CALL TO ORDER (1200-1205)

1. Welcome (1 min)
2. Roll Call (2 min)
3. Approval of October meeting minutes (1 min)
4. 2017 Executive Committee
   - Chair: LCDR Michelle Sandoval-Rosario (6 min)
     i. 2018 Executive Committee Nominations
     ii. Quarterly reports/subcommittee documents: Due 12/01
     iii. MAX.gov: Due 12/01
     iv. Letters of Appreciation: Due 11/17
     v. December meeting
   - Vice Chair: LCDR Jorge G. Muñiz Ortiz (3 min)
     i. Rx for Tobacco Cessation OUC award
     ii. 2018 HOAC strategic planning session
   - Secretary: LCDR Leslie Rivera Rosado (2 min)
   - Treasurer: LCDR Cesar Perez (2 min)
   - MOLC Liaison (2017 MOLC Chairs): CDR Guillermo Avilés-Mendoza and LCDR Adriana Restrepo (5 min)
5. Subcommittees Reports: (30 - 35 min total, 2-3 min each)
   Education and Outreach:
   Chair: LCDR Cesar Perez - Cesar.Perez@fda.hhs.gov
   Co-Chair: CDR Gerald Brozyyna - gerald.brozyyna@cms.hhs.gov
   Deployment and Readiness:
   Chair: CDR Michelle Rodriguez - michelle.rodriguez@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: CAPT Lorena Crowley - lorena.crowley@cms.hhs.gov
   Charter and Bylaws:
   Chair: CAPT Zita Guerrero - Zita.guerrero@fdihb.org
   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: CDR 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

4. Open Forum

NEXT MEETING: December 14, 2017
Teleconference Number: (605) 475-4000; Pass code: 937149

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Meeting Minutes
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(1) LT Gonzalez-Mercado
(2) LCDR L. Durand
(3) LCDR I. Garcia
(4) LCDR Luz Rivera

Non-voting Members in attendance:

Chacon, Gina <Gina.Chacon@ice.dhs.gov>
Gonzalez Mercado, Carlos <Carlos.GonzalezMercado@fda.hhs.gov>
Rey, Araceli (CDC/ OID/NCEZID) <dxy8@cdc.gov>
Rodriguez, Jackeline <jackie81886@aol.com>  (CMS/CQISCO) <Jackeline.Rodriguez@cms.hhs.gov>
Sancho, Alfredo (OS/OASH) <Alfredo.Sancho@hhs.gov>
Schmidt, Alina <Alina.Schmidt@fda.hhs.gov>
Vargas, Antonio (HHS/OASH) <Antonio.Vargas@hhs.gov>
Carrero, Fabiola (IHS/ABR) <Fabiola.Carrero@ihs.gov>
Caulk, Margaret <Margaret.Caulk@fda.hhs.gov>
Garcia, Israel (HRSA) <IGarcia@hrsa.gov>

Approval of the minutes from October 2017
Motion to approve the minutes:
Seconded the motion:
Minutes were approved.

Secretary's Report:
- For non-voting members: Please email your attendance to 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:
- $2,248.74 in the HOAC account
- 7 Coins ($10 each) and 35 stickers ($4 each) available for purchase. Email Cesar.Perez@fda.hhs.gov if interested.

MOLC Liaison’s Report:
No updates provided.

JOAG Liaison’s Report:
No updates provided.
Subcommittees Reports

Education and Outreach:
- Committee is planning a social HOAC event for the DC metro area officers (early December?) and we need maximum participation by local officers.
- Committee will be sending certificates for Chair signatures to present to the presenters at the Hispanic Heritage Month webinars.
- Approximately 15-20 people participated at each of the 3 webinars in October for the Hispanic Heritage webinar series on Mental Health and Opioid Interventions.
- Finishing up with the LOAs for the E/O officers (will send by Thursday)
- Working on drafting SOPs for major activities (yearly) done by our subcommittee
- LCDR Israel Garcia and LT Kenia Baisden will be working on drafting the article for HOAC’s newsletter.
- LCDR Garcia will be sending a column on his deployment experience (St. Thomas deployment).

Deployment and Readiness:
Continue to provide information about availability to deploy as needed.

Awards and Recognition:
Extension for SAA became 11-15-17. Will review candidates and submit final list to HOAC leadership and MOLC liaison soon.

Charter and Bylaws:
Updated versions are now updated on Max.gov.

Communication and Public Relations:
LCDR Vladimir Tirado and LCDR Gustavo Miranda will be preparing the Winter HOAC Newsletter. If you have an article you would like HOAC to add to our HOAC Newsletter please send the article by November 19th.
1. Send articles to LCDR Vladimir Tirado at vtirado@bop.gov and LCDR Gustavo Miranda at mirandagustavo12@gmail.com
2. We also need 1 volunteer to talk about their experience about their deployment experience in Hurricane Harvey/Irma and/or Maria.
3. Additional articles should be related to an activity related to Hispanics/Latinos.

Please limit articles from 200 to 500 words. Please make sure you include: article title, author’s name and rank. Pictures are highly encouraged.
If you have any questions please refer them to LCDR Vladimir Tirado @ vtirado@bop.gov or mirandagustavo12@gmail.com
Thanks!

HOAC Facebook:
We are fully operational with our new HOAC Closed Group Facebook page. As has been shared by the HOAC EC all voting members and Subcommittee Chairs are expected to use this social media platform to share updates, events and resources from their respective groups, so we hope to see
some of you posting soon. Each month we will spotlight one Voting Member and one non-voting member. If you’re interested in being the monthly spotlight, please reach out to CDR Elizabeth Garza at egarza@cdc.gov. She will also be reaching out as well and has started with the HOAC EC and will then go to the various Subcommittees, so be on the look-out.

**Looking for recent deployment articles/presentations!**
If you’ve written an article on a recent deployment experience or have presented (and have slides and/or a recording), we’d love to share this on our HOAC Facebook Group to show the significant role our officers have played and continue to play to support a wide range of deployments. Please share with CDR Elizabeth Garza at egarza@cdc.gov. Thanks to all those who have recently served in the Hurricane Harvey/Irma/Maria Responses!

**Looking for deployment photos!**
We’re looking for recent deployment photos of our HOAC officers (all of you) to add to our “2017 Officers in Action” HOAC Facebook photo album. Please send CDR Elizabeth Garza at:
egarza@cdc.gov  any photos you have with a quick description so we can include you and show the significant role our officers have played and continue to play to support a wide range of deployments. Thank you to those who have already submitted, we reached out to RedDOG and they recommended we clear the deployment photos through the OASH. We have an established point of contact and process now to move this forward. We will be collecting photos through Friday December 15th and then will submit first batch for clearance. Thanks to all those who have recently served in the Hurricane Harvey/Irma/Maria Responses.

**Spread the word!**
We also encourage you to spread the word about joining our new HOAC closed Facebook Group (search for “USPHS Hispanic Officers Advisory Committee”), it’s open to all officers!

**HOAC Website:** We have updated the “Join HOAC” portion of the website to update the Facebook section. For any of the subcommittees that would like updates to their website pages and/or items to be posted to the HOAC Calendar, please reach out to CDR Elizabeth Garza at egarza@cdc.gov.

**HOAC Max.gov:** On HOAC Max.gov site: https://community.max.gov/x/FQpPS You’ll find a “How-To Guide” on our site for those unfamiliar with Max.gov. Each subcommittee should be using their ‘child page’ as a collaboration tool with their members as well as a place to archive important files. We encourage subcommittee leadership to use this platform to enhance communications, knowledge management, etc.

**HOAC Brochure:** The updated HOAC Brochure with current HOAC mission and objectives is posted on our Max.gov page and we’re working to get it posted to our website as well.

**Nomination and Membership:**
No updates.

**Recruitment and Retention:**
- Continuing on the letter that will be sent out to Universities with minorities to increase visibility of HOAC.
- In HOAC weekly announcement a notification was sent out for volunteers to represent HOAC at OBC 99 from November 5-17, 2017.

Adjourned at 12:55 hours EST.