

HISPANIC OFFICERS ADVISORY COMMITTEE

Minutes of the HOAC Meeting Held Via Teleconference

On
February 14, 2008
From 1200 to 1330 hours



Next Committee Meeting:
April 10, 2008
1200 to 1330 hours
Parklawn Building Surgeon General
Conference Room 18-59
5600 Fishers Lane, Rockville, Maryland
Teleconference Number 1-877-950-3162
Passcode 274202#, Leader code 229112

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
Present	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	MED
Present	CDR	Nichols	Nancy	IHS, Tuba City, AZ	HSO
Excused	CDR	Perez	Joseph	USCG, New London, CT	MED
Present	CDR	Renteria	Madelyn	HRSA, Rockville, MD	NUR
Present	LCDR	Alicea	Candido	NIH, FT Frederick, MD	SCI
Excused	LCDR	Lambert-Bernardo	Hilcia	HIS, FT Defiance, AZ	PHAR
Present	LCDR	Sanchez	Angel	CDC, Atlanta, GA	HSO
Present	LCDR	Valentin-Bon	Iris Enid	FDA, College Park, MD	HSO
Absent	LT	Arena	Ivonne	DIHS, Washington, DC	MED
Present	LT	Cala	Erik	DIHS, Chinle, AZ	THER
Present	LT	Faytong	Eduardo	USCG, Cape May, NJ	HSO
Present	LT	Fermin	Sonsy	HRSA, Rockville, MD	HSO
Present	LT	Otero	Israel	PSC, Rockville, MD	HSO
Absent	LT	Rivas Rivera	Angel	DIHS,	NUR
Present	LTJG	Casares	Rosalia	IHS	NUR
Advocates and General Membership					
Present	CAPT	Bolte	Margaret	FDA, Pembina, ND	HSO
Present	CAPT	Montoya	Evangelina	HRSA, Rockville, MD	NUR
Excused	CAPT	Cuzme	Jose	IHS, Rockville, MD	ENG
Absent	CDR	Alvarado-Ramy	Francisco	CDC, San Juan, PR	MED
Absent	CDR	Benitez-McCrary	Mercedes	CMS, Baltimore, MD	THER

Absent	CDR	Muniz	Jaime	Miami	
Present	CDR	Vantran	Alicia	USCG, Washington DC	MED
Present	LCDR	Irizarry	Milton	USCG, NJ	MED
Present	LCDR	Cliatt	Janet		
Absent	Civilian	Flach-Fulcher	Lisa	HRSA, Rockville, MD	MED
Absent	LT	Estevez	Carlos		
Absent	LCDR	Aponte	Boris	CDER, Silver Spring, MD	SCI
Absent	LCDR	Cruz	Miguel	CDC, Atlanta, GA	HSO
Absent	LT	Aguilar	Karina		

I. CALL TO ORDER

- **Welcome and Roll Call** The meeting was called to order by CAPT Aponte, HOAC Chair. The roll call was conducted by CDR Aizvera, Secretary, and the quorum was established. CAPT Aponte introduced the members of the 2008 HOAC Executive Committee.
- **Meeting Minutes for December 13th, 2007:** Minutes were reviewed and approved without revision.

II. 2008 Work Plan - CAPT Aponte introduced the workplan for the year by outlining the HOAC mission to provide advice and consultation to the Office of the Surgeon General and the Minority Officers Liaison Council (MOLC) on issues of concern to Hispanic Officers and Hispanic health, as such, we need to remain visible.

- A. Our Visibility:** CAPT Aponte shared how who we are and what we do as HOAC directly impacts recruitment and retention of Hispanic officers and their involvement in HOAC. Working towards this goal, the following was discussed:
1. **Hispanic Lecture Series:** Increase officer involvement in, growth, and promotion of the series
 2. **Hispanic Heritage Month:** Use the momentum from the Hispanic Lecture Series to celebrate Hispanic Heritage by placing posters, brochures, or other material throughout our agencies to raise awareness about Hispanic health issues and the role of HOAC in the USPHS. Maximum involvement by HOAC members would be crucial to this endeavor.
 3. **Brown Bag Educational Series:** Offer educational sessions during months when HOAC does not meet on topics of interest, highlighting the expertise and diverse skill sets of HOAC officers as presenters. Logistical issues for how to make this a remote process (teleconference) still need working out
 4. **Welcome New Officers:** Develop a system to send a welcome letter and invitation to join HOAC to all new officers - obtain a list of new officers who identify as Latino/Hispanic. This task was assigned to the Recruitment & Retention Subcommittee.
 5. **Mentorship:** Develop a process to mentor new or junior officers by matching them with HOAC officers, perhaps as an informal support to help with the transition of becoming a Commissioned Corps officer or moving to a new area.

- B. **HOAC Membership List:** the membership subcommittee chair, CAPT Bolte has provided an updated list for 2008, this subcommittee will maintain this list up to date throughout the year (see below in committee reports).
- C. **HOAC Scholarship Fund:** Discussed the vision held for many years that HOAC would be able to develop and sustain a scholarship fund to support a junior officer who can attend the annual COA conference and represent HOAC.
1. **HOAC Coin Project:** CAPT Montoya shared how this history inspired development of the COIN project and funds currently available could support this goal, however, sustainability of this fund needs further thought as do logistics like whether to fully or partially fund 1 or more officers; how to select the officer, and ensure agency approval.
 2. **Sustainability:** Discussed other ways to maintain sustainability of the scholarship fund, beyond sale of HOAC coins. LT Otero will follow up on information that the Nursing PAC has tackled similar issues successfully. CAPT Bolte & CAPT Montoya volunteered to lead & further clarify this process and nominated LT Otero to help as well.
- D. **HOAC Membership Dues:** HOAC Treasurer, LT Fermin will send information to HOAC about dues amounts and where to send them.
- E. **Education & Training Subcommittee:** LCDR Cliatt shared how putting together the lecture series has been an ad-hoc process that she has managed on her own, but would greatly welcome help from other officers. Considered combining the efforts of the Hispanic Lecture Series with the Brown Bag educational sessions under a new subcommittee that would function year round. LCDR Cliatt identified how assistance publicizing the various events has been needed, CAPT Aponte encouraged LCDR Cliatt to outline potential costs to determine if establishing and providing a budget would be helpful. CAPT Ortiz-Rios volunteered to assist in this subcommittee.
- F. **Welcome ASH Dr. Joxel Garcia:** CAPT Aponte discussed the opportunity to plan an activity to welcome our new ASH. The following officers volunteered to assist CAPT Aponte: CAPT Ortiz-Rios, CAPT Montoya, CDR Renteria, LT Fermin. CAPT Rupinta would also like to help but is in the midst of staff shortages and may be less available.
- G. **Charter & By-Laws:** Last revision done January 2006, should the Charter & By Laws subcommittee start working on a review and update in 2008 so that a new revision is ready for signature by January 2009? LCDR Irizarry, Chair of this subcommittee will inquire about this and lead the effort. CDR Aizvera made note that officers may review and print out a copy of the HOAC Charter & By Laws on the HOAC website:
http://www.oshoac.org/HOAC_Charter_Bylaws.pdf
- H. **Special Assignment Ribbon:** CAPT Aponte, CAPT Rupinta, CDR Alvarado-Ramy, & LCDR Cliatt were all honored with the SAR. CAPT Aponte urged HOAC members to track their participation in HOAC activities and start keeping a log toward earning the SAR. A tracking document will be provided as we approach the end of the year.

III. REPORTS

- **Vice-Chair:** No report presented
- **Treasurer:** LT Fermin previously stated information about membership dues will be forthcoming
- **Secretary:** No report presented
- **Communications, website:** LT Otero's report provided via CAPT Aponte who reported a migration is in process for HOAC's website to be in compliance with standards for all PHS websites.
- **MOLC:** Plans are under way for the MOLC Awards Breakfast at the COA Conference in June, speakers for the breakfast are sought. Suggestions can be made to LCDR Angel Sanchez.

IV. SUBCOMMITTEE REPORTS:

- **Awards:** LT Cala has publicized all nomination information for the Juan Carlos Finlay award through the various professional advisory committees throughout the USPHS. Members interested in nominating for this award can contact LT Cala by e-mail at erik.cala@ihs.gov.
- **Career and Professional Development:** CAPT Ortiz-Rios is the chair, this subcommittee is also in need of officers to join.
- **Charter and Bylaws:** LCDR Irizarry is the lead and will identify if there is a need to revise the charter and by-laws this year. LT Faytong would like to join this subcommittee.
- **Membership:** CAPT Bolte shared how this will be a busy year for the committee as the terms for 13 voting members will expire in 2008. Nominations for new members for 2009 will be requested later this year. Members are needed for this subcommittee.
- **Recruitment and Retention:** LCDR Alicea is the lead, members are needed.
- **Readiness:** CDR Alvarado-Ramy is the lead, additional members needed.
- **Ad Hoc Lecture Series:** LCDR Cliatt is the lead, previously discussed developing a new education & training subcommittee. Additional members needed.

V. ANNOUNCEMENTS

- **Subcommittees Need Members:** CAPT Aponte encouraged members to identify a subcommittee to join by **March 3, 2008**, this will allow time for subcommittees to meet and start working on the various goals identified prior to the next meeting.
- **NEXT MEETING April 10th, 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 around 1:30 P.M.

Draft Minutes prepared by CDR Jeasmine Aizvera and reviewed by CAPT Laura Aponte