

HISPANIC OFFICERS ADVISORY COMMITTEE
Minutes of the HOAC Meeting Held Via Teleconference On
October 9th, 2008
From 1200 to 1330 hours



Next Committee Meeting:
 December 11, 2008
 1200 to 1330 hours
 Parklawn Building Surgeon General
 Conference Room 18-59
 5600 Fishers Lane, Rockville, Maryland
 Teleconference Number 1-800-369-1120
 Passcode 31597

VOTING MEMBERSHIP

Attendance	Rank	Last Name	First Name	OPDIV	Category
Present	CAPT	Aponte	Laura	HRSA, Ocala, FL	HSO
Present	CAPT	Rupinta	Catherine	HRSA, Rockville, MD	NUR
Absent	CAPT	Ortiz-Rios	Elizabeth	HRSA, Rockville, MD	MED
Present	CAPT	Sanchez	Jose	USCG, Sacramento, CA	MED
Present	CDR	Aizvera	Jeasmine	NIH, Rockville, MD	HSO
Present	CDR	Guerra	Marta	CDC, Atlanta, GA	VET
Excused	CDR	Nichols	Nancy	IHS, Tuba City, AZ	HSO
Present	CDR	Perez	Joseph	USCG, New London, CT	MED
Absent	CDR	Reyes	Madelyn	HRSA, Rockville, MD	NUR
Present	LCDR	Alicea	Candido	NIH, FT Frederick, MD	SCI
Absent	LCDR	Sanchez	Angel	CDC, Atlanta, GA	HSO
Absent	LCDR	Valentin-Bon	Iris Enid	FDA, College Park, MD	HSO
Absent	LCDR	Arena	Ivonne	DIHS, Washington, DC	MED
Present	LCDR	Cala	Erik	DIHS, Chinle, AZ	THER
excused	LT	Faytong	Eduardo	USCG, Cape May, NJ	HSO
excused	LCDR	Fermin	Sonsy	HRSA, Rockville, MD	HSO
Present	LT	Otero	Israel	PSC, Rockville, MD	HSO
excused	LCDR	Rivas Rivera	Angel	DIHS,	NUR
Absent	LTJG	Casares	Rosalia	IHS	NUR

Advocates and General Membership

Present	CAPT	Bolte	Margaret	FDA, Pembina, ND	
Present	CDR	Torres	Norman		
Present	LCDR	Irizarry	Milton	USCG, NJ	MED
Present	LCDR	Cliatt	Janet		
Present	LT	De Jesus	Frances	FDA	

I. CALL TO ORDER

- **Welcome and Roll Call** CAPT Aponte called the meeting to order at 1201 hours and roll call was completed. A quorum of members was not present. No official business can be conducted, the meeting is informational only.
- **Meeting Minutes deferred due to the lack of a quorum.**

II. ACTION ITEMS

- A. **ASH Reception:** Held on Monday 10/6/08 at the HHS Humphrey Building - MOLC participation from all four groups. We were responsible for coordination of the event together with the MOLC subcommittee. Appreciation expressed to HOAC members who helped coordinate this event: CAPT Ortiz-Rios, CDR Aizvera, & LT Otero. CAPTs Aponte, Montoya, Cuzme, Lopez, CDR Aizvera, & LCDR Fermin were in attendance. ASH ADM Joxel Garcia appeared very pleased with the information shared with him describing the activities in which each MOLC group is involved. Coins were exchanged with each group. The ASH presented in a laid back, engaging manner encouraging all of us to engage in activities to increase recruitment. Our SG ADM Galson was present along with ADM's Williams & Romano.
- B. **MOLC Workgroups:** Three MOLC workgroups: cultural competency; childhood obesity; minority recruitment and retention continue to work toward their goals. HOAC members are invited to join these groups representing HOAC.
- C. **Special Assignment Ribbon:** CAPT Aponte has previously sent the SAR form that must be completed and submitted at the beginning of December. The SAR is first confirmed by the HOAC Chair, then submitted through the MOLC Chair to the OSG. The SAR is a very prestigious award. Completing the form can be tedious - timeframes of service must be met. A copy of the appointment letter must also be included (faxed or e-mailed) with the packet.
- D. **COF meeting:** To be held in Atlanta in 2009. HOAC will be the lead in organizing the MOLC Awards luncheon next year - we should consider reaching out to officers in the Atlanta area to assist with resources and planning for this event. A good representation from HOAC officers would be ideal. Officers are encouraged to submit proposals for presentation at the conference.
- E. **New HOAC Executive Committee 2009:** CAPT Aponte invited nominations from officers for consideration for the following offices: Chair, Vice Chair, Secretary, Treasurer, and MOLC representative. Issues of concern at present include the number of HOAC vacancies that will be open (13) in the new year, and the goal to have the executive committee in place by the end of this year. A question was raised whether new voting members are able to serve in the Executive Committee since the process to select these positions occurs before the start of the year. CAPT Aponte has suggested an ad hoc meeting among the executive committee with CAPTs Bolte & Montoya serving as advisors to help us through this process.

II. EXECUTIVE COMMITTEE REPORTS

1. **CAPT Rupinta, Vice Chair:** no report
2. **CDR Aizvera, Secretary:** no report
3. **LCDR Fermin, Treasurer:** CDR Aizvera reported information provided by LCDR Fermin. There were no transactions this month. All present are encouraged to submit their dues, to date, 12 voting members must still submit their dues.

LCDR Fermin will provide reminders again to the membership. Currently, our accounts hold \$975.38 in checking and \$1907.00 in savings.

4. **LT Otero, Website/Communications:** We continue to await approval for our new website. In the interim a functional staging version can be seen at <http://pachoac-stage.shs.net/>. No other MOLC site is official as of yet - we are all in the process of waiting. Our patience is requested during this migration, change and approval process.
5. **LCDR Sanchez, MOLC report:** CDR Aizvera reported on the ongoing status of the workgroups - Minority Recruitment & Retention; Childhood Obesity Prevention; and Cultural Competency.

III. SUBCOMMITTEE REPORTS

1. **Awards & Recognition:** LCDR Erik Cala, chair, was present, no new report. Juan Carlos Finlay awards recipients were very honored and pleased to have received their awards.
2. **Career & Professional Development:** CAPT Elizabeth Ortiz-Rios, chair, absent, no report was given.
3. **Charter & By-Laws:** LT Faytong is on deployment through October 15th. LCDR Milton Irizarry is acting chair. CAPT Aponte noted that the HOAC Charter & By-Laws need completion by the end of the year. A meeting will be coordinated to discuss these matters further.
4. **Nomination & Membership:** CDR Guerra reports she has had 29 requests for applications, 5 have returned them, 9 current voting members were interested in reapplying for HOAC membership, 1 has returned the form. Please return completed applications as soon as possible, the deadline is 11/1/08.
5. **Recruitment & Retention:** LCDR Candido Alicea reports he is trying to work on obtaining a list of officers of Hispanic descent from OCCO to include a letter introducing the officer to HOAC as a means for possible recruitment.
6. **Readiness:** CDR Perez does not have a report at present. He invites interested members to work with him: Joseph.L.Perez@uscg.mil.
7. **HOAC Coin Project:** CDR Reyes not present, no report.
8. **Hispanic Lecture Series:** LCDR Cliatt expressed that due to deployment matters, the event scheduled for 9/15/08 was cancelled. However, groups supporting this event offered to sponsor something later in November. Supporting organizations include: the American Heart Association; Nurses Associations, an Oncologist group; and representatives from Hispanic Health Alliance of Washington DC. The event would last an hour and a half. There continue to be three possible locations for this event:

- a. **NIH** - offers a free space with all the IT needs, however parking can be difficult, and security is an obstacle
- b. **FDA** - offers a free location & parking, IT needs, easier more direct access
- c. **Parklawn** -available for \$100, parking difficult and limited

The following decisions are needed and will be deferred to an e-mail process due to lack of a quorum:

1. To pursue this project
2. Selecting a location
3. Whether HOAC wishes to fund some refreshments during the event - drinks and snacks or catered food as had been done in the past with Baja Fresh

Of note, this subcommittee has not had enough members to help manage these tasks, when the leader, LCDR Cliatt was on deployment the event had to be cancelled.

IV. ANNOUNCEMENTS - will communicate via e-mail with voting members to take care of official HOAC matters needed

V. Next Meeting

- **NEXT MEETING December 11, 2008 12 noon EST.** Will be held bi-monthly on the second Thursday of the month, at SG Conference Room 18-59 at Parklawn Building or by teleconference.

VI. ADJOURN Meeting was adjourned at 1325 hours

Draft Minutes prepared by CDR Jeasmine Aizvera