**HISPANIC OFFICERS ADVISORY COMMITTEE**

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| **USPHS Logo** | GENERAL MEMBERS MEETING AGENDA **December 14, 2017**  **from 1200 – 1300 Hours EST**  **Teleconference Number: (605) 475-4000**  **Pass code: 937149#** | **HOAC Logo** |

## CALL TO ORDER (1200-1205)

1. **Welcome** (1 min)
2. **Roll Call** (2 min)

## Approval of November meeting minutes (1 min)

1. **2017 Executive Committee**
   * Chair: LCDR Michelle Sandoval-Rosario ( 8 min)
2. Review of 2017
3. 2018 Executive Committee (10 mins)
   * **Chair:** LCDR Jorge G. Muñiz Ortiz
4. Vision for 2018
5. 2018 priorities/goals
   * **Vice Chair/2019 Chair Elect**: CDR Gerald Brozyna
   * **Secretary:** LCDR Cesar Perez
   * **Treasurer:** LCDR Israel Garcia
   * **MOLC Liaison:** LCDR Adriana Restrepo and newly elected, LCDR Gustavo Miranda
   * **Senior Advisor:** CAPT Araceli Rey
   * Vice Chair: LCDR Jorge G. Muñiz Ortiz ( 6min)
6. 2018 Subcommittee Chairs/Co-Chairs
7. 2018 Voting Members
   * Secretary: LCDR Leslie Rivera Rosado (3 min)
   * Treasure: LCDR Cesar Perez (3 min)
   * MOLC Liaison (2017 MOLC Chairs): CDR Guillermo Avilés-Mendoza and LCDR Adriana Restrepo (6 min)
8. **Subcommittees Reports: (**18-20 min total, 2-3 min each)

## Education and Outreach:

Chair: LCDR Cesar Perez - [Cesar.Perez@fda.hhs.gov](mailto:Cesar.Perez@fda.hhs.gov)

Co-Chair: CDR Gerald Brozyna - [gerald.brozyna@cms.hhs.gov](mailto:gerald.brozyna@cms.hhs.gov)

## Deployment and Readiness:

Chair: CDR Michelle Rodriguez - [michelle.rodriguez@fda.hhs.gov](mailto:michelle.rodriguez@fda.hhs.gov) Co-Chair: LCDR Luz Rivera – [luz.e.rivera@fda.hhs.gov](mailto:luz.e.rivera@fda.hhs.gov)

## Awards and Recognition:

Chair: LCDR Alexander Varga [-alexander.varga@ihs.gov](mailto:-alexander.varga@ihs.gov)

Co-Chair: CAPT Lorena Crowley - [lorena.crowley@cms.hhs.gov](mailto:lorena.crowley@cms.hhs.gov)

## Charter and Bylaws:

Chair: CAPT Zita Guerrero - [Zita.guerrero@fdihb.org](mailto:Zita.guerrero@fdihb.org) Co-Chair LCDR Lizette Durand - [vcn6@cdc.gov](mailto:vcn6@cdc.gov) **Communication and Public Relations:**

Chair: CDR Elizabeth Garza - [iwm8@cdc.gov](mailto:iwm8@cdc.gov)

Co-Chair: LCDR Gustavo Miranda - [mirandagustavo12@gmail.com](mailto:mirandagustavo12@gmail.com)

## Nomination and Membership:

Chair: CDR Fernando Andreu [fernando.l.andreu@uscg.mil](mailto:fernando.l.andreu@uscg.mil)

Co-Chair: CDR Carlos Castillo [Carlos.Castillo@samhsa.hhs.gov](mailto:Carlos.Castillo@samhsa.hhs.gov)

**Recruitment and Retention:** Chair: LCDR Juana Figueroa [-j2figueroa@bop.gov](mailto:-j2figueroa@bop.gov) Co-Chair: CDR Hugo Gonzalez - [Hugo.Gonzalez@ihs.gov](mailto:Hugo.Gonzalez@ihs.gov)

## 4. Final closing thoughts

**NEXT MEETING: 2018 TBD**

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

**Meeting Minutes**

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| **VOTING MEMBERSHIP ATTENDANCE** | | | | | |
| **Attendance** | **Rank** | **Last Name** | **First Name** | **OPDIV** | **Category** |
| P | CAPT | Alicea | Edgardo | USCG | MED |
| A | CDR | Andreu | Fernando | USCG | MED |
| A | CDR | Aviles-Mendoza | Guillermo | ASPR | HSO |
| P | CDR | Brozyna | Gerald | CMS | HSO |
| P | CAPT | Crowley | Lorena | DHS | NUR |
| P | LCDR | Durand | Lizzette | CDC | VET |
| P | LCDR | Figueroa | Juana | BOP | HSO |
| P | CDR | Garza | Elizabeth | CDC | HSO |
| P | CDR | Gonzalez | Hugo | IHS | ENG |
| P | CAPT | Guerrero | Zita | BOP | NUR |
| P | LCDR | Miranda | Gustavo | FDA | NUR |
| E(2) | LCDR | Muñiz-Ortiz | Jorge | EPA | SCI |
| P | LCDR | Perez | Cesar | FDA | SCI |
| E(1) | LCDR | Rivera Rosado | Leslie | FDA | SCI |
| P | LCDR | Restrepo | Adriana | BOP | HSO |
| A | CDR | Rodriguez | Michelle | FDA | SCI |
| P | CDR | Ruano-Rossil | Jorge | FDA | SCI |
| P | CDR | Sandoval-Rosario | Michelle | CDC | HSO |
| P | LCDR | Tirado | Vladimir | BOP | HSO |
| P | LCDR | Varga | Alexander | IHS | PHAR |

1. LCDR Cesar Perez
2. LCDR Michelle Sandoval-Rosario

**Nonvoting members in attendance:**

Ms. Stephanie Gardner (Civilian)

CDR Erik Cala

CAPT Laura Aponte

LCDR Thalia Vega

CDR Gina Chacon

CDR Maria De Arman

LCDR Eduardo O’Neill La Luz

LT Jackeline Rodriguez

CDR Antonio Vargas

**Approval of the minutes from November 2017:**

Motion to approve the minutes: LCDR Vladimir Tirado

Seconded the motion: CAPT Edgardo Alicea

Minutes Approved: LCDR Cesar Perez

*HOAC’s Chair Report:*

LCDR Michelle Sandoval presented the following presentation:



Figure . Presentation

*HOAC’s Co-Chair Report:*

None

*Secretary’s Report:*

* For non-voting members: Please send an email to me at [cesar.perez@fda.hhs.gov](mailto:cesar.perez@fda.hhs.gov), with the subject line “HOAC Meeting Attendance.”
* If you are moving 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 Wednesday.

*Treasurer’s Report:*

* $2248.74 in the HOAC account
* 7 Coins ($10 each) and 35 stickers ($4 each) available for purchase. Email [cesar.perez@fda.hhs.gov](mailto:cesar.perez@fda.hhs.gov) if interested.

*MOLC Liaison’s Report:*

* MOLC Strategic planning, survey, and recommendations to OSG
* In final stages of completing narrative document of data analysis of responses
* Feedback from each CMAG was requested and provided
* Appreciation extended to all officers for a successful 2017 MOLC year
* MOLC leadership transition plans discussion and continued plans will be in effect for new 2018 MOLC Chairs

*JOAG Liaison’s Report:*

No updates provided.

Subcommittees Reports

*Education and Outreach:*

Our subcommittee accomplished the following:

* At the beginning of the year, we developed a spreadsheet of HOAC Education and Outreach Potential Projects, in which the projects were separated by Priority. Some of these projects were completed, while others were placed on hold to be completed in the future. This will be very useful for continuation of yearly projects and to add new ones.
* Coordinated and moderated 5 presentation series to commemorate Hispanic Heritage Month. The presentations focused on Opioid epidemic and Suicide Risk/Prevention awareness.
* Coordinated and participated in the 9th PHS Awareness Day at the FDA.
* Coordinated and participated as judges in the Science Fair at the DC Bilingual Charter School.
* Coordinated and participated in two events at the 2017 COF symposium in Chattanooga, TN, including a meeting and conversations with members of the Hispanic Community Partner, La Paz and coordinated a social event with HOAC officers.
* Published two articles in “La Gaceta.”
* Finally, we are planning to meet with the 2018 Chair and co-chair of the Education and Outreach Subcommittee in order to make the transition easier.

*Deployment and Readiness:*

No updates provided.

*Awards and Recognition:*

* Went over achievements of the year including our various HOAC awards
* Spoke about the SAA and its recent successful submittal
* Talked about the awards process that is now posted on max.gov.

*Charter and Bylaws:*

* Thank you to members of the subcommittee, LCDR Durand and CDR Rossil for your contributions to the subcommittee.
* Accomplishments: Updated the mission statement and objectives. Updated SOP on Senior Advisor documents, included lists on the Professional Advisory Committee Chairpersons and the SG Policy Advisory Council Representatives and Liaisons of the CC to the Bylaws, the Bylaws and Charter updated documents have been uploaded into the MAX.gov webpage.

*Communication and Public Relations:*

* Led the development of the Summer and Winter HOAC “La Gaceta” Newsletters with the Summer Newsletter having 17 articles and the Winter Newsletter having 13 articles.
* Created the USPHS Hispanic Officers Advisory Committee Facebook Group on August 23rd and within less than four months have recruited 88 members to join
* Established an infrastructure and recruited a dedicated Facebook Team with four specific tracks and co-leads for each track to engage our officers on a wide range of topics in support of our mission (multiple posts going out each month from each track): Deployment Track, Officer Spotlight Track, Career Development Track, Educational/Community Engagement. Oversees their work and monitors various channels to pull relevant information that could be shared across our Facebook platform.
* Recruited a Max.gov expert and worked with him to design and launch the new HOAC Max.gov platform in April.
* Recruited an officer to develop an article for the JOAG Quarterly Publication, worked with the officer on some ideas and ultimately helped review what was published in Spring 2017 Junior Officer Chronicles “Spanish Language Competency for Advancing Public Health”
* Led the revamp of the HOAC brochure including requesting the EC reconsider the mission and objectives of HOAC. The new mission and objectives of HOAC are more inclusive and in-line with current Corps/OSH/HHS priorities and are more reflective of who HOAC is in 2017. This brochure is used at OBC to recruit new officers to HOAC.

Nomination and Membership: Provided 2017 report

* The 2017 Annual COA Scientific Symposium hold this year at Chattanooga, Tennessee was the ideal setting for promoting the recruitment of new voting members. Many officers showed interest on HOAC mission and desired to take an active role in this organization. The HOAC promotion campaign performed by this and other subcommittee’s members resulted in 14 applications for becoming 2018 voting members.
* The Membership Packet for nominated 2018 voting member’s submission was delay this year due to unexpected general national natural disaster emergencies and other deployments.
* HOAC Secretary and Vice chair collaboration on obtaining a current HOAC membership roster and appointment terms was instrumental on correctness of package information submission.
* HOAC Chair succeeded on her efforts to forward the packages to OSG by the date designated by MOLC.
* Eight new 2018 voting members received the OSG letter of designation this year.

Recruitment and Retention: Provided Quarterly Report

* Attended OBC: February 12, 2017. Updated the announcement requesting for OBC volunteers
* Attended Job Fairs: Federal Correctional Institution South Carolina (April 27)
* Initiatives:

1. Updated the Hot Top Tips 2017
2. Created the platform for the mentoring program (pending review)
3. Completed a recruitment letter to be shared with Universities with minorities

* Recruited twelve new HOAC members including two civilians.
* Participated from several wellness initiative (two 5K, generated wellness brochure)

Adjourned at 1300 hours EST.