**HISPANIC OFFICERS ADVISORY COMMITTEE**

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| **USPHS Logo** | GENERAL MEMBERS MEETING AGENDA **May 17, 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** (1 min)
4. **2018 Executive Committee** 
   * Chair: LCDR Jorge G. Muñiz Ortiz (4 min) – [muniz-ortiz.jorge@epa.gov](file:///C:\Users\jmunizor\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\VQ1578N4\muniz-ortiz.jorge@epa.gov)
   * Vice Chair: CDR Gerald Brozyna (4 min) – [gerald.brozyna@cms.hhs.gov](mailto:gerald.brozyna@cms.hhs.gov)
     1. COF participation
     2. Mid-year attendance sheet
   * Secretary: LCDR Cesar Perez (4 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 (4 min) – [igarcia@hrsa.gov](mailto:igarcia@hrsa.gov)
     1. Budget Report
     2. Merchandise Ideas
   * 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)
     1. Participation at COF Symposium
5. **Senior Advisor:** CAPT Araceli Rey (4 min) - [dyx8@cdc.gov](mailto:dyx8@cdc.gov)
6. **Subcommittees Reports:** (30 min total, ~4 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: CDR 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**

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| **VOTING MEMBERSHIP ATTENDANCE** | | | | | |
| **Attendance** | **Rank** | **Last Name** | **First Name** | **OPDIV** | **Category** |
| A | 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 |
| P | LCDR | Figueroa-Ortiz | Juana | CDC | HSO |
| P | LCDR | Garcia | Israel | HRSA | HSO |
| E | CDR | Garza | Elizabeth | CDC | HSO |
| P | CDR | Gonzalez | Hugo | IHS | ENG |
| A | CAPT | Gonzalez | Wanda | IHS | NUR |
| P | CAPT | Guerrero | Zita | IHS | NUR |
| P | CDR | Mendoza | Mizraim | IHS | PHARM |
| P | LCDR | Miranda | Gustavo | FDA | NUR |
| E | 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 |
| P | LCDR | Restrepo | Adriana | BOP | HSO |
| E | CDR | Rodriguez | Michelle | FDA | SCI |
| P | CDR | Sancho | Alfredo | HHS | SCI |
| P | CDR | Sandoval-Rosario | Michelle | CDC | HSO |

P= Present

A= Absent

E= Excused

**Nonvoting members in attendance:**

LCDR Denise Duran

Margaret Caulk

LT Scott Vega

LCDR Christina Andrade

LCDR Vladimir Tirado

LCDR Rodrigo Chavez

CDR Matthew Rodriguez

LT Jacqueline Rodriguez

LCDR Tyler Sharp

CDR Gina Chacon

CDR Antonio Vargas

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

Motion to approve the minutes: CDR Hugo Gonzalez

Seconded the motion: LCDR Gustavo Miranda

Minutes Approved: 5/17/2018

*HOAC’s Chair Report:* N/A

*HOAC’s Co-Chair Report:*

* COF Participation- outreach is being planned for local community.
* Need more representatives that could be on the team to be part of the outreach event (small workgroup).
* Need more representation from voting members. Need rationale for the excused absent after 2 events missed (as per bylaws).
* Need participants for the HHM event.
* Submit report as soon as possible.
* LoneStar- Waiting for RedDog to respond about counting this event as a deployment.

*Senior Advisor:* CAPT Araceli Rey

N/A (on leave)

*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.

**Announcements:**

* USPHS Symposium- Lunch with a Captain- Please information below and attachments (NEW)
* HOAC Social Event- COF Symposium in Dallas, Texas. Mesero Restaurant- Tuesday June 5 (7pm). Need to RSVP by Friday, June 1, 2018 by sending an email to LCDR Thalia Vega.
* Officers needed to assist on the hurricane recovery efforts- Please see attachment for more information (REMINDER)
* DC Bilingual Public Charter School Science Fair- May 25, 2018- See information below (REMINDER)
* USPHS Music Ensemble’s Annual Concert- See attached announcement (REMINDER)
* Save the date- 2018 MOLC Awards Breakfast- Tuesday June 5, 2018 0700-0900. See announcement for more details. (REMINDER)
* USPHS Joint Combined Social- Wednesday June 6, 2018, 7pm-midnight- See attached email for more information. (REMINDER)
* Volunteers Needed for the 2018 MOLC Booth at COF symposium, Dallas TX, June 6-7, 2018- See information below (REMINDER)
* SOAGDAG Call for Voting Member Nominations- Due May 31, 2018- Please information below and attachments (REMINDER)

*Treasurer’s Report:*

* No report submitted.

*MOLC Liaison’s Report:*

* Motion to approve the MOLC Strategic plan 2018-2022 by e-vote was started this week. LCDR Karly Lucero should provide status in our next meeting or sooner.
* 2018 MOLC Awards Ceremony in Dallas will be held June 5, 2018, 7-9am, Tuesday. Requesting volunteers for MOLC booth. Please let LCDR Restrepo and LCDR Miranda know if you are interested.

*JOAG Liaison’s Report:*

* LT Tenzin Jangchup (JOAG/MOLC Liaison) attended the meeting and took notes to report back to JOAG.

Subcommittees Reports

***Education and Outreach:***

**Regional (Greater Phoenix Area) Project:**

* The Education and Outreach subcommittee’s goal this year was to connect local Phoenix health professionals with the community to provide education on relevant issues.  We thought it would be great to start with the Opioid Epidemic as it is a Surgeon General’s Initiative
* Local Phoenix Pharmacy Officers have created the Heroin/Opioid Overdose Prevention Education Team or HOPE. The team is focused on providing education and resources through outreach opportunities in the community.  The Opioid Overdose Education Team is focused on filling in the knowledge gap that is needed to safely and effectively manage pain.
* HOAC and the HOPE Team has partnered with Chicanos Por La Causa and presented educational information on the Opioid Epidemic at a Resource Fair and during a Parenting Class. At the Resource Fair over 40 community members were educated in the timespan of 3 hours. During the Parenting Class, 8 parents were educated on the dangers of opioids, how to recognize an opioid overdose, and the reversal agent, Naloxone. HOAC and HOPE will continue providing education as events arise, and the Parenting Class presentation will ocurr every 10 weeks continuously as part of the series curriculum.
* CPLC is an all-encompassing organization for the underserved, and is one of the largest Hispanic nonprofits in the country, promoting stronger and healthier communities throughout the southwestern United States.

**COF Symposium Outreach and Social Events:**

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* COA Symposium Outreach Event – We have connected with a local Hispanic/Latino Committee in Dallas similar to years past.  This year, we will partner with The Concilio.
  + The Concilio’s mission is to build stronger communities by empowering parents to improve the education and health of their families.
  + LCDR Rodrigo Chavez, will be the permanent POC for the The Concilio.
  + The date for the event will be 6/5/18 at 1000. See attached flier for more information. RSVP to CDR Mizraim Mendoza (Mizraim.mendoza@ihs.gov)
* COF Symposium HOAC Social Event – Will be held at Meseros (PRESTONWOOD location).
  + June 5th at 7:30pm. See attached flier for more information.
  + RSVP to LCDR Thalia Vega (thalia.vega@ihs.gov)
  + Address:

5505 Belt Line Rd

Dallas, Texas 75254

Phone#: (972) 788-8180

Website: <https://www.mesero.net/prestonwood/>

**Hispanic Heritage Month**

* Find four Speakers/Presenters for weekly webinars/presentations.
* Theme is Disparities in Healthcare in Women.
* We need volunteers to help organize this event.

**Officer Career Development Series**

* Plan is to have one presentation quarterly.
* We have received a positive response from CAPT Rigau-Perez (ret) to speak on the history of the work of the USPHS in Puerto Rico. LCDR Muniz Ortiz and I need to follow up with his request to pinpoint areas of his article we would like for him to focus on.
* LT Gayle Tuckett is interested in delivering a presentation to HOAC members on the Nicotine Cessation Services Access Workgroup, its committees, and their programs.
* A spokesperson for Chicanos Por La Causa is available to speak on the nonprofit organization’s mission. We need to find a date that works for HOAC membership.
* We have created a list of  for potential future Career Development Presentations:

o   Award Writing

o   RedDog (Readiness)

o   USAA Benefits

o   Morale, Welfare and Recreation

o   Deployment Experience

o   Commissioned Corps Updates

o   COA Benefits

o   Retirement

o   GI Bill updates

o   Promotion/Career Progression

o   Service Connection

o   Medical Affairs Branch Updates

o   CO Training Academy (COTA) – Basic, Advanced, Senior Courses

**Recruitment and Retention:**

* Had HOAC present at the May 16th OBC open house by the R&R OBC team lead CDR Marybel Velazquez. Have started to capture Spanish speakers for HOAC to provide to RedDOG as needed for deployment requests.  In June, there will be no OBC open house scheduled,
* Continuing to develop the roll-out of the R&R mentorship program developed in 2017.

***Deployment and Readiness:***

The HOAC Deployment subcommittee has been involved in various activities thus far, to include:

* 1. The Deployment Subcommittee assisted RedDOG in identifying Spanish-speaking officers to deploy to various locations (TX, MA, FL, USVI, PR) for Behavioral Health and/or Case Management missions in response to various Hurricane response missions. In this capacity HOAC was able to recruit around 10 officers and helped RedDOG meet their deployment needs. These events allowed the subcommittee to also update the roster that has served to identify qualified officers in multiple deployments.
  2. The Deployment subcommittee collaborated with the Department of Health and Human Services under the National Disaster Recovery Framework to provide coordinated and collaborative post-disaster recovery assistance in Hurricane impacted areas, such as Puerto Rico, the US Virgin Islands, Florida, and Texas. HOAC’s participation was key by providing skilled and bilingual PHS officers to provide support in a wide-range of disaster recovery programs.
  3. The HOAC Deployment subcommittee has sought support from RedDOG to collaborate with the Texas Department of State Health Services in a Humanitarian Mission Serving the Hispanic/Latino Communities, called Operation Lone Star (OLS). This event provides medical services to underserved Hispanic/Latino communities made possible with the help of service groups and volunteers. It also provides knowledge and skills on emergency response and prepares the community for manmade or natural disasters. The Deployment subcommittee, in conjunction with HOAC’s Executive Committee, drafted a proposal that was submitted to RedDOG on May 3, 2018, requesting their concurrence to recruit and deploy PHS officers to assist in this mission. If concurrence is obtained, the HOAC subcommittee will play a key role by serving in the OLS planning committee and by recruiting highly skilled officers to provide medical services. This effort will also afford opportunities for provider officers to accrue clinical hours and non-providers to gain deployment experience. It will enhance the readiness of a cadre of at least 20 USPHS officers proficient in Spanish and/or who are competent with the Hispanic/Latino community as they train, prepare and acquire skills that will be useful in future deployments.
  4. The HOAC subcommittee has also promoted training opportunities through the HOAC Newsletter and individual reach, such as HSPAC Advanced Readiness Pilot Program, a two-year program to increase their readiness and deployment knowledge beyond the current and required USPHS Basic Readiness level. The subcommittee has also promoted various USAID/OFDA Interagency HA/DR Courses & Simulation trainings.

***Charter and Bylaws:***

* The Charter and Bylaws subcommittee will now proceed to have last year’s proposed changes reviewed and voted through MAX.gov. The Nomination and Membership subcommittee has decided to follow their own path to have their form and changes reviewed and voted.

***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 YESTERDAY **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). For those subcommittees who haven’t responded please do so ASAP.
2. 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).

**VOLUNTEER OPPORTUNITIES:**

**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](mailto:egarza@cdc.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.

**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 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](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.

**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.

1. **HOAC Calendar:** Please make sure if you are planning an event to send a **calendar invite** to [hoacusphs@gmail.com](mailto:hoacusphs@gmail.com) including all relevant details (including title, date/time, POC name & contact info) so it can get posted on our [HOAC Calendar](https://dcp.psc.gov/OSG/hoac/events.aspx) on our website.
2. **HOAC Resources:** We’re always looking to build our [HOAC Resources website](https://dcp.psc.gov/OSG/hoac/resources.aspx) to better serve the Corps and our nation. We have a cultural competency focus and are looking to grow that area to better equip our officers as they serve others on deployment and in their communities. We are currently looking through the links to ensure all are active and redirect those that are no longer active.
3. **New website request from Nicotine Cessation Services Access Workgroup – now LIVE!**

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:///\\cdc\private\M315\IWM8\HOAC\Comm%20&%20PR%20Submte\monthly%20mtg%20reports%20to%20HOAC\:https:\dcp.psc.gov\OSG\hoac\resources.aspx) under “Professional Resources and Other Links of Interest”. They also have a [Max.gov site](https://community.max.gov/display/HHS/USPHS+Tobacco+Cessation+Workgroup) 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](mailto:Gayle.Tuckett@hhs.gov) or [CDR Narcisso Soliz](mailto:Narcisso.Soliz@ihs.gov)

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 an 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 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.

**Nomination and Membership:**

* N&M subcommittee members met April 27th, May 3rd and May 11th to discuss and collaborate on revising the voting member application form and scoring tool with the overall goals of improving consistency, fairness, and transparency in the voting member application process.
* We created five new questions for the membership application form to reflect these goals.
  + Length of HOAC membership as a voting and non-voting member
  + Participation in monthly calls
  + Summary of work for HOAC and its impact
  + Notable skills that can benefit the HOAC mission
  + Statement of intent to reflect applicant’s potential contribution to the HOAC mission and gains from membership
* A new weighted scoring tool was created to include 7 categories and 2 sub-categories using a 0-5 point scale. Categories include applicant location, professional category, history of HOAC participation/sub-committee tasks and activities, notable skills that benefit HOAC, statement of intent, and CV summary sheet.
* It was the consensus of this sub-committee to give the most weight (15% each) to the statement of intent and the applicants’ history of HOAC participation/subcommittee tasks due to the importance of these categories in comparison to the others; the remainder of the categories are weighted at 10% each.
* It was the consensus of this sub-committee to recommend blinding the scoring process to meet the stated goals of this sub-committee in the revision of the voting membership application process.
* It was agreed that only Executive Committee members will be asked to review the applications (unless the EC member is re-applying as a VM).

We request current voting members to provide feedback, if any, by COB **Thursday May 24, 2018.**

If interested in joining the N&M subcommittee, please contact LCDR Leslie Rivera Rosado ([leslie.rivera-rosado@fda.hhs.gov](mailto:leslie.rivera-rosado@fda.hhs.gov)) or LCDR Michelle Sandoval-Rosario ([ftv2@cdc.gov](mailto:ftv2@cdc.gov)).

**Awards and Recognition:**

N/A

Adjourned at 1300 hours EST.