideboys and escorts for the OSG Promotion ceremony.
- Service project next year is under development with Community Outreach Work Group. Event is normally scheduled for February and uses annual leave.
- Next scheduled meeting is 13 Aug 2009.

#### HOAC - CDR Jeasmine Aizvera

- CDR Aizvera reported HOAC met 11 June 2009
  - Voting members will approve/disprove final charter by 13 August 2009.
- New address for HOAC website [www.usphs.gov/corpslinks/oldHOAC/](http://www.usphs.gov/corpslinks/oldHOAC/).
- New member nominations due by 30 Sept 2009.
- Taking suggestions for Hispanic American month coming up soon in 15 Sept – 15 October.
- HOAC meets every other month, so next meeting is 13 August 2009.

#### APAOC – LT Leorey Saligan

- Sent solicitations for membership in early June to fill 6 open APAOC voting member positions for the term 2010-2012. The voting process will begin after July 31<sup>st</sup>. So far there are 14 applicants.
- Executive committee members met on June 9<sup>th</sup> to revisit and finalize the criteria for the CAPT Allan Lock award.
  - First given out in 2009, the CAPT Allan Lock award is given to a current or past voting member of APAOC for service specifically to APAOC and its activities.
  - This year's recipient is LCDR Mei-Ying Li.
- APAOC is revitalizing its mentorship program. Requests for input have been sent out to the membership regarding their needs and interests. Mentor-mentee matching should be complete by end of month.
- Held 1<sup>st</sup> Career Development Session on 17 June 2009 with 9 senior APAOC officers from 7 different categories.
- APAOC leadership met with the MOLC Chair to discuss initial plans to develop a planning committee for the 2010 COA conference luncheon – purpose to outline needs and lessons learned from 2009 luncheon and bring the other minority CMAGs into the process.
- Planned training session on the new GI bill is scheduled for 19 August 2009.
- Next General Body Meeting will be 16 September 2009.

#### JOAG – New representative LCDR Nicole Gaskin-Laniyan.

- Assigned as of 17 July 2009. LCDR Gaskin-Laniyan will follow up with the JOAG leadership to present a report at the next MOLC meeting in August.

## **V. Working Groups**

COF: Luncheon Planning Committee – CAPT Aponte for CAPT Guerra

- Recommendation to start developing plans for next luncheon as soon as possible in preparation for next year.
- Recommendation to establish leadership responsible for luncheon so preplanning can begin.

#### Minority Recruitment – CAPT Gina Pahona

- Developed a list of over 600 minority educational institutions (colleges, universities) within the U.S. and U.S. Territories.
- Concern was expressed over a lack of identification of Asian-Pacific minority schools thus far. Input from other members is encouraged on the topic.
- Next meeting of Minority Recruitment Work Group 30 July 2009 at 10:00 EST.
  - CAPT Pahona stressed importance of ALL minority recruitment workgroup members to be present and contribute.

#### Cultural Competency & Awareness – CDR Jeasmine Aizvera.

- The workgroup will be coordinating with CAPT Andy Hunt (SAMHSA) to create culture cards for other minority groups similar to the AI/AN culture cards.
  - Meeting with CAPT Hunt at 2PM on 22 July 2009.
  - Please have other interested groups confirm their attendance.
- Cultural Competence Curriculum for Disaster Preparedness and Crisis Response recently unveiled . CAPT Hunt and CDR Waterman played key development and coordination roles.
  - Site: <https://cccdpcr.thinkculturalhealth.org/>
- Seeking officers to volunteer to be instructors at various sessions at Ft A.P. Hill in August and September.
  - Contact OFRD to volunteer: <http://ccrf.hhs.gov/ccrf/>.

#### Childhood Obesity Prevention – CDR Sheila Merriweather not present

- CDR Waterman briefed as a group, MOLC is continuing to communicate with OSG to ensure MOLC is adequately representing the Surgeon General’s interests for the program.
  - CAPT Aponte offered that the SG had a tentative meeting scheduled with the workgroup for 22 July, but as of today’s meeting, no confirmation has been received.

#### **VI. OFRD Readiness Update** – CDR Sean-David Waterman

- Potential changes to President’s Challenge as an alternate to the Annual Physical Fitness Test eventually, but none expected until 2011.
- LCDR Andrei Nabakowski and CDR Paul Reed have come aboard OFRD for international deployment activities (301-443-3859). Website: <http://ccrf.hhs.gov/ccrf/training.htm>.
  - Nigerian training initiative – DOD, CDC and Nigerian personnel collaborating to train providers on treatment of HIV in Nigeria.
  - Ft. A.P. Hill field training for Tiers 1, 2, and 3 officers will be held from mid-August through mid-September providing realistic stressful scenarios to improve officer performance and continuity in emergency situations on deployments.



- CAPT Aponte added that Services Assistance Teams (SAT Team) leaders continue to recruit officers with diverse cultural and language skills.

## VII. Announcements

- Staff Team Leaders are looking for more minority officers to join deployments, especially those with foreign language abilities.
  - Please motivate these minorities to join as it looks good for both the Corp and for MOLC.
- MOLC is promoting the idea of a reception for Dr. Howard Koh and will discuss the idea further at the next meeting.
- CDR Sean-David Waterman invites officers to volunteer to answer phones for Maryland Public Television during a fund-raising campaign.
  - Event is from 1900-2300 hours on 2 Aug 2009.
  - Dinner will be served to volunteers.
  - If more than 12 people participate from any one organization, that organization will be included in the program and receive a free DVD that recognizes their participation.
  - Please contact LTJG Tillman if interested in participating at [ttilghman@psc.gov](mailto:ttilghman@psc.gov) or (301) 443-5577.

## VIII. Adjournment

- The meeting was adjourned at 16:08 EDT.
- Next MOLC meeting: scheduled for 17 August 2009 at 2:30 EDT.
  - Teleconference Line: 866-642-7575; Passcode: 9531573

**Minutes prepared by:** CAPT James Bresette, MOLC Secretary  
edited by CAPT Laura Aponte, MOLC Chair.

Respectfully submitted:

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CAPT James Bresette (AIANCOAC)  
MOLC Secretary

CAPT Laura Aponte (HOAC)  
MOLC Chair

## **ACTION REQUIRED BY:**

### **CAPT Aponte:**

- Follow up by sending individual payment information to Minority Committee Chairs to cover MOLC Website costs.
- Submit new photo to post to website as MOLC chair.
- Contact OCCO for advice on how to integrate racial identifiers in the CAD so that minorities will be easier to select (with CAPT Pahona).

### **CAPT Guerra:**

- MOLC Brochure – LCDR Candido Alicea and CAPT Pahona completed the MOLC two-page brochure. They were printed by CAPT Guerra for the conference. CAPT David Kelly, OCCO, recommended brochure be provided at BOTC courses.

### **LT Otero ([israel.otero@fsis.usda.gov](mailto:israel.otero@fsis.usda.gov), or (301) 344-4745) – new MOLC Website Lead**

- Post finalized meeting minutes to website.
- Post MOLC brochure to website.

### **CAPT Pahona:**

- Contact OCCO for advice on how to integrate racial identifiers in the CAD so that minorities will be easier to select (with CAPT Aponte).

### **All Committees:**

- Supply CAPT Aponte with information about your committee for inclusion in the Briefing Book that will be presented to the SG.
- Submit the following information about your CMAG to CAPT Aponte ([laura.aponte@hhs.gov](mailto:laura.aponte@hhs.gov)) for posting to MOLC website no later than 24 July:
  - Your group's title
  - A brief description of the group
  - When the group meets, including the time of meeting
  - Include a few highlights from activities your group has done over the past year
  - Executive committee members with their titles or positions
  - A point of contact if interested in joining the group
  - A link for your group's website
- Encourage minorities to join deployments as this reflects well on both the Corp and MOLC.
- MOLC Brochure – LCDR Candido Alicea and CAPT Pahona completed the MOLC two-page brochure. They were printed by CAPT Guerra for the conference. CAPT David Kelly, OCCO, recommended brochure be provided at BOTC courses.

**Meeting Minutes**  
**USPHS Minority Officer Liaison Council (MOLC)**  
**21 September 2009**

**Teleconference Line:** 866-642-7575; Passcode: 9531573

Attendance	Name	MOLC Position	Group	Agency
Present	CAPT James Bresette	Secretary	AIANCOAC	IHS
Excused	CAPT Rita Lookingglass	Representative	AIANCOAC Chair	IHS
Present	CAPT Gina Pahona	Minority Recruitment Subcommittee Chair	AIANCOAC	IHS
Present	CDR Parmjeet Saini	Vice Chair	APAOC Chair	HRSA
Present	LT Leorey Saligan	Representative	APAOC	NIH
Present	CDR Sheila Merriweather	Representative	BCOAG	FDA
Absent	CDR Sean-David Waterman	Liaison	BCOAG Chair	OS
Present	CDR Candido Alicea	Representative	HOAC	NIH
Present	CDR Jeasmine Aizvera	Cultural Competency Workgroup Lead	HOAC Chair	NIH
Present	CAPT Laura Aponte	Chair	HOAC	OS
Present	LCDR Nicole Gaskin-Laniyan	JOAG Representative	JOAG	SAMHSA

MOLC Advisor: RADM Helena Mishoe  
 Guest: CAPT Nancy Bill

**I. Call to Order and Council Roll Call**

- Council roll was taken for CAPT Bresette by CAPT Gina Pahona. MOLC Chair CAPT Laura Aponte called the meeting to order at 1435 EDT. **A quorum was established with six members** representing all minority committees in attendance at the start of the call. CAPTs Bresette's and Pahona's notes were combined to record the meeting minutes.

**II. Review and Approval of Meeting Minutes**

- CAPT Aponte extended her thanks to CDR Parmjeet for chairing the August meeting and LCDR Gaskin-Laniyan for serving as Secretary while CAPTs Aponte and Bresette were attending OFRD training at Ft. A.P. Hill.
- CAPT Aponte verified all attendees had received the 17 August minutes. Because a quorum was not in attendance, the August meeting was informational only. A brief time period was provided to allow members to review and comment on the August minutes.
- CDR Saini proposed accepting the draft August minutes as submitted with no edits. LT Saligan provided a second. Motion called and carried without opposition. The August minutes approved.

- With a quorum present, the same process was undertaken for the 21 July minutes. LCDR Gaskin-Laniyan made motion that the July minutes be accepted without changes. CDR Saini provided a second. Motion was called and carried with no opposition. July minutes were approved.

### III. Reports

#### CHAIR Report – CAPT Laura Aponte

- CAPT Aponte again thanked CDR Saini and LCDR Gaskin-Laniyan for their support.
- The MOLC briefing to the SG is on hold as RADM Galson has announced his retirement. Briefing will most likely not occur until the next SG is on-board. Minority groups and workgroups are encouraged to continue to move forward with their work. Change of command ceremony is being planned as well as a retirement ceremony. No dates as of yet, but MOLC needs to be visible and represented.
- 2010 COF Symposium is scheduled for May 24-27<sup>th</sup> in San Diego, CA. CDR Merriweather is working on our behalf. We have been told that the MOLC awards luncheon may occur on the 1<sup>st</sup> day of the symposium. APOAC will provide the lead and head a work group of MOLC members and advocates. CAPT Aponte advised that the group should be convened and begin planning now.
- Certificates of Appreciation for the 2009 COF booth and luncheon participation have been signed by RADM Galson. Names for the certificates were generated from sign-in sheets and work group/section leads. CAPT Aponte will submit the certificates to the council minority advisory group (CMAG) chairs for distribution to the volunteers from their respective group. Mailing addresses are needed.
- 2009 Hispanic Heritage Month is underway and is celebrated September 15 through October 15<sup>th</sup>. The theme for this year is “Embracing the Fierce Urgency of Now”. To recognize this month, HOAC has been part of 2 events. CAPT Aponte has participated in (1) 2<sup>nd</sup> Annual Career Advancement and Achievement event hosted by the Social Security Administration, and (2) a Health Fair held in Montgomery County.
- A Hispanic Heritage Month event flyer was shared with the MOLC membership. On September 29<sup>th</sup>, RADM Isabel Garcia will be the keynote speaker at the event that is to be held at the Tower Building in Rockville. The event is co-sponsored by HOAC. Everyone is invited to attend. RADM Mishoe will confirm her availability to CAPT Aponte if she is able to attend.
- MOLC is encouraged to consider hosting a reception for the new ASH – Dr. Howard Koh by the end of the year. He has been in office for several months. Past ASH receptions have been hosted by the BCOAG and HOAC for Admirals Ogunwobi and Garcia respectively. APAOC will host the reception for Dr. Koh. CAPT Aponte has reached out to his Secretary for dates and is awaiting a response.

AIANCOAC Report – CAPT James Bresette and CAPT Gina Pahona for CAPT Rita Lookingglass who was excused from the meeting.

- Committee is currently finalizing its membership nominee list for review and rank order. Five (5) slots need to be filled. Preparation of nomination packet to begin in October and candidates submitted to OSG for approval.
- Committee is working to revise its Bylaws to include specified roles for AIANCOAC advocates. Advocates provide considerable support in AIANCOAC and in many cases are former members who have served their 2 term limit. Any change made to the AIANCOAC charter will require approval by the OSG.

BCOAG – CDR Sean-David Waterman (not present). CDR Sheila Merriweather provided updates for the MOLC.

- Applications for new voting members were disseminated for review and selection in September. There are 7 vacancies and 12 applications received.
- Community service projects are being planned with Kappa Alpha Psi fraternity to provide health education.
- Rank coin sales are going very well and an account has been successfully set up with COF to deposit the funds for scholarships and other needs as identified.
- CDR Aizvera requested assistance from BCOAG to contact Teresa Hayden or Christine Grill at COF to help HOAC set up their respective account.

HOAC - CDR Jeasmine Aizvera

- HOAC is recruiting new voting members with 22 applications received for 6 available positions. The committee plans to make its final selections no later than October 15<sup>th</sup>.
- Several events identified several special events celebrating Hispanic Heritage Month – HHS headquarters event on 9/16/09; Natcher Conference Center 9/17/09, NIH event 9/22/09, and a HOAC sponsored event at Tower Oaks 9/29/09.
- Recruitment outreach opportunities were emphasized – listing of HACU (Hispanic Association of Colleges & Universities) was distributed to members to identify a local university they can offer information & education about PHS.
- HOAC Charter revision finalized and in vote process.
- Next meeting October 8<sup>th</sup> @ 1200-1330 EST call-in 888-560-9691

APAOC – LT Leorey Saligan

- Acknowledged 16 APAOC officers who were recipient of Unit Commendation Award for their hard work last year in rebuilding APAOC.
- Voting for 6 open voting member positions will be completed by Sept. 25.
- The APAOC website is currently being updated. Visit [www.usphs-apaoc.org](http://www.usphs-apaoc.org) to see the new updates and provide us with your recommendations.
- OFRD training at Fort AP Hill: Comments and feedback from officers who completed training were provided to help other APAOC officers attending OFRD field training.
- 1<sup>st</sup> Meeting for planning for the MOLC luncheon 2010 will be conducted very soon. In process of identifying officers in San Diego for next COF Symposium.
- Next educational activity: 10/21/2009 1200H – 1300H EST Toll Free #: 866-917-3985 Passcode: 7711285
- Next general meeting: 11/18/2009 1200H – 1300H EST Toll Free #: 866-917-3985 Passcode: 7711285

#### JOAG – LCDR Nicole Gaskin-Laniyan.

- “Forward Thinking” is a strategic planning model for long-term future planning in an innovative and interactive forum. Currently, LT Joel Nelson has agreed to lead such an initiative.
  - “Forward Thinking”: JOAG’s senior advisor, CAPT Coppola, the Office of the Surgeon General (OSG), and Bureau of Prisons (BOP) leadership are very interested in JOAG pursuing this endeavor and providing deliverables on the future of the Corps.
  - LCDR Angela Mtungwa, LCDR Hollie Cook, LT Joel Nelson, and LCDR Jessica Feda are working on a proposal outlining JOAG’s overall strategy regarding “Forward Thinking” for approval by JOAG’s senior advisor and OSG.
- JOAG Professional Development included recent publications and Journeyman Series:
  - JOAG Newsletter printed LT Cheng article on her recent Call to Active Duty and her first COA experience. LT Cheng has also written a second article on personal experiences on hearing loss; this article has already been published in Hearing Loss magazine.
  - Journeyman Series: CAPT John Moran spoke on overseas experiences relating to outbreak responses at September meeting. In November, CAPT Jonathan Mermin will speak on administrative/management issues when deployed overseas.
- CAPT Aponte encouraged PHS officers to join the 17 October Walk 4 Hearing walk-a-thon in Washington, D.C. to raise hearing loss awareness. Interested officers should contact LT Jennifer Cheng for more information.
- Next regular JOAG Meeting: 9 October at 1300 EDT. Watch listserv for call-in information

#### **IV. Working Groups**

##### Cultural Competency & Awareness – CDR Jeasmine Aizvera.

- Cultural Competence Card Project: Met on 22 July to review in detail the steps taken to develop the Native American Culture Card to help chart out the course for the other 3 groups
- Each group was charged to do the following:
  - Develop a Description of Concept/Context for a culture card – questions that may help think this through: what need will the culture card fill, what audience will the card be geared toward?
  - Describe the composition of a proposed workgroup to develop the culture card, i.e. how to include diverse members to represent aspects of cultural communities included in the culture card, discern officers with/without knowledge and/or experience in work with the cultural community of focus, etc.
  - Map out possible phases for card development – consider workgroup formation, conceptual work, overarching themes to be covered in the card and content development
  - Identify the lead for this project
  - Next meeting date is scheduled for 9/30/09
- Encourage all groups to take the cultural competency e-learning courses for emergency preparedness and disaster response available on-line at



[www.thinkculturalhealth.org](http://www.thinkculturalhealth.org).

#### Minority Recruitment – CAPT Gina Pahona

- Last meeting was held on July 30<sup>th</sup>, however we were unable to conduct business as no quorum was present.
- As previously mentioned, the workgroup has developed a list of over 600 minority educational institutions (colleges, universities) within the U.S. and U.S. Territories. Group is still trying to identify Asian Pacific educational institutions and may have to focus instead on Asian Pacific associations. CAPT Pahona was very pleased to hear that HOAC was using the list. The plan is to disseminate the list to all Chairs for the groups' use.
- Next meeting will focus on where we are with the 4 recommendations that the group was to focus on and evaluate whether we have met our mission.
- We still need to finalize the MOLC brochure. Currently, we are just missing a photo of the current chair.
  - A photo was requested from CAPT Aponte to be sent to LCDR Alecia and CAPT Pahona.
  - CAPT Aponte offered to send a photo of all the CMAG chairs.
  - Brochure will be sent out for one more MOLC review before publication.

#### Childhood Obesity Prevention – CDR Sheila Merriweather

- Without direction from the SG due to RADM Galson's announced retirement, there is no subsequent activity to report pending a new SG.

#### OFRD Readiness Update – CDR Sean-David Waterman (not present), CAPT Aponte reporting.

- CAPT Aponte noted that officers should review their readiness status, especially their immunizations logged into OFRD.

### **V. Announcements**

- 2010 USPHS Scientific and Training Symposium:
  - CDR Merriweather announced that the 2010 USPHS Scientific and Training Symposium theme is "Public Health 2010: The Road Ahead" 24-27 May 2010 in San Diego, CA. <http://www.phscofevents.org/>
  - Abstract submission deadline is 12 November 2009.
  - Luncheon date: tentative at this point -24 May 2010 during lunch hour.
  - Pre-conference sessions: Consider reducing from 10 in 2009 to 5-6 more focused sessions for this event.
  - Bi-monthly conference calls are being held
  - Send ideas for session topics to her new e-mail - [Sheila.Merriweather@fda.hhs.gov](mailto:Sheila.Merriweather@fda.hhs.gov)
- ASH Reception for Dr. Koh:
  - CAPT Aponte opened a general discussion for ideas and timing
  - CDR Parmjeet and LT Saligan reiterated that APAOC is taking the lead to coordinate the event.
  - LCDR Gaskin-Laniyan asked for CAPT Aponte to send a written proposal to the

- JOAG.
- RADM Mishoe advised that MOLC should review past formats for the event.

## VI. Adjournment

- The meeting was adjourned at 1559 EDT.
- Next MOLC meeting: scheduled for 19 October 2009 at 1430 EDT.
  - Teleconference Line: 866-642-7575; Passcode: 9531573

**Minutes prepared by:** CAPT James Bresette, MOLC Secretary  
edited by CAPT Laura Aponte, MOLC Chair.

Respectfully submitted:

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CAPT James Bresette (AIANCOAC)  
MOLC Secretary

CAPT Laura Aponte (HOAC)  
MOLC Chair