**HISPANIC OFFICERS ADVISORY COMMITTEE**

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| **USPHS Logo** | GENERAL MEMBERS MEETING AGENDA **June 21, 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)
     1. Scientific Symposium in Dallas
        1. Discussion with other CMAGs on presentation to OSG
        2. Dinner Social
     2. PACE
     3. Promotions
   * Vice Chair: CDR Gerald Brozyna (4 min) – [gerald.brozyna@cms.hhs.gov](mailto:gerald.brozyna@cms.hhs.gov)
   * 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
   * 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)
5. **Senior Advisor:** CAPT Araceli Rey (4 min) - [dyx8@cdc.gov](mailto:dyx8@cdc.gov)

* Operation Lone Star

1. **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** |
| P | CDR | Aviles-Mendoza | Guillermo | ASPR | HSO |
| P | CDR | Brozyna | Gerald | CMS | HSO |
| A | CDR | De Arman | Maria | USCG | MED |
| A | LCDR | Durand | Lizzette | CDC | VET |
| P | LCDR | Figueroa-Ortiz | Juana | CDC | HSO |
| P | LCDR | Garcia | Israel | HRSA | HSO |
| A | CDR | Garza | Elizabeth | CDC | HSO |
| E | CDR | Gonzalez | Hugo | IHS | ENG |
| P | CAPT | Gonzalez | Wanda | IHS | NUR |
| E | CAPT | Guerrero | Zita | IHS | 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 |
| P | LCDR | Restrepo | Adriana | BOP | HSO |
| P | CDR | Rodriguez | Michelle | FDA | SCI |
| A | CDR | Sancho | Alfredo | HHS | SCI |
| P | CDR | Sandoval-Rosario | Michelle | CDC | HSO |

P= Present

A= Absent

E= Excused

**Nonvoting members in attendance:**

LCDR Alexander Varga

LCDR Matthew Lozier

LT Carlos Gonzalez-Mercado

CDR Frances de Jesus

LT Sandra Herrera

LCDR Steven Herrera

CDR Antonio Varga

LCDR Vladimir Tirado

LCDR Latasha Allen

LT Jackeline Rodriguez

CDR Mathew Rodriguez

**Approval of the minutes from May 2018:**

Motion to approve the minutes: CAPT Wanda Gonzalez

Seconded the motion: LCDR Gustavo Miranda

Minutes Approved: 6/21/2018

*HOAC’s Chair Report:* N/A

*HOAC’s Co-Chair Report:*

* HOAC Voting Members voted to reimburse $34 for COF social event expenses. Motion to approve the voting was approved (CAPT Gonzalez and LCDR Muniz-Ortiz). The majority of voting members (16) voted positive and it was determined that $34 will be reimbursed.
* BCOAG- discussion during COG to work a presentation to give to OSG. Presentation will be on how essential and necessary is USPHS.
* HOAC social at COF worked really well.
* PACE program- partner with them and provide Spanish speakers to present.

*Senior Advisor:* CAPT Araceli Rey

* Congratulation on poster/presentations at COF Symposium.
* We will not be able to participate at the Lone Star event in July; but we will prepare and expect to participate next year.

*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:**

* 2018 USPHS-RfC: Tobacco Cessation Training Program Presentations- Call for Volunteers- Please see below and attachment for more information. (NEW)
* Seeking HOAC Summer Newsletter Articles and Photos- Please see below for more information. (NEW)
* Officers needed to assist on the hurricane recovery efforts- Please see attachment for more information (REMINDER)
* Special Article- “Mortality in Puerto Rico after Hurricane Maria”- See attachments
* New Spanish-language resources- Please see below for more information. (REMINDER)
* Summer Workshop: Pandemic, Bioterrorism, and Global Health Security: From Anthrax to Zika- Please see below and attachment for more information. (NEW)

*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:***

No Report

**Recruitment and Retention:**

No Report

***Deployment and Readiness:***

No Report

***Charter and Bylaws:***

* Charter and Bylaws are in max.gov for members to review and make editions. We are working closely with the nominations and membership subcommittee to make changes to the membership requirements.
* Established deadline for accepting changes/editions is to be determined. – CAPT Guerrero and CDR Sancho are cc in this email. They may have set a date. I just did not have that information at time of call.

***Communication and Public Relations:***

**LA GACETA:** **Summer 2018 HOAC Newsletter**

LCDR Sandra Duncan (Lead) and LCDR Melissa Parra (Co-lead) are in the final stages of preparing the summer HOAC Newsletter. I wanted to thank all of the subcommittees and officers who submitted articles to showcase the great work of HOAC. I also wanted to thank LCDR Gustavo Miranda for his mentorship during this process as both LCDR Duncan and LCDR Parra are new HOAC officers leading the way. We are aiming to have the Newsletter published in August.

**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 reviewed all the current resources and ensured all links were still active and relevant. We found several that needed to be removed and are happy to share that the current page is all updated. 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.

**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:**

* The N&M subcommittee requested feedback from current HOAC voting members on the revisions made to the voting member application form and scoring tool on May 14, 2018 and then again on May 17, 2018 to extended the period for comments and edits until May 24, 2018.
* We received comments and suggestions from 6 of 20 voting members, which were either incorporated into the revisions or addressed for clarification. The period for comments is currently closed and the proposed documents have been finalized (barring any minor editorial or stylistic changes).
* On June 19, 2018 the N&M subcommittee sent out the “PROPOSED” versions of the voting member application and the scoring sheet for approval by the voting members. The document includes all comments provided by the voting members and a response. The “CURRENT” approved versions of the application and scoring sheet were also provided for comparison. The documents can be found in Max.gov under:

HOAC > HOAC Nomination and Membership Subcommittee > (child page) Virtual Voting for changes to the VM application and scoring sheet

<https://community.max.gov/display/HHS/Virtual+Voting+for+changes+to+the+VM+Application+and+Scoring+sheet>

* Voting members, please enter your vote (on Max.gov) **no later than Tuesday 6/26/18** COB in the document named: ***Virtual Voting for Proposed changes to HOAC voting membership application.docx***
* Four voting member positions are opening for the term starting in January 2019. The period for submitting applications will be opened no later than July 2, 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 CDR Michelle Sandoval-Rosario ([ftv2@cdc.gov](mailto:ftv2@cdc.gov)).

**Awards and Recognition:**

* Award nominations were received for the Dr. Juan Carlos Finlay and the VADM Antonia Novello Awards
* Selection Committee (LT Alexa Soto, LCDR Denise Duran, LT Kenia Baisden, LCDR Melissa Parra, CDR Elizabeth Garza, LCDR Leticia Manning, LCDR Lizette Durand, and CDR Maria De Arman) read and scored the awards
* Recipients:

- VADM Antonia Novello - LCDR Adriana Restrepo

- Dr. Juan Carlos Finlay Significant Achievement – LT Carlos Gonzalez

- The VADM Richard Carmona Award will be re-announced at the next HOAC Meeting

Adjourned at 1300 hours EST.