

HISPANIC OFFICERS ADVISORY COMMITTEE



MEETING AGENDA February 16, 2017, from 1200 - 1300 Hours EST

Teleconference Number: (605) 475-4000
Pass code: 937149#



CALL TO ORDER (1200-1205)

1. **Welcome**
2. **Roll Call**
3. **2017 Executive Committee**
 - Chair: LCDR Michelle Sandoval-Rosario
 - i. HOAC Senior Advisor – CDR Zita Guerrero
 - ii. By-laws/Charters: Mission and Objective
 - iii. 9th Annual PHS Awareness Day: May 2, 2017
 - iv. Volunteers
 - Vice-Chair/2018 Chair Elect: LCDR Jorge Muñoz-Ortiz
 - i. Officer Spotlight
 - ii. Non-Voting Members
 - Secretary: LCDR Leslie Rivera Rosado/LCDR Cesar Pérez
Leslie.Rivera-Rosado@FDA.HHS.GOV
 - Treasurer: LCDR Cesar Pérez
 - MOLC Liaison (2017 MOLC Chairs): CDR Guillermo Avilés-Mendoza and LCDR Adriana Restrepo
4. **MAX.gov:** CDR Elizabeth Garza
5. **JOAG Liaison:** LCDR Jay Wong
6. **Subcommittees Reports:**
 - Education and Outreach:**
Chair: LCDR Cesar Pérez- Cesar.Perez@fda.hhs.gov
Co-Chair: CDR Gerald Brozyna- gerald.brozyna@cms.hhs.gov
 - Deployment and Readiness:**
Chair: LCDR Michelle Rodriguez- michelle.rodriquez@fda.hhs.gov
Co-Chair: LCDR Luz Rivera- luz.e.rivera@fda.hhs.gov
 - Awards and Recognition:**
Chair: LCDR Alexander Varga- alexander.varga@ihs.gov
Co-Chair: CDR Lorena Crowley- lorena.crowley@cms.hhs.gov
 - Charter and Bylaws:**
Chair: CDR Zita Guerrero- zguerrero@bop.gov
Co-Chair LCDR Lizette Durand- vcn6@cdc.gov

Communication and Public Relations:

Chair: CDR Elizabeth Garza - iwm8@cdc.gov

Co-Chair: LCDR Gustavo Miranda - mirandagustavo12@gmail.com

Nomination and Membership:

Chair: LCDR Fernando Andreu- fernando.l.andreu@uscg.mil

Co-Chair: Vacant

Recruitment and Retention:

Chair: LCDR Juana Figueroa- j2figueroa@bop.gov

Co-Chair: CDR Hugo Gonzalez - Hugo.Gonzalez@ihs.gov

4. Open Forum

NEXT MEETING: March 16, 2017

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Meeting Minutes

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
E	CDR	Crowley	Lorena	DHS	NUR
P	LCDR	Durand	Lizzette	CDC	VET
E	LCDR	Figueroa	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
P	LCDR	Rivera Rosado	Leslie	FDA	SCI
P	LCDR	Restrepo	Adriana	BOP	HSO
E	LCDR	Rodriguez	Michelle	FDA	SCI
P	CDR	Ruano-Rossil	Jorge	FDA	SCI
P	LCDR	Sandoval-Rosario	Michelle	CDC	HSO
P	LCDR	Tirado	Vladimir	BOP	HSO
P	LCDR	Varga	Alexander	IHS	PHAR

Non-voting Members in attendance:

Astran, Melinda (IHS)
Carrion, Luis (FDA)
Castillo, Carlos (SAMHSA)
Chacon, Gina (ICE/DHS)
de Jesus, Frances (FDA)
Duran, Denise (CDC)
Espinosa, Isabel (FDA)
Gonzalez Mercado, Carlos (FDA)
Jackeline Rodriguez
Maysonet, Madeline Ivette (ICE/DHS)
Raul Gierbolini (BOP)
Riojas, Brenda (IHS)
Rivera, Luz E (FDA)
Russell, Elizabeth (ACF)
Schmidt, Alina (FDA)
Torres-Cruz, Rafael (NIH)
Vargas, Antonio (HHS/OASH)
Zhou, Peng (FDIHB)

1. HOAC Chair: LCDR Michelle Sandoval-Rosario:

- Zita Guerrero→ HOAC Senior Advisor application deadline is February 24th. There have not received any nomination as of today. Sent it to BOP and others, but no names yet.
- Michelle stated that we should extend the deadline and what other ideas do we have.
- CAPT Alicea – Did we send it to other PACs? CDR Guerrero stated that it only went to HOAC members and BOP nurses. CAPT Alicea will be able to assist and make announcements to other PACs. Also, we could ask when the PACs are meeting, do a quick presentation and announced in a formal way. He will be more than happy to assist. Also, EC should start putting up a list of candidates and start working on that and start sending individual letters.
- CDR Garza- agreed that we should reach out to all the PACs through their Chairs. Also, reach out to the CC liaisons, CPO boards also and then it can send out to PACs.
- CDR Aviles-Mendoza- as MOLC were selecting senior advisor, they had to extend it. Going through the agency liaison being recommended, we should extend the deadline.
- LCDR Sandoval-Rosario- agrees that we need to do a better job advertising and the applicants do not have to be of Hispanic descent, only interested in Hispanic issues.
- LCDR Sandoval-Rosario- Bylaws and charters: revisit them and focus on our missions and objectives. We should update it since we do more on what the objectives says. If you have any ideas, send it to the Chairs or Co-chairs.

- CDR Aviles-Mendoza- 2011 was the last time the bylaws were updated/cleared.
- LCDR Sandoval-Rosario- Also, there were some changes that were approved by CAPT Alicea.
- CDR Aviles-Mendoza- revised the language on MOLC's Bylaws and will be approved soon.
- LCDR Sandoval-Rosario- PHS Awareness Day- Education and Outreach Subcommittee- May 2nd 1130-130 at FDA. Looking for volunteers (prefer non-voting members). Recruit some new officers. Education and Outreach will be sending out info about it.
- LCDR Sandoval-Rosario- non-voting members, we would like to hear from you and there are lots of opportunities for future leadership positions.
- CDR Carlos Castillo- asked for the hours for FDA PHS Awareness day.

2. Vice-Chair/Chair-Elect: LCDR Jorge Muniz-Ortiz- Office spotlight (tell us a little bit about yourself) prefer nonvoting member. Looking for volunteers.

- CDR Frances De Jesus- FDA supervisor investigator in San Juan for 15 years. Was part of HOAC as part of EC, it took her a while to get back on track and participate more. Leslie stated that she is PR and will like to meet with her.
- Roster of nonvoting members- we do not have an official one. Asking nonvoting members to send an email to LCDR Rivera-Rosado to catch their names and send information.
- HOAC Weekly announcements send every Wednesday- if items needed to be announced, get the announcements to Leslie by COB Tuesday.

3. Secretary- LCDR Leslie Rivera Rosado

Non-voting members, please email your attendance to Leslie.Rivera-Rosado@FDA.HHS.GOV. Use Subject line "HOAC Meeting Attendance"

4. Treasurer- LCDR Cesar Perez

As of today, February 16, 2017, the balance on HOAC's account is \$2476.03. There are still 26 coins left (at a cost of \$10 each) and 38 stickers left (at a cost of \$4 each). Please let me know if you are interested in purchasing either a coin or a sticker by sending an email to cesar.perez@fda.hhs.gov.

5. MOLC Liaison- CDR Aviles-Mendoza (January 24, first meeting)- BCOC and ACOC have nominations for awards. New award for responder of the year for BCOC. MOLC is working on the MOLC Awards Ceremony for COA date Thursday June 8 at breakfast 8 - 10:30am. Looking for volunteers.

- Michelle- looking for volunteers to attend the MOLC committee- encourage officers to volunteer. Will send out the announcement today for MOLC award ceremony. Send email to forward the name.

6. CDR Elizabeth Garza (Max.gov)- LCDR Sandoval-Rosario- we do not have a place to put all our documents. This year, we would like to create an area to have better access to documents.

- Garza- restricted folders for EC. Max.gov administered by OMB, they are archived and saved indefinitely. Good for collaborations in federal agencies. If do not have a .gov email account, it can get sponsored. Uploading documents, post it, and it can be edited (real time). Also, invite the appropriate reviewers. There are discussion forums, calendar sharing, RSVPs. There are max basic documents (SOP). Already created a HOAC community and will create subfolders for subcommittees.

- CDR Gerald Brozyna- did you work on the MAX calendar for our subcommittee? Do you have any background on that and if it worked. Garza- this is more internal, I believe it will be better if it is posted in our HOAC website. If posting, it will be better in our website.

LCDR Sandoval-Rosario- talked about it, master calendar, get to see it at our website. If you have any ideas or expertise with max, reach out to CDR Garza.

7. JOAG Liaison- LCDR Jay Wong

This Month's Report

- Nominations for Junior Officer of the Year Award and Excellence Award deadlines extended until February 17th. Dr. Koop and Dr. Carmona Award Nominations are being reviewed.
- JOAG website updates are one-third completed, and new website requests will commence after completion.
- New Call for JOAG Voting Members. Applications are due 31Mar2017. POCs: LCDR Scott Eckhart (scott.d.eckhart@uscg.mil) & LT Christopher Sheehan (christopher.sheehan@fda.hhs.gov)
- Call for Volunteers to represent JOAG at OBC Open Houses & Graduations. POC: LT Nicole Pascua (pascuan@cc.nih.gov)
- Next Koop Seminar Series @ Atlanta, GA on 22Mar2017 will be about Zika
- PD-C Training and Education Subcommittee book club seeking volunteers. AMSUS Liaison opening next month. POC: LCDR Jennifer Nelson (zcn6@cdc.gov) & LCDR Brutrinia Cain (brutrinia.cain@hhs.gov)

- PHCS-C looking for a SOP Subcommittee Lead. POC: LCDR Danielle Buttke (danielle.buttke@nps.gov) & LCDR Margaret Caulk (margaret.caulk@fda.hhs.gov)
- RR-C Agency Training Programs Subcommittee developing CC vs. Civil Service Personnel comparison document
- Transitional Assistance Program Subcommittee gave recruitment presentations at military installations to those exiting their respective services, but may be interested in PHS.

Reminders

- For CMAG award announcements, please forward the information to the JOAG Awards Newsletter Team for JOAG-wide notification. POC: LCDR Kevin Ninan (kevin.ninan@fda.hhs.gov)
- JOAG merchandise store sales partially help fund the C. Everett Koop Living Legacy Fund, which provides scholarships CC officers O-3 or below to attend the annual USPHS Symposium. URL: www.mkt.com/usphs-joag
- If you have a question, JO Voice offers junior officers an opportunity to ask questions on various topics of interest. POCs: LCDR Folasade Kembi (cto7@cdc.gov) & LT Stephanie Briguglio (stephanie.briguglio@fda.hhs.gov)
- Past Journeyman Speaker Series webinars are archived and available on www.max.gov
- BLS trainings calendar. URL: https://dcp.psc.gov/osg/JOAG/committees_readiness.aspx

8. Subcommittee Reports-

a. Education and Outreach Subcommittee- LCDR Cesar Perez (Chair):

- Two Co-Chairs- who bring lots of experience and have come out with excellent initiative and project ideas for this subcommittee. Co-Chairs for this year are CDR Gerald Brozyna and LCDR Israel Garcia.
- For this year we are planning to continue and expand on the accomplishment we did last year. Some of the initiatives and projects include:
 - Participate in the Hispanic Heritage Month by putting together presentations as we did last year- PRIORITY
 - Partner with the other CMAGs from MOLC to develop a plan for activities and volunteering opportunities during this year's COA Symposium- PRIORITY
 - Create a Master Calendar to be placed in HOAC's website to include all activities being coordinated by the different subcommittees that could be of interest for the HOAC community. (PRIORITY)

- Establish sustained collaboration with different public health related organizations, for example: La Clinica Del Pueblo, Ventanillas de Salud, and Campesinos Sin Fronteras.
- As part of our Outreach efforts to the Hispanic community, we would like to start collaborations with the DC Bilingual Charter School and other similar schools throughout the US. Also, we are planning to develop a partnership with the organization called “The Leadership Alliance”, which is a national consortium of more than 30 leading research and teaching universities and private industry that trains and mentor students from diverse groups to pursue research careers in the academic, public and private sectors.
- Establish partnership with the Latino Community Development Agency (LCDA) in Oklahoma and YMCA. My goal is to expand these initiatives by establishing independent networks within different regions of the US where PHS officers are stationed, and will be able to lead projects within their own region.
- Explore the opportunities to interact with the Health and Human Services’ Hispanic Employee Organization (HEO).
- Explore other volunteer opportunities - volunteermatch.com
- PHS Awareness Day-

As you can see there are many exciting opportunities for everyone. So far we have about 8 volunteers and we need at least 7 more in order to achieve the previous mentioned goals. Please, let me know if you are interested in being part of our subcommittee or if you have any questions

b. Deployment and Readiness- LCDR Luz Rivera

-Updates to deployment roster

Goals:

- Update the roster
- Identify ways to improve data quality (i.e., how to best capture proficiency level of officers? conduct interviews?
- Identify ways to recruit and increase number of officers in the list
- Identify training/certifications to increase proficiency that could help as an identifier of proficiency level.

- Volunteers: 3

**Zika Response after Action Report*

Goals:

- Draft a report capturing officer's participation during the Zika reponse. The report will also capture what went well, what could be improved, what was missing, and what work still needs to be done to maximize deployment opportunities for USPHS officers.
- Feedback for the report would be captured using survey, discussion groups, or interviews.
- Draft report will be shared with RedDog for review to identify areas of improvement for both HOAC and RedDog.

Volunteers: 6 (3 deployers/authors/reviewers; 3 survey/discussion group/interviews)

** Defense Language Proficiency Test*

- Continue dialogue with OSG and DoD on this project
- Find information about availability and dates for testing
- Incentivize officers to take the test; results are added to eOPF and may be used as a criteria in our deployment roster.

Volunteers: 2

c. Awards and Recognition-LCDR Alexander Varga

Announcing some changes that were discussed for this year's HOAC awards. Firstly, we plan on advertising all 3 awards (Juan Carlos Finlay, RADMs Novello and Carmona) at the same time. The announcement will go out on Wednesday February 22 and we will want all applications back to us by Friday, April 7th. This will allow enough time for the apps to be reviewed, an applicant selected, and the requisite plaques made such that the winners can receive the awards at the PHS Symposium in June. Additionally, I have made some modest changes to the language in the initial applications to hopefully make them more accessible to a wider range of officers, in an effort to boost the numbers of applicants we receive.

d. Charter and Bylaws- CDR Zita Guerrero

- Charter and Bylaws to be edited and to be completed by March 16, 2017.
- Review CMAG bylaws and HOAC bylaws and will compare documents, to be completed by the April meeting.

e. Communication and Public Relations- CDR Elizabeth Garza

I am LCDR Gustavo Miranda (Co-Chair) of the HOAC Communications and Public Health Relations Subcommittee. CDR Elizabeth Garza is our Chair for this subcommittee. We are working closely on our priorities for the year, CDR Garza is concentrating on revamping our social media platform [Like us on Facebook "USPHS

Hispanic Officers Advisory Committee”], overhauling the HOAC website, and launching HOAC into Max.gov a collaboration tool where each of our HOAC Subcommittees will have their own space. I will be concentrating on the HOAC Newsletter with publication dates set for July and December.

We evaluated our HOAC social media platforms and found that the HOAC Facebook page was over 10 times more popular than our Twitter account. To maximize our social media presence in a platform that resonated most with our officers, we decided not to continue the Twitter account and just concentrate on the HOAC Facebook page as well as our HOAC website. If you have any suggestions on what you'd like our HOAC Facebook page to take on this year or if you have any HOAC website updates, please feel free to reach out to CDR Garza (egarza@cdc.gov).

As stated by the bylaws, our main job is to publicize activities, awards, special events and community outreach activities in addition to promote HOAC visibility within the Commissioned Corps, Hispanic community and general public. In order to do our job, it requires us to be in contact with all the subcommittees. This is why we need your help to let us know what is going on within your subcommittees and other events you might be participating on.

We currently have 4 Subcommittee members. LCDR Vladimir Tirado and I will take lead on putting the biannual newsletter together. Due dates for submitting articles for the HOAC Newsletter is June 18.

Each subcommittee is responsible for submitting an article or updates in regards to what they are doing or have done. Please provide articles with pictures if available and send them to me so that we can start working towards putting the newsletter ready. Avoid waiting until last minute. I will remind you again on our next meeting as well as draft a newsletter announcement to go out over the listserv.

Our first Communications and Public Relations Subcommittee meeting is Feb 23 at 12 p.m. Eastern Time. We could still use some more people in our subcommittee if you would like to volunteer and work with us. If interested in joining in and/or if you have any questions, please reach out to us! We'd love to hear from you to best serve HOAC.

f. Nomination and Membership-

CDR Carlos Castillo volunteered to be the Co-Chair for this Subcommittee.

g. Recruitment and Retention- CDR Juana Figueroa

Mission: To assist in the recruitment of Hispanic/Latino officers into the Corps and increase retention levels. Promote participation of Non-PHS officers and officers interested in promoting and advancing the Hispanic community causes.

Goals and objectives for the Year

Recruitment

- Increase the participation of civilian personnel and PHS officers interested in advocating for the Hispanic communities and participating in HOAC activities.
- Continue to have representation at OBC events (Open house, Pinning Ceremony, Graduation, APTF). Increase participation in outreach efforts.
- Attend Job fairs (In collaboration with other Agencies)
 - *Reach out virtually to Universities with minorities
 - *JOAC meetings
- Update the list of Universities that cater to a large number of Hispanics/Latinos

Retention

- Continue to develop a list of officers who identify as Hispanic/Latino
- Develop a Mentoring Program in coordination with the Education and Outreach
- Review & update HOAC brochure in collaboration with the Communication Subcommittee
- Maintain an updated list of Hispanic Officers who complete OBC
- Participate in wellness initiatives
- Collaborate with Get in contact with MOLC & Communication and Public Relations

Request (Volunteers)

We have established our goals for this upcoming year and we are on need for volunteers in several areas.

- OBC open house, Pinning Ceremony, and Graduation. The main goals are to inform officers about HOAC and get their enthusiasm going.
- Represent us in JOAG activities with the main goal of getting information about upcoming career and job fairs.
- Reaching out virtually to Universities with minorities.
- Other opportunities

Adjourned.