**HISPANIC OFFICERS ADVISORY COMMITTEE**

|  |  |  |
| --- | --- | --- |
| **USPHS Logo** | GENERAL MEMBERS MEETING AGENDA **February 15, 2018**  **from 1200 – 1300 Hours EST**  **Teleconference Number: (605) 475-4000**  **Pass code: 937149#** | **HOAC Logo** |

**CALL TO ORDER**

1. **Welcome** (1 min)
2. **Roll Call** (2 min) – LCDR Leslie Rivera-Rosado (For LCDR Cesar Perez)
3. **2018 Executive Committee** 
   * Chair: LCDR Jorge G. Muñiz Ortiz (5 min) – [muniz-ortiz.jorge@epa.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\muniz-ortiz.jorge@epa.gov)
     1. Call for volunteers
   * Vice Chair: CDR Gerald Brozyna – [gerald.brozyna@cms.hhs.gov](mailto:gerald.brozyna@cms.hhs.gov)
   * Secretary: LCDR Leslie Rivera-Rosado (For LCDR Cesar Perez (3 min)) – [cesar.perez@fda.hhs.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\cesar.perez@fda.hhs.gov)
     1. Announcements
   * Treasurer: LCDR Israel Garcia (3 min) – [igarcia@hrsa.gov](mailto:igarcia@hrsa.gov)
     1. Budget Report
     2. Merchandise
   * MOLC Liaisons: LCDR Adriana Restrepo – [arestrepo@bop.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\arestrepo@bop.gov) and LCDR Gustavo Miranda – [gustavo.miranda@fda.hhs.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\gustavo.miranda@fda.hhs.gov) (4 min)
4. **Senior Advisor:** CAPT Araceli Rey (2 min) - [dyx8@cdc.gov](mailto:dyx8@cdc.gov)
5. **Subcommittees Reports:** (30 - 35 min total, 2-3 min each)

**Education and Outreach**

Chair: CAPT Wanda Gonzalez – [wanda.gonzalez@ihs.gov](mailto:wanda.gonzalez@ihs.gov)

Co-Chair: CDR Mizraim Mendoza – [mizraim.mendoza@gmail.com](mailto:mizraim.mendoza@gmail.com)

**Recruitment and Retention**

Chair: CDR Hugo Gonzalez – [hugo.gonzalez@ihs.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\hugo.gonzalez@ihs.gov)

Co-Chair: LCDR Juana Figueroa [- j2figueroa@bop.gov](mailto:-%20j2figueroa@bop.gov)

**Awards and Recognition**

Chair: LCDR Lizette Durand - [vcn6@cdc.gov](mailto:vcn6@cdc.gov)

Co-Chair: LCDR Maria de Arman – [maria.d.dearman@uscg.mil](mailto:maria.d.dearman@uscg.mil)

**Charter and Bylaws**

Chair: CDR Alfredo Sancho – [alfredo.sancho@hhs.gov](mailto:alfredo.sancho@hhs.gov)

Co-Chair: CAPT Zita Guerrero - [zguerrero@bop.gov](mailto:zguerrero@bop.gov)

**Communications and Public Relations**

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

Co-Chair: CDR Guillermo Aviles-Mendoza – [guillermo.aviles-mendoza@hhs.gov](mailto:guillermo.aviles-mendoza@hhs.gov)

**Nomination and Membership**

Chair: LCDR Leslie Rivera-Rosado – [leslie.rivera-rosado@fda.hhs.gov](mailto:leslie.rivera-rosado@fda.hhs.gov)

Co-Chair: LCDR Michelle Sandoval-Rosario – [ftv2@cdc.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\ftv2@cdc.gov)

**Deployment and Readiness**

Chair: CDR Michelle Rodriguez - [michelle.rodriguez@fda.hhs.gov](mailto:michelle.rodriguez@fda.hhs.gov)

Co-Chair: LCDR Eduardo O’Neill La Luz – [fzt4@cdc.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\fzt4@cdc.gov)

1. **Open Forum**

**Meeting Minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VOTING MEMBERSHIP ATTENDANCE** | | | | | |
| **Attendance** | **Rank** | **Last Name** | **First Name** | **OPDIV** | **Category** |
| P | CDR | Aviles-Mendoza | Guillermo | ASPR | HSO |
| P | CDR | Brozyna | Gerald | CMS | HSO |
| A | CDR | De Arman | Maria | USCG | MED |
| P | LCDR | Durand | Lizzette | CDC | VET |
| A | LCDR | Figueroa Ortiz | Juana | CDC | HSO |
| P | LCDR | Garcia | Israel | HRSA | HSO |
| P | CDR | Garza | Elizabeth | CDC | HSO |
| P | CDR | Gonzalez | Hugo | IHS | ENG |
| P | CAPT | Gonzalez | Wanda | IHS | NUR |
| P | CAPT | Guerrero | Zita | BOP | NUR |
| P | CDR | Mendoza | Mizraim | IHS | PHARM |
| P | LCDR | Miranda | Gustavo | FDA | NUR |
| P | LCDR | Muñiz-Ortiz | Jorge | EPA | SCI |
| E | LCDR | O’Neil La Luz | Eduardo | CDC | SCI |
| E(1) | LCDR | Perez | Cesar | FDA | SCI |
| P | LCDR | Rivera-Rosado | Leslie | FDA | SCI |
| P | LCDR | Restrepo | Adriana | BOP | HSO |
| P | CDR | Rodriguez | Michelle | FDA | SCI |
| P | CDR | Sancho | Alfredo | HHS | SCI |
| P | CDR | Sandoval-Rosario | Michelle | CDC | HSO |

1. LCDR Leslie Rivera-Rosado

P= Present

A= Absent

E= Excused

**Nonvoting members in attendance:**

CAPT Lorena Crowley

CDR Antonio Varga

CDR Dolores Addison

LTJG Fabiola Carrero

LT Carlos Gonzalez-Mercado

LCDR Rafael Torres-Cruz

LCDR Vladimir Tirado

LCDR Cristina Dar

LCDR Denise Duran

LCDR Alexander Varga

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

Motion to approve the minutes: CAPT Lorena Crowley

Seconded the motion: LCDR Leslie Rivera-Rosado

Minutes Approved: 2/15/2018

*HOAC’s Chair Report:*

None

*HOAC’s Co-Chair Report:*

None

*Senior Advisor:* CAPT Araceli Rey

* February 23, 2018 will be the next meeting for operation Lone Star.

*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.
* Reminder, 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:*

* $2093 in the HOAC account + 1 check pending clearance.
* 7 Coins ($10 each) and 35 stickers ($4 each) available for purchase. Email [igarcia@hrsa.gov](mailto:igarcia@hrsa.gov) if interested.

*MOLC Liaison’s Report:*

*JOAG Liaison’s Report:*

No updates provided.

There was a discussion regarding the need to communicate with the Agency Ethics Committee and/or PHS/DCCPR when participating in outside activities (volunteer) with the PHS. MOLC will follow up.

CDR Sancho inquired about the status of the DLPT test for language proficiency. RedDOG took over the project and HOAC is no longer in charge. Any questions should be directed to CDR DeGrange. LCDR Muniz Ortiz will follow up with RedDOG.

Subcommittees Reports

*Education and Outreach:*

* We have been working with LCDR Odom from BCOAG to present on Hometown Missions on Feb 21st, at 1200 EST.
* We have received a positive response from CAPT Rigau-Perez (ret) to speak during Hispanic Heritage Month (September 15th through October 15th) on the history of the work of the USPHS in Puerto Rico.
* LCDR Muniz-Ortiz wants us to forward HOAC awards solicitation to other PACs – We’re working on getting the list of email addresses for communications chairs for each PAC.
* We drafted a list of Events/Projects where volunteers/leads are needed:
* COA Symposium - Connect with a local Hispanic/Latino Committee in Dallas similar to years past. Connect with lead officers from last year.
* Hispanic Heritage Month - Find Speakers/Presenters for weekly webinars/presentations.
* Officer Career Development Series - Presenters needed. Plan is to have one presentation quarterly.
* Large Community Project similar to Hometown Missions (formerly NOLA) - Find Latino community in need for health care; If possible, in a city/town where an officer is stationed.
* We have created a list of potential future Career Development Presentations:
* Award Writing
* RedDog (Readiness)
* USAA Benefits
* Morale, Welfare and Recreation
* Deployment Experience
* Commissioned Corps Updates
* COA Benefits
* Retirement
* GI Bill updates
* Promotion/Career Progression
* Service Connection
* Medical Affairs Branch Updates
* CO Training Academy (COTA) – Basic, Advanced, Senior Courses

Recruitment and Retention:

* On February 8th was added to the OBC list serve listing to receive OBC Open House notification.  New designated coordinators (LCDR Malcolm Nasirah and LT Michael Simpson) have been designated by COTA to incorporate a new format for the Open House to improve the OBC student awareness of the numerous organization.  Open House will take place on Wednesday from 1800-1915.  Any table set-up will be at 1730.
* Coordinating within 2-3 weeks to have a meeting with the subcommittee volunteer members to continue the goals established to get the member to participate
* Will be reaching out to JOAC to determine what activities the R&R subcommittee can be involved to assist for HOAC visibility.

*Deployment and Readiness:*

The commissioned corps continues to provide support in recovery activities related to hurricane responses. There is still a tremendous need to help and there are still deployment opportunities in collaboration with ASPR in Puerto Rico, US Virgin Islands, Florida, and Texas to provide public health, human services, and other needed support. For the Puerto Rico mission, knowing Spanish is a plus, but not required. HOAC has shared a web form required to volunteer for these opportunities. As with every deployment, we would like to remind everyone to make sure that RedDOG is always on the loop specially when deployment with other Agencies or for deployments that are not initiated by RedDOG.

*Charter and Bylaws:*

* Nothing to report at this time. We are in the process of defining the timeline for executing the review and voting on the Charter and Bylaw changes from last year.

*Communication and Public Relations:*

**LA GACETA:** **Summer 2018 HOAC Newsletter** (all committees expected to submit a brief article)

LCDR Sandra Duncan (Lead) and LCDR Melissa Parra (Co-lead) will be preparing the summer HOAC Newsletter. Please be aware of the upcoming deadlines below.

1. Due **April 20th**: Designate who from your subcommittee will be the POC on HOAC Newsletter communications. Please send your subcommittee’s name to LCDR Sandra Duncan [sandra.duncan@fda.hhs.gov](mailto:sandra.duncan@fda.hhs.gov%20)
2. Due **May 16th**: Provide name of person from your subcommittee who will be writing the article for HOAC newsletter to LCDR Duncan via email [Sandra.duncan@fda.hhs.gov](mailto:Sandra.duncan@fda.hhs.gov).
3. Due **June 15th**: Subcommittee Article is due. Send article to LCDR Sandra Duncan [sandra.duncan@fda.hhs.gov](mailto:sandra.duncan@fda.hhs.gov)

Please limit articles between 250 to 500 words and make sure you include: *article title, subcommittee name, author’s name and rank*. Pictures are highly encouraged. For those of you attending the symposium June 4-8, we encourage you to share your experience and submit an article to the HOAC Newsletter. Other topics we’d like to feature are: recent deployment experience, highlight policy piece on the new Weight Standards for the Corps and perhaps connection to promoting PHS Athletics, and any other article that bring out the mission of HOAC. If you have any questions, please refer them to LCDR Sandra Duncan@ [sandra.duncan@fda.hhs.gov](mailto:sandra.duncan@fda.hhs.gov).

* **LA GACETA:** We will be publishing a Summer and Winter HOAC “La Gaceta” Newsletters and are looking for volunteers interested in joining our Newsletter team. Please email [CDR Garza](mailto:egarza@cdc.gov) if you’re interested.
* **HOAC FACEBOOK:** Please make sure you join our [Closed HOAC Facebook Group](mailto:https://www.facebook.com/groups/268242400334562/) by searching for “USPHS Hispanic Officers Advisory Committee” Group and please make sure you share this with your networks. We have opened this up to civilians that are working with a PHS officer as well to increase our reach as far as community engagement/partnerships. 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. Each month we will spotlight one Voting Member and one non-voting member as well as a HOAC Subcommittee. If you’re interested in being the monthly officer spotlight, please reach out to [CDR Garza](mailto: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. We are looking with officers with specific skills in creating gifs or mems. Please email [CDR Garza](mailto:egarza@cdc.gov) if you’re interested.

**WEBSITE:** We continue to improve and update the website and encourage the Subcommittee Chairs to review their website and send [CDR Garza](mailto:egarza@cdc.gov) any updates you’d like processed.

* **HOAC Calendar:** Please make sure if you are planning an event to send details (including title, date/time, POC name & contact info) to [CDR Garza](mailto:egarza@cdc.gov) so we can get it posted to our HOAC Calendar on our website.

**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.

Additional volunteer opportunity: DEPLOYMENT PHOTO LEAD

* We’re looking for an officer interested in assisting with leading deployment photo clearance process, working with CDR Garza to build out the HOAC Facebook photo album presence to showcase our officer in the field during responses.

Nomination and Membership:

The Nomination & Membership Subcommittee will be working closely with the Charter and Bylaws subcommittee to update and improve the voting member nomination and selection. We are currently recruiting members to work towards this goal. Please contact LCDR Leslie Rivera-Rosado [leslie.rivera-rosado@fda.hhs.gov](mailto:leslie.rivera-rosado@fda.hhs.gov) and LCDR Michelle Sandoval-Rosario – [ftv2@cdc.gov](mailto:ftv2@cdc.gov) if interested.

Awards and Recognition:

* Has sent out announcement for HOAC Awards.
* Is recruiting volunteers to read and score Awards.
* Is also enthusiastically recruiting members to join the subcommittee.

Adjourned at 1300 hours EST.