

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 3rd 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 8th 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 1st. 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 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 1st.)
 - 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
- 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:

CAPT James Bresette (AIANCOAC)
MOLC Secretary

CAPT Laura Aponte (HOAC)
MOLC Chair