CALL TO ORDER (1200-1205)

1. Welcome
2. Roll Call
3. Approval of the minutes from 2/16/17
4. 2017 Executive Committee
   • Chair: LCDR Michelle Sandoval-Rosario
     i. RX for Change: Ask-Advise-Refer – CAPT David Lau/ LCDR Angelica Chica
     ii. HOAC Senior Advisor – CDR Zita Guerrero/CAPT Edgardo Alicea
     iii. Subcommittee Goals
     iv. 9th Annual PHS Awareness Day: May 2, 2017
        ▪ Looking for Volunteers
   • Vice-Chair/2018 Chair Elect: LCDR Jorge Muñiz-Ortiz
     i. Officer Spotlight
   • Secretary: LCDR Leslie Rivera Rosado
   • Treasure: LCDR Cesar Perez
   • MOLC Liaison (2017 MOLC Chairs): CDR Guillermo Avilés-Mendoza and LCDR Adriana Restrepo
5. MOLC Award Ceremony Subcommittee: CDR Karina Aguilar/LCDR Jesus Reyna
6. JOAG Liaison: LCDR Jay Wong
7. Subcommittees Reports
   Education and Outreach:
   Chair: LCDR Cesar Perez - Cesar.Perez@fda.hhs.gov
   Co-Chair: CDR Gerald Brozyna - gerald.brozyna@cms.hhs.gov
   Deployment and Readiness:
   Chair: LCDR Michelle Rodriguez - michelle.rodriguez@fda.hhs.gov
   Co-Chair: CDR 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: CDR Carlos Castillo Carlos.Castillo@samhsa.hhs.gov

Recruitment and Retention:
Chair: LCDR Juana Figueroa - j2figueroa@bop.gov
Co-Chair: CDR Hugo Gonzalez - Hugo.Gonzalez@ihs.gov

8. Open Forum

NEXT MEETING: April 20, 2017
Teleconference Number: (605) 475-4000; Pass code: 937149#

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Meeting Minutes

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Non-voting Members in attendance:
D'Arman, Maria <Maria.D.DeArman@uscg.mil> (Alternate to CAPT Alicea)
Aguilar, Karina (HHS/OASH) <Karina.Aguilar@HHS.GOV>
De Jesus, Frances <Frances.DeJesus@fda.hhs.gov>
Degrange, Elizabeth (HHS/OASH) <Elizabeth.Degrange@hhs.gov>
Duran, Denise (CDC/ONDIEH/NCCDPHP) <fne0@cdc.gov>
Gierbolini, Raul <rgierbolini@bop.gov>
Rey, Araceli (CDC/OID/NCEZID) <dyx8@cdc.gov>
Rodriguez, Jackeline <jackie81886@aol.com>
Russell, Elizabeth (ACF) <Elizabeth.Russell@acf.hhs.gov>
Torres-Cruz, Rafael (NIH/OD/ORS) [E] <torrescruzr@od.nih.gov>
Zhou, Peng (C.C) <Peng.Zhou@fdihb.org>
O'Neill, Eduardo (CDC/OID/OD) <fzt4@cdc.gov>

Approval of the minutes from 2/16/17

Motion to approve the minutes: LCDR Muñiz-Ortiz
Seconded the motion: LCDR Rivera Rosado
Minutes were approved.

HOAC Chair’s Report:

1. RX for Change: Ask-Advise-Refer – CAPT David Lau / LCDR Angelica Chica

   LCDR Chica gave some background on Rx for Change. USPHS-Rx for Change Tobacco Cessation Training Program is a free online-based program that utilizes routinely updated modules to train any individual in the Nation, not just healthcare providers or support staff, to effectively provide tobacco cessation interventions. The program focuses on all forms of tobacco use, including smokeless tobacco. For more information refer to https://dcp.psc.gov/osg/pharmacy/sharedresources_tctp.aspx
   At this point, after the training you get a certificate of completion, but they are working towards being able to get CE credit for the training.

   The team is asking HOAC to help translate the Rx for change training materials to Spanish. The Spanish translated slides will be used to train a delegation for Mexico who will be attending the Future Health Professionals (HOSA) International Leadership Conference. The slides could be use by the new trainers in their home countries.

   LCDR Muñiz-Ortiz is leading an effort to translate the training materials to Spanish. Send an email to LCDR Muñiz-Ortiz (muniz-ortiz.jorge@epa.gov) if you are interested in helping with translating/reviewing Rx for change documents to Spanish. The goal is to translate the power point presentation before early June 2017.

   If you have any questions about Rx for Change contact LCDR Chica at Angelica.Chica@fda.hhs.gov.

   You can review the Rx for change modules online, and get your certification by doing the training via “FaceTime”-type technology. They are also offering the course at this year’s COA conference for $25.

2. HOAC Senior Advisor – CDR Zita Guerrero/CAPT Edgardo Alicea

   We are in the process of recruiting a new senior advisor. CDR Guerrero and CAPT Alicea are leading the effort.
HOAC Senior Advisor update:
• No candidates received
• Notification announcement sent to CC Liaisons and Professional Advisory Committee Chairpersons on February 24 and March 13
• Announcement in social media- Facebook
• Notification sent to all PHS nurses on February 16 and March 14
• Invitation sent to all PAC's chairpersons soliciting time on their next member meeting to advertise HOAC and Senior Advisor (first invitation received)
• CDR Burgos sent announcement to CAPT Muñiz from IHS

**Action item:** Put together a list of potential candidates to reach out to independently.

3. Subcommittee Goals
• All chairs and co-chairs have submitted their goals for this year. The goals are being compiled and will be shared with HOAC membership at a later date. Members are encouraged to review the subcommittee goals and volunteer to help achieve these goals.

4. 9th Annual PHS Awareness Day: May 2, 2017
• Looking for Volunteers
• Great opportunity for officers in the DC metro area.
• Reach out to the Education and Outreach subcommittee if you would like to volunteer.

**Officer Spotlight:**

LCDR Maria D'Arman De [Maria.D.DeArman@uscg.mil](mailto:Maria.D.DeArman@uscg.mil)

Currently works at the USCG
Recently awarded the MHS Female leader physician of the year award
Started in the Navy as an E-1, started and finished her education as an enlisted corpsman
Worked with the Navy, Air Force, and Army, and now with the Coast Guard

**Secretary’s Report:**
• For non-voting members: Please email your attendance to [Leslie.Rivera-Rosado@fda.hhs.gov](mailto:Leslie.Rivera-Rosado@fda.hhs.gov) subject line “HOAC Meeting Attendance”
• If you recently moved Agencies, please update your email address on the HOAC listserv or send me an email and I will update it for you.
• Subcommittee chairs and co-chairs, please email me your talking points to be included in the meeting minutes.
• If you have an announcement to be distributed to the HOAC listserv, email it to me no later than Tuesday noon to be included in the HOAC weekly announcements that go out on Wednesdays.

**Treasurer’s Report:**
• $2,476.03 in the HOAC account
• Coins and stickers available for purchase. Email [Cesar.Perez@fda.hhs.gov](mailto:Cesar.Perez@fda.hhs.gov) if interested.
MOLC Liaison’s Report:

See attached.

MOLC Award Ceremony Subcommittee’s Report:

- Met on March 10. They are at the beginning stages of planning for the activities. HOAC volunteered for a few of the activities. If you have questions please email CDR Karina Aguilar Karina.Aguilar@hhs.gov.

JOAG Liaison’s Report:

- New Call for JOAG Voting Members. Applications are due 7Apr2017. POCs: LCDR Scott Eckhart scott.d.eckhart@uscg.mil and LT Christopher Sheehan christopher.sheehan@fda.hhs.gov
- The JOAG Communications & Publications Committee is soliciting ideas for articles to be featured in the Spring 2017 Edition of the Junior Officer Chronicles. Deadline COB 29Mar2017. POC: LT Katie Bante & LCDR Beth Osterink
- JOAG Public Health and Community Service Opportunities: 1) National Walking Day at the National Mall, Washington, DC on 5Apr2017 @ Noon EDT. POC: LT Shercoda Smaw shercoda.smw@fsis.usda.gov 2) United Way FISH Food Bank at Holy Disciples Catholic Church Property, Puyallup, Washington on 23Mar2017 @ 1630 EDT. POC: LCDR Ranay Yonkers ranay.m.yonkers@ice.dhs.gov 3) DC Central Kitchen at Washington, DC on 14May2017 @ 0845 EDT. POC: LCDR Hanah Pham hanah.pham@fda.hhs.gov 4) St. Mary’s Food Bank at Phoenix, Arizona on 20May2017 @ 0800 MDT. POC: LT Trisha Chandler trisha.chandler@ihhs.gov and LCDR Kymberly Spady-Grove kymberly.spady-grove@ice.dhs.gov 5) National Walking Day at Stoneham, MA on 13Apr2017 @ 1030 EDT. POC: LCDR Pamela Ogonowski Pamela.Ogonowski@fda.hhs.gov 6) National Walking Day at Philadelphia on 5Apr2017 @ Noon EDT. POC: LCDR Griff Miller miller.griff@epa.gov
- JOAG Meet & Greet: 1) Philadelphia on 30Mar2017 @ 1600 EDT. POC: LT Christine Lloyd (hjn7@cdc.gov) and LCDR Dellarese Herbert (Dellarese.Herbert@fda.hhs.gov) 2) San Francisco on 4Apr2017 @ 1200 PDT. POC: LCDR Annie Lam Annie.Lam@cms.hhs.gov

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 O3 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 (eto7@cdc.gov) & LT Stephanie Briguglio stephanie.briguglio@fda.hhs.gov)
- Past Journeyman Speaker Series webinars are archived and available on www.max.gov
- JOAG Career Fair URL: https://dcp.psc.gov/osg/JOAG/resources_careerfairs.aspx
- JOAG Fitness Tips & Info URL: https://dcp.psc.gov/osg/JOAG/resources_getstayfit.aspx
- APFT/BLS trainings calendar. URL: https://dcp.psc.gov/osg/JOAG/committees_readiness.aspx
Subcommittees Reports

Education and Outreach:
After conversations with the two other co-chairs (CDR Brozyna and LCDR Garcia) we made the decision of narrowing down the potential projects we are planning to accomplish for this year 2017. Also, we decided to divide the Subcommittee into three different teams in order to have better control of the projects and assign a Lead for each team to assist Officers working on the specific team’s project. The teams are as follow:

1. Outreach Team- which will be led by CDR Brozyna
2. Education Team- which will be led by LCDR Garcia
3. Professional Development Team- which will be led by LCDR Juana Figueroa

We also determined the priorities for the different projects within each Team. For example, some of the projects for the Outreach Team are: Participation in the COA Symposium; establish collaboration with “La Clinica del Pueblo,” “Ventanillas de Salud,” and Campesinos sin Fronteras;” incorporate Surgeon General Initiative and Goals.

For the Education Team, some of the projects include: setting up the presentations for Hispanic Heritage Month and multiple presentations for PHS HOAC Officer as part of Educational Series including USAA overview and benefits, VA Overview and Benefits and others. Also, involvement in the 9th Annual PHS Awareness Day and initiate partnerships with YMCA.

For the Professional Development Team, some of the projects include: collaborate with the Recruitment and Retention Subcommittee (Led by LCDR Juana Figueroa) in establishing and running a Mentoring Program for HOAC Officers. Also, as part of this team, we will be providing mentoring opportunities by HOAC Officers to different organizations, including DC Bilingual Charter School and the Leadership Alliance.

All of these projects are being organized in a spreadsheet and are further organized by team and priority level. We have also designed a Calendar which includes volunteering activities and any other activities that will be of interest for HOAC Officers. We are in the process of determining where this Calendar will be placed for easy accessibility.

We had our first meeting with the group on March 02, which include 11 team members (14 including co-chairs and chair). We discussed the different teams and projects and asked Officers to decide which projects they would like to lead and/or volunteer. We are still trying to find leads and volunteers for the many of our projects. Each Team Lead is planning to reach out to our team members and ask them which projects they would like to be involved.

So far this is what we have done:

1. Team Leads will be contacting Subcommittee members and other Officers to volunteer in leading the different projects.
2. CDR Brozyna is working with LT Laura Davis to develop strategy, delivery, target audience and partnership opportunities in the project to support Surgeon General’s top priorities (Tobacco and Drug Free Living)
3. LCDR Israel Garcia is the lead for the project related to Partnership with HRSA Employee Resource Group (ERG)- First meeting will be on March 21 between civilians and Hispanics
HRSA/PHS Officers for an overview and planning. For the April meeting, there will be a panel of speakers to present PHS Overview for both civilians and Officers and it will be moderated by LCDR Garcia. HOAC Chair (or HOAC representative) will receive an invitation to represent HOAC at the Panel.

Our next leadership meeting (Chair and Co-Chairs) will be on March 28 and we will have a follow-up Subcommittee meeting with all members the following week.

**Deployment and Readiness:**

I. **HOAC deployment roster**
   a. The subcommittee is working to develop a draft for a Spanish Proficiency assessment tool to evaluate the abilities of officers to provide basic intervention in Spanish during deployments.
      i. HOAC currently has a deployment roster that includes information about the Spanish proficiency level of officers based on individual self-assessments. This has been a very helpful tool in recent deployments and the subcommittee is working to update the current roster. The deployment subcommittee will send an email request to HOAC members to review/update information currently available for officers that identified themselves as fluent in Spanish. The email will also provide an opportunity to add new HOAC members to the roster. CDR Rivera had the opportunity to discuss ways for improving the roster to turn it into a formal recruitment tool that could be incorporated into RedDog’s formal process for recruiting Spanish-English bilingual officers. The immediate feedback was that the roster is very helpful as is, but would benefit from including information about the place of birth, so the subcommittee will look at adding the new data field to the current roster.
   b. The subcommittee also started to look into the language proficiency method employed by the CDC to assess language proficiency of their deployers. One consideration was to conduct in person or phone interviews in Spanish with officers that identified themselves as fluent in Spanish.

II. **Defense Language Proficiency Test**
   a. The subcommittee reached out to LCDR Yvonne Santiago to inquire about the current status of communications/partnership with DoD regarding the Defense Language Proficiency Test. LCDR Santiago indicated that the project has been on hold for over a year due to a transition occurring at RedDOG. LCDR DeGrange is now back at RedDOG and she can now help with working on the MOU and re-engaging in the conversations and with the new Director of RedDOG Dr. Eric Allely.
   b. LCDR Carlos Gonzales-Mercado, one of the volunteers of the subcommittee, was involved in this project in the past, so we would like for him to continue be the contact between HOAC and RedDOG.

III. **Zika Response after Action Report**
   a. Will meet as a subcommittee next week to assign volunteers to start thinking about next steps for collecting data for the report.
Awards and Recognition:
There have been zero award submittals received by our subcommittee so far. Instead of extending deadline after deadline, I am open to ideas about how to bolster responses to our awards—especially the 2 awards that are for HOAC members ONLY!

Charter and Bylaws:
- Review of documents in progress
- HOAC mission statement being revised, first draft to be presented to executive committee and will continue to work closely to have ready for voting members on next meeting in April.
- Considering the possibility to make change of word from Hispanic to Latino (proposed).

Communication and Public Relations:

HOAC Summer Newsletter: Interested in submitting an article to feature in any of the sections (i.e., awards, deployment, etc) * Articles are due by the 16th of June * Limit to 250-500 words * Please include a title and state your name in the “by” line * Pictures are welcome! I want to also remind all subcommittee chairs that you or someone else assigned by you need to provide an article r/t to what you are doing in your subcommittee or has happened since JAN, 2017. Please acknowledge to LCDR Gustavo Miranda at mirandagustavo12@gmail.com by Friday, April 21st or sooner that you understand or if you need further clarification. Name of person providing article for your section is due by Wednesday, May 17th.

HOAC Website: We wanted to welcome CDR Armando Santiago as our new HOAC Website Coordinator: CDR Armando Santiago and LT Gene Crisp as his co-lead. CDR Santiago already has acquired access to process web updates for our HOAC site and has hit the ground running. So really wanted to thank him for his leadership and commitment. For any of the subcommittees that would like updates to their website pages, please reach out to CDR Elizabeth Garza at egarza@cdc.gov. As of March 14th, we’ve submitted 17 website updates.

HOAC Facebook site: We’re still promoting our campaign of doubling our page likes by the end of this year. We have promoted our Facebook page through the JOAG listserv as well as through the HOAC Weekly. We’d like you to encourage all your subcommittee members to like us and all of HOAC to promote our Facebook page to increase our visibility (one of the current EC priorities). We would also like to hear from you! We’re looking to showcase our officers in action, so make sure to send something our way of you supporting the HOAC mission. We’re also interested in showcasing education and outreach opportunities as well as deployment related opportunities to build skills to best serving Spanish-Speaking officers.

If you’re on Facebook, please find us… “USPHS Hispanic Officers Advisory Committee” and like us! Like our page so you don’t miss:
- deployment related opportunities to build your skills for best serving Spanish-speaking populations
- education and outreach opportunities to increase your knowledge and impact your community
- our officers and initiatives in action: showcasing our various HOAC activities and opportunities to get involved
- monthly health features focusing on Hispanic health inspiring you to make a difference in your family and community by serving as a health champion
Over the last month, we’ve had 54 Page Views, 8 Page Likes, 838 People Reached, 335 Post Engagements. Our most popular post this past month was the one on International Women’s Day (March 8th) where we celebrated RADM Carmen Maher. We reached 473 people.

**HOAC Brochure:** CDR Garza and LCDR Miranda have reviewed the current HOAC Brochure and proposed several updates to HOAC EC in advance of the April OBC. EC currently has for their review.

**HOAC Max.gov:** We wanted to welcome CDR Armando Santiago as our new HOAC Max.gov Coordinator: CDR Armando Santiago and LCDR Leah Walking Bear as his co-lead. CDR Santiago is registered on Max.gov and has already been granted ‘edit’ ability on the HOAC Max.gov Community. The first priority for CDR Santiago and LCDR Walking Bear is to set up a “How-to” Guide for HOAC EC, Voting Members/Subcommittee Chairs to get everyone onboard with Max.gov.

**Upcoming Article:** Our newest Subcommittee member, LT Jeff Zhou will be writing an article to publish in the Spring JOAG Quarterly Publication (JOC). He’ll be making this a promotional piece on the on HOAC and ways that officers can build their skills better serve Spanish speaking communities. If you have any ideas of what else he should highlight in the article, please send a note to CDR Elizabeth Garza and she’ll connect you with him.

**Nomination and Membership:**
A. Thank you to CDR Castillo for stepping up for becoming the Subcommittee vice chair. He has experience participating and supporting HOAC's goals and activities.

B. I am still getting acquainted with the chair duties and familiarizing with the coordination process with the HOAC executive committee. Any suggestions, recommendations, feedback are welcome.

C. We had a meeting with CDR Zita Guerrero and CAPT Edgardo Alicea (in charge of the HOAC senior advisor recruitment), for discussing ideas and suggestions for a proposed Nomination and Membership subcommittee's agenda.

D. The Nominations and Membership goals for 2017 are the following ones:

1. Cooperate with the HOAC secretary to update the current HOAC membership and volunteers list. Update the alternate voting member list and request volunteers among non-voting members to participate on the different HOAC subcommittees activities.

2. To advertise HOAC membership nominations openings for the current year on all CMAG and the different PAC committees and solicit new non-voting and voting member candidates.

3. Request time and participate on other PAC and JOAG committee’s meeting calls to announce the opening of the general nomination for new HOAC membership.

4. Recommend the HOAC executive committee to review the scoring tool for membership nomination. Review other CMAG membership processes to identify alternative scoring tool options.

5. Coordinate with HOAC recruitment committee and promote HOAC members’ participation on recruiting activities on the different agencies' awareness day or open house activities.
Recruitment and Retention:

1- We are collaborating with the Education and Outreach subcommittee in order to develop a mentoring program.
   a. At this point we are trying to delineate the scope of the mentoring program keeping in mind that we already have other mentoring programs and we want to make it as attractive as possible. If you have any suggestions please let us know.

2- Hotlist
   a. LCDR Maysonet madeline.i.maysonet@ice.dhs.gov is updating the Hot list that is distributed during Open House. This list will be up to date by the end of this month.

3- Reaching out to Universities with minorities
   a. LCDR Rodriguez oirizarry@bop.gov is drafting the letter that we will be sending out to the Universities with Hispanic minorities. Once is completed it will be submitted for approval.

4- Looking for volunteers to represent HOAC at OBC 95 which will take place on April 9 to 21, 2017.
   a. There are opportunities to volunteer at the Open House, Pinning Ceremony, and Graduation. If you would like to volunteer, please email LCDR Juana Figueroa and CDR Hugo Gonzalez.

Additional Notes:
EC will be requesting quarterly reports from each subcommittee

Adjourned at 1307 hours EST.