

# HISPANIC OFFICERS ADVISORY COMMITTEE



## MEETING AGENDA

19 January 2017, from 1200 - 1300 Hours EST

Teleconference Number: (605) 475-4000

Pass code: 937149#



### CALL TO ORDER (1200-1205)

#### Roll Call

1. **Welcome**
2. **Overview of HOAC and 2017 Goals and Priorities** – LCDR Michelle Sandoval-Rosario
3. **HOAC Branding**
4. **Executive Committee Reports:**
  - Vice Chair/2018 Chair Elect – LCDR Jorge Muñiz Ortiz Topic: Subcommittees
  - Secretary – LCDR Leslie Rivera-Rosado Topic: HOAC general meetings, weekly announcements (LCDR Thomas Gammarano was covering as Secretary for this meeting)
  - Treasurer – LCDR Cesar Perez Topic: Treasury update, other ideas for funds
  - MOLC – CDR Guillermo Avilés –Mendoza, LCDR Adriana Restrepo Topic: An Overview of MOLC
5. **Open Forum**
6. **Adjourn**

**NEXT MEETING: February 16, 2017**

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VOTING MEMBERSHIP ATTENDANCE					
Attendance	Rank	Last Name	First Name	OPDIV	Category
P	CAPT	Alicea	Edgardo	USCG	MED
P	LCDR	Andreu	Fernando	USCG	MED
P	CDR	Aviles-Mendoza	Guillermo	ASPR	HSO
P	CDR	Brozyna	Gerald	CMS	HSO
P	CDR	Crowley	Lorena	DHS	NUR
P	LCDR	Durand	Lizzette	CDC	VET
P	LCDR	Figuroa	Juana	BOP	HSO
P	CDR	Garza	Elizabeth	CDC	HSO
P	CDR	Gonzalez	Hugo	IHS	ENG
P	CDR	Guerrero	Zita	BOP	NUR
P	LCDR	Miranda	Gustavo	FDA	HSO
P	LCDR	Muñiz-Ortiz	Jorge	EPA	SCI
P	LCDR	Perez	Cesar	FDA	SCI
E	LCDR	Rivera Rosado	Leslie	FDA	SCI
P	LCDR	Restrepo	Adriana	BOP	HSO
E	LCDR	Rodriguez	Michelle	FDA	SCI
E	CDR	Ruano-Rossil	Jorge	FDA	SCI
P	LCDR	Sandoval-Rosario	Michelle	CDC	HSO
E	LCDR	Tirado	Vladimir	BOP	HSO
P	LCDR	Varga	Alexander	IHS	PHAR

**Non-voting members in attendance**

Torres-Cruz, Rafael  
Vargas, Antonio  
Russell, Elizabeth  
Rey, Araceli  
Tirado, Vladimir  
Espinosa, Isabel  
Chaparro, Fabian

**Subcommittees**

**1. Awards and Recognition Subcommittee**

The Awards Committee shall:

- a. Solicit nominations for the Juan Carlos Finlay Award (JCFA), the VADM Antonia C. Novello Award, and the VADM Richard Carmona Award through a variety of forums, for example, an announcement sent to all PAC's, the CC Bulletin, or other USPHS media.

- b. Utilize a standardized process or scoring mechanism to select awardees.<sup>1</sup>
- c. Once selections have been finalized, notify the HOAC EC, the award recipients and the award nominators via e-mail of their selection.
- d. Submit names of award recipients to MOLC representatives who will forward this information to the MOLC Chair.
- e. Prepare letters and order award plaques for awardees in time for presentation at the MOLC awards ceremony held yearly during the USPHS Scientific Symposium.
- f. Develop awards to give at year's end to acknowledge efforts made by HOAC members (*e.g.*, certificates or letters of appreciation<sup>2</sup>), in consultation with the Chairs.
- g. Provide a report to the Chair of yearly accomplishments by the last meeting in December.
- h. Prepare the Special Assignment Award nomination package and submit to the Chair who shall forward it to OSG via MOLC.
- i. Develop other recognition strategies, as appropriate.
- j. Report changes in procedures or subcommittee operations on an ongoing basis to the Charter and Bylaws subcommittee.

## **1. Charter and Bylaws Subcommittee**

The Charter and Bylaws Subcommittee shall:

- a. Review and revise the HOAC Charter every three years using a systematic approach:
    - i. Develop a first draft of revisions to the HOAC charter, maintaining alignment with the MOLC charter.
    - ii. Distribute draft revisions of the HOAC charter to voting members for input and review.
    - iii. Following voting member review, distribute draft revisions of the charter to the HOAC general membership for input and review.
    - iv. Incorporate recommended changes as appropriate and create a final version of the revised HOAC charter.
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- v. Distribute final version of the revised HOAC charter to HOAC voting members.
  - vi. Solicit votes of approval or disapproval from all HOAC voting members.
  - vii. Based on approval by a single majority of HOAC voting members, the final version of the revised HOAC Charter will be sent to OSG via MOLC for review and approval.
  - viii. Distribute the final OSG-approved HOAC charter to all HOAC members.
- b. Review and revise, as needed, the HOAC Bylaws every three years.
  - c. Collaborate with HOAC subcommittee Chairs and the EC to track and document procedural changes in HOAC operations throughout the year.
  - d. Ensure distribution of the current HOAC Charter and Bylaws document to all HOAC members on a yearly basis.

## **2. Communications and Public Relations Subcommittee**

The Communications and Public Relations Subcommittee shall:

- a. Evaluate and maintain the HOAC website in collaboration with USPHS website managers.
- b. Monitor public information on Hispanic Affairs.
- c. Partner with HOAC EC and Subcommittee Chairs to publicize activities, awards, special events, or community outreach efforts.
- d. Develop methods and tools to enhance HOAC visibility within the Commissioned Corps, the Hispanic community, and in the general public (*e.g.*, social media, newsletters, writing articles).
- e. Review and update the HOAC brochure<sup>3</sup> periodically.

## **3. Nomination and Membership Subcommittee**

The Nomination and Membership Subcommittee shall:

- a. Coordinate all activities related to the nomination of voting members to HOAC.
  - b. Solicit support and interest from general HOAC members in recruiting activities.
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- c. Prepare the Membership Packet for nominated voting members and submit to the HOAC Chair to forward to OSG by the date designated by MOLC.
- d. Collaborate with the HOAC Secretary to obtain current HOAC membership roster and appointment terms.
- e. Ensure receipt of OSG Appointment Letters.

#### **4. Recruitment and Retention Subcommittee**

The Recruitment and Retention Subcommittee shall:

- a. Collaborate with MOLC in minority recruitment and retention activities.
- b. Works with Communications and Public Relations and Nomination and Membership Subcommittees in recruiting Hispanic Officers to the USPHS and HOAC.
- c. Collaborate with MOLC to obtain statistical reports from the Office of Commissioned Corps Operations (OCCO) on the number of Hispanic Officers serving in the USPHS, by categories and by agencies at least annually.

#### **5. Education and Outreach Subcommittee**

The Education and Outreach Subcommittee shall:

- a. Work on HOAC activities that highlight and promote the role of Hispanics in the USPHS during selected events (*e.g.*, Hispanic Heritage Month).
- b. Collaborate with HOAC's EC and MOLC to obtain prior approval from OSG for any education and outreach activities.
- c. Support, assist, and coordinate activities that reach out to the Hispanic community and that demonstrate the positive impact of HOAC and the USPHS in the community.
- d. Identify opportunities at local and national health events to advocate and promote the importance of Hispanic/Latino health issues.
- e. Maintain a record of participation and involvement in education and outreach activities, which can be used to plan future outreach events.
- f. Provide guidance and support to HOAC members in career development.
- g. Monitor issues and concerns that may affect career development and advancement.

## **6. Deployment Subcommittee**

- a. Serve as the go-to place for deployment related educational and training resources for officers interested in serving Hispanic individuals/communities.
- b. Serve as a resource and support network for HOAC officers interested in enhancing their deployment skills or learning more about deployment teams, roles, and opportunities.
- c. Identify language proficiency standards to be used by DCCPR/ RedDOG in rostering individuals for deployments and work to ensure that all USPHS officers will have access to language proficiency testing.
- d. Maintain an active roster of HOAC officers available for deployment to include language proficiency, basic readiness, deployment roles, etc.
- e. Collaborate with the RedDOG on language learning tools and contribute articles to the monthly DOG House Newsletter targeted at how officers can more effectively serve Hispanic individuals/ communities.
- f. Host the HOAC community outreach event.
- g. Sponsor a HOAC APFT event during Hispanic Heritage Month.
- h. Monitor issues and concerns related to USPHS deployments served by HOAC officers and lead a HOAC level after-action review of those deployments.
- i. Support the PHS Athletics – SG’s Fitness Team Roll Call.