**HISPANIC OFFICERS ADVISORY COMMITTEE**

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| **USPHS Logo** | GENERAL MEMBERS MEETING AGENDA**March 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 Cesar Perez
3. **Random Non-Voting Member Spotlight** (2min)
4. **2018 Executive Committee**
	* Chair: LCDR Jorge G. Muñiz Ortiz (5 min) – [muniz-ortiz.jorge@epa.gov](file:///C%3A%5CUsers%5Cjmunizor%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CVQ1578N4%5Cmuniz-ortiz.jorge%40epa.gov)
		1. Subcommittee oversight
	* Vice Chair: CDR Gerald Brozyna (5 min) – gerald.brozyna@cms.hhs.gov
	* Secretary: LCDR Cesar Perez (4 min) – [cesar.perez@fda.hhs.gov](file:///C%3A%5CUsers%5Cjmunizor%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CVQ1578N4%5Ccesar.perez%40fda.hhs.gov)
		1. Announcements
	* Treasurer: LCDR Israel Garcia (4 min) – igarcia@hrsa.gov
		1. Budget Report
	* MOLC Liaisons: LCDR Adriana Restrepo – [arestrepo@bop.gov](file:///C%3A%5CUsers%5Cjmunizor%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CVQ1578N4%5Carestrepo%40bop.gov) and LCDR Gustavo Miranda – [gustavo.miranda@fda.hhs.gov](file:///C%3A%5CUsers%5Cjmunizor%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CVQ1578N4%5Cgustavo.miranda%40fda.hhs.gov) (4 min)
5. **Senior Advisor:** CAPT Araceli Rey (5 min) - dyx8@cdc.gov
6. **Subcommittees Reports:** (28 min total, 4 min each)

**Education and Outreach**

Chair: CAPT Wanda Gonzalez – wanda.gonzalez@ihs.gov

Co-Chair: CDR Mizraim Mendoza – mizraim.mendoza@gmail.com

**Recruitment and Retention**

Chair: CDR Hugo Gonzalez – [hugo.gonzalez@ihs.gov](file:///C%3A%5CUsers%5Cjmunizor%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CVQ1578N4%5Chugo.gonzalez%40ihs.gov)

Co-Chair: LCDR Juana Figueroa - j2figueroa@bop.gov

**Awards and Recognition**

Chair: LCDR Lizette Durand - vcn6@cdc.gov

Co-Chair: LCDR Maria de Arman – maria.d.dearman@uscg.mil

**Charter and Bylaws**

Chair: CDR Alfredo Sancho – alfredo.sancho@hhs.gov

Co-Chair: CAPT Zita Guerrero - zguerrero@bop.gov

**Communications and Public Relations**

Chair: CDR Elizabeth Garza - iwm8@cdc.gov

Co-Chair: CDR Guillermo Aviles-Mendoza – guillermo.aviles-mendoza@hhs.gov

**Nomination and Membership**

Chair: LCDR Leslie Rivera-Rosado – leslie.rivera-rosado@fda.hhs.gov

Co-Chair: CDR Michelle Sandoval-Rosario – [ftv2@cdc.gov](file:///C%3A%5CUsers%5Cjmunizor%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CVQ1578N4%5Cftv2%40cdc.gov)

**Deployment and Readiness**

Chair: CDR Michelle Rodriguez - michelle.rodriguez@fda.hhs.gov

Co-Chair: LCDR Eduardo O’Neill La Luz – [fzt4@cdc.gov](file:///C%3A%5CUsers%5Cjmunizor%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CVQ1578N4%5Cfzt4%40cdc.gov)

1. **Open Forum**

**Meeting Minutes**

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| **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 |
| E | LCDR | Durand | Lizzette | CDC | VET |
|  A | LCDR | Figueroa-Ortiz | Juana | CDC | HSO |
| P | LCDR | Garcia | Israel | HRSA | HSO |
| E | 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 |
| P | LCDR | O’Neil La Luz | Eduardo | CDC | SCI |
| P | LCDR | Perez | Cesar | FDA | SCI |
| P | LCDR | Rivera-Rosado | Leslie | FDA | SCI |
| E | LCDR | Restrepo | Adriana | BOP | HSO |
| A | 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:**

LT Brenda Rojas

Stephanie Gardner

LT Jared Scott Vega

CDR Marybel Velazquez

CDR Matthew Rodriguez

LCDR Melissa Parra

LTJG Fabiola Carrero

LT Kenia Baisden

LT Carlos Gonzalez-Mercado

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

Motion to approve the minutes: CDR Guillermo Aviles-Mendoza

Seconded the motion: CAPT Wanda Gonzalez

Minutes Approved: 3/15/2018

*HOAC’s Chair Report:*

Reach out CDR Mendoza- La Clinica Del Pueblo, need volunteers to lead outreach events.

*HOAC’s Co-Chair Report:*

Housekeeping – Need proxy if VM cannot attend monthly meeting. Proxy needs to be a non-voting member.

Subcommittee Oversight:

CDR Brozyna: Outreach/Education Subcommittee, Recruitment and Retention Subcommittee, Awards and Recognition Subcommittee

LCDR Muniz-Ortiz: Charter and Bylaws Subcommittee, Communication and Public Relations Subcommittee, Nomination and Membership Subcommittee and Deployment/Readiness Subcommittee.

*Senior Advisor:* CAPT Araceli Rey

* Operation Lonestar update

*Secretary’s Report:*

* For non-voting members: Please send an email to me at 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:*

* $2289.74 in the HOAC account.
* Treasurer has not yet received volunteers or ideas on regenerating revenue. Would like to send an inquiry for volunteers. Also, need to agree on how best to use some of the money we currently have. Here are some ideas: use some of the money to pay for appetizers and/or soft drinks at our networking (PHS conference) event and to celebrate HOAC members who were promoted this year and anyone who received awards.

*MOLC Liaison’s Report:*

* MOLC was seeking volunteers for the 2018 MOLC awards ceremony planning committee.
* We had four HOAC officers volunteer to be part of this MOLC awards planning committee. Thank you LCDR Adriana Restrepo, LCDR Lizette Durand, LCDR Cesar Perez, and LT Jeff Zhou for volunteering to be part of this committee. More are welcome if you still want to be part of this committee. Complete survey below if you want to be part of this committee. https://www.surveymonkey.com/r/38HSF5B . POC is LCDR Janet Hayes and LCDR Melissa Schossow who will contact you after you complete the survey.
* MOLC Awards Ceremony will be held Tuesday, June 5, 2018, 7-9am.

*JOAG Liaison’s Report:*

No updates provided.

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:**

* Coordinating with LCDR Figueroa to update list of all the members that have volunteered to join the Recruitment and Retention (R&R) subcommittee. Will setup a R&R subcommittee group meeting to go over the goals and mission and establish new assignments to get involvement and participation from all the members.
* For month of March there was No OBC training scheduled. The next OBC Open House will be Wednesday April 11th from 6:00 – 7:15 pm. Will be reaching out to non-voting HOAC members living in the DC area to encourage to attend and participate at the OBC Open House to promote and help recruit for HOAC.
* Will request volunteers from the R&R group to reaching out to JOAC to determine what activities the R&R subcommittee can be involved to assist for HOAC visibility.

***Deployment and Readiness:***

* Focus on efforts to develop a survey for the Zika After Action Report. Need support from HOAC on this initiative.

***Charter and Bylaws:***

* We will initiate by the end of April 2018 the process of review, comments, and voting on the latest version of HOAC’s Charter and Bylaws.
* Voting members please take time to ensure you have access to the Max.gov, for it will be through this system that you will be able to recommend edits and submit questions or comments.
* Non-voting members will also have an opportunity for review and comments or questions.

***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
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.
3. Due **June 15th**: Subcommittee Article is due. Send article to LCDR Sandra Duncan 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.

**HOLA PHS or Other Spanish Language Practice Ideas**

We are looking into the possibility of bringing back HOLA HHS / HOLA PHS. This would be an opportunity forofficer and civilians to get together over lunch (or other time that works) to get together and practice Spanish. We have a range of abilities and know there is a strong interest from HOAC members to improve their Spanish-language.

We’re also looking for a volunteer to run a Duolingo class <https://schools.duolingo.com/> for those interested in a more virtual experience.

**New request from Nicotine Cessation Services Access Workgroup**

Request to add the “USPHS-Rx for Change: Tobacco Cessation Training Program” [link](https://dcp.psc.gov/osg/pharmacy/sharedresources_tctp.aspx) to our website. We requested some specific statistics on how this issue affects Hispanic/Latinos and will be including some statistics on our website as well. We’ll be adding this to [HOAC Resources Page](file:///C%3A%5CUsers%5CCAP%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CV7POHZJN%5C%3Ahttps%3A%5Cdcp.psc.gov%5COSG%5Choac%5Cresources.aspx) under “Professional Resources and Other Links of Interest”. They also have a [Max.gov site](https://community.max.gov/display/HHS/USPHS%2BTobacco%2BCessation%2BWorkgroup) for interested officers. They have offered to give HOAC a presentation on current status of this program, so stay tuned. This may help engage more officers and connect them with presenting at conferences or schools using the translated materials! We may be able to discuss additional options with the program (e.g., having the online program in Spanish through Purdue University). If interested in getting involved in this Corps initiative, please reach out to LT Gayle Tuckett or CDR Narcisso Soliz

Below are some quick facts/statistics from CDC concerning Hispanics:

* Cigarette smoking increases your risk for heart disease and cancer, which are the leading causes of death for Hispanics/Latinos in the United States.
* Overall, about 1 in 10 adults with a Hispanic or Latino heritage smokes cigarettes (10.7%).
* Among Hispanics/Latinos, smoking is more common in men than women.
* About 1 in every 7 men smokes cigarettes (14.5%).
* About 1 in every 14 women smokes cigarettes (7.0%)

**HOAC FACEBOOK:**

Please make sure you join our Closed HOAC Facebook Group 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 Subcommittee as well as 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. 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.

**WEBSITE:** We continue to improve and update the website and encourage the Subcommittee Chairs to review their website and send CDR Garza 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 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. If interested, please reach out to CDR Garza.

**Nomination and Membership:**

The Nomination & Membership Subcommittee sent out a request for volunteers on February 28, 2018 to take on a leadership role and help with the following tasks:

1. Secure Voting member nomination forms and SOPs for voting member selection from other CMAGs/PACs (Feb/Mar)
2. Compare with current HOAC forms/selection procedures (Feb/Mar)
3. Update HOAC voting member selection procedures to increase consistency, fairness, and transparency (April)
4. Bring changes to HOAC membership selection procedures to a vote (May [present the changes]/June [voting])
5. Incorporate changes to the HOAC Charter and Bylaws (In collaboration with C&B Subcommittee)
6. Contribute to the process in selecting new voting members for 2019

If interested, please contact LCDR Leslie Rivera Rosado (leslie.rivera-rosado@fda.hhs.gov) or LCDR Michelle Sandoval-Rosario (ftv2@cdc.gov).

**Awards and Recognition:**

* Teleconference completed in March. Volunteers and Chair met and reviewed briefly the process we will be using when scoring awards.
* Of concern, only two awards submitted for review; therefore, deadline for submission was extended to 20 APR 2018, extension was advertised with MOLC, JOAG and respective PPACs.
* Names of volunteers to read awards: Parra, Melissa A; Duran, Denise; Baisden, Kenia; Garza, Elizabeth P.; Manning, Leticia; Alexa Soto; Muniz-Ortiz, Jorge\*

 \*late addition to volunteer, he was not copied on email traffic regarding T-Con.

Adjourned at 1300 hours EST.