**HISPANIC OFFICERS ADVISORY COMMITTEE**

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| **USPHS Logo** | GENERAL MEMBERS MEETING AGENDA**July 19, 2018** **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)** – CDR Cesar Perez
3. **Approval of last meeting’s minutes (1 min)**
4. **Random Non-Voting Member Spotlight (1 min)**
5. **2018 Executive Committee**
	* Chair: LCDR Jorge G. Muñiz Ortiz (4 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. Deployment Status
			1. Future
			2. Communications
			3. Projects
				1. Rosters
		2. MOLC
		3. Meeting Attendance
	* Vice Chair: CDR Gerald Brozyna (4 min) – gerald.brozyna@cms.hhs.gov
	* Secretary: CDR 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)
6. **Senior Advisor:** CAPT Araceli Rey (4 min) - dyx8@cdc.gov
7. **Subcommittees Reports:** (30 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

Ad-Hoc Co-Chair: LCDR Carlos Gonzalez-Mercado – carlos.gonzalezmercado@fda.hhs.gov

**Recruitment and Retention**

Chair: CDR Hugo Gonzalez – hugo.gonzalez@ihs.gov

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

**Awards and Recognition**

Chair: LCDR Lizette Durand - vcn6@cdc.gov

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

**Charter and Bylaws**

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

Co-Chair: CAPT Zita Guerrero – zita.guerrero@fdihb.org

**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

**Deployment and Readiness**

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

Co-Chair: LCDR Eduardo O’Neill La Luz – fzt4@cdc.gov

1. **Open Forum**

**Meeting Minutes**

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| **VOTING MEMBERSHIP ATTENDANCE** |
| **Attendance** | **Rank** | **Last Name** | **First Name** | **OPDIV** | **Category** |
| E | CDR | Aviles-Mendoza  | Guillermo | ASPR  | HSO |
| P | CDR | Brozyna | Gerald | CMS | HSO |
| P | 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 |
| P | CDR | Garza | Elizabeth | CDC | HSO |
| P | CDR | Gonzalez | Hugo | IHS | ENG |
| P | CAPT | Gonzalez | Wanda | IHS | NUR |
| P | 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 |
| E | LCDR | Rivera-Rosado | Leslie | FDA | SCI |
| P | LCDR | Restrepo | Adriana | BOP | HSO |
| E | CDR | Rodriguez | Michelle | FDA | SCI |
| P | CDR | Sancho | Alfredo | HHS | SCI |
| A | CDR | Sandoval-Rosario | Michelle | CDC | HSO |

P= Present

A= Absent

E= Excused

**Nonvoting members in attendance:**

LCDR Alexander Varga\*\*

CAPT Karen Muñoz\*\*

CDR Rafael Torres-Cruz\*\*

LCDR Paula Arango\*\*

CAPT Joseph Perez\*\*

LCDR Christina Andrade\*\*

LCDR Matthew Lozier

LT Carlos Gonzalez-Mercado\*\*

CDR Frances de Jesus

LT Sandra Herrera\*\*

CDR Luz Rivera\*\*

LCDR Steven Herrera\*\*

CDR Antonio Varga\*\*

LCDR Vladimir Tirado

LTJG Fabiola Carrero\*\*

LCDR Latasha Allen\*\*

LT Jackeline Rodriguez\*\*

CDR Mathew Rodriguez\*\*

LCDR Denise Duran\*\*

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

Motion to approve the minutes: CAPT Wanda Gonzalez

Seconded the motion: LCDR Gustavo Miranda

Minutes Approved: 7/19/2018

*HOAC’s Chair Report:* N/A

*HOAC’s Co-Chair Report: N/A*

*Senior Advisor:* CAPT Araceli Rey

*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.

**Announcements:**

- 2018 USPHS-RfC: Tobacco Cessation Training Program Presentations- Call for Volunteers- Please see below and attachment for more information. (REMINDER)

- Mental Health First Aid Training- Please see below for more information. (REMINDER)

- Officers needed to assist on the hurricane recovery efforts- Please see attachment for more information (REMINDER)

- Free Online Course- Disaster Health Curriculum for All Health Professionals- Please see below for more information. (REMINDER)

- Collaborative Social Even in the DMV Area- Six Flags America- Please see below for more information. (NEW)

- 2018 MOLC Awards Pictures- Please see below for more information. (REMINDER)

*Treasurer’s Report:*

No Report

*MOLC Liaison’s Report:*

No Report

*JOAG Liaison’s Report:*

No Report

Subcommittees Reports

***Education and Outreach:***

No Report

**Recruitment and Retention:**

• The second Recruitment and Retention subcommittee group meeting was on July 17th and updates were obtained for the established 2018 subcommittee goals and activities. Next is to establish time frames in order to continue the movement forward of the 2018 established goals and to obtain addition volunteer to assist.

• HOAC was represented at the July 11th OBC Open House and there was sign-up interest of three Officers. CDR Marybel Velazquez will follow-up with the officers that have visited the HOAC table at the OBC Open House events. to continue communication to help to recruit and promote HOAC.

• For the mentoring program that was started in 2017 within the R&R subcommittee to provide mentorship assist to Junior Officers from experience Senior Officer, LCDR Juana Figueroa is currently working on this activity and will be providing a status updates in the next month.

***Deployment and Readiness:***

No Report

***Charter and Bylaws:***

* The proposed changes and supporting documents from Nominations and Membership will be provided to incorporate into the Charter and Bylaws as appropriate.
* Current verbiage on the process (how to propose, review, vote, and implement) to make changes to the Charter and Bylaws was found to need clarification. The Charter and Bylaws SubC will draft and propose new verbiage that clarifies the process so that it is consistent and transparent.

***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.

**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 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.

1. **HOAC Calendar:** Please make sure if you are planning an event to send a **calendar invite** to 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:**

No Report

**Awards and Recognition:**

No Report

Adjourned at 1300 hours EST.