

HISPANIC OFFICERS ADVISORY COMMITTEE
Minutes of the HOAC Meeting Held Via Teleconference On
February 12, 2009
From 1200 to 1330 hours



Next Committee Meeting:
April 9, 2009
1200 to 1330 hours
Parklawn Building Surgeon General
Conference Room 18-59
5600 Fishers Lane, Rockville, Maryland
Teleconference Number 1-888-560-9691 Pass code: 2248641

VOTING MEMBERSHIP

Attendance	Rank	Last Name	First Name	OPDIV	Category
Present	CAPT	Aponte	Laura	OS, Rockville, MD	HSO
Present	CAPT	Galindo	Carmen	BOP, Coleman, FL	PHAR
Present	CDR	Aizvera	Jeasmine	NIH, Rockville, MD	HSO
Absent	CDR	Cordero	Marisol	USCG, Cape May, NJ	DEN
Present	CDR	Guerra	Marta	CDC, Atlanta, GA	VET
Absent	CDR	Lopez	Armando	HRSA, W. Palm B., FL	MED
Present	CDR	Perez	Joseph	USCG, New London, CT	MED
Present	LCDR	Alicea	Candido	NIH, FT Frederick, MD	SCI
Absent	LCDR	Arena	Ivonne	DIHS, Washington, DC	MED
Present	LCDR	Cala	Erik	IHS, Chinle, AZ	THER
Present	LCDR	Fermin	Sonsy	HRSA, Rockville, MD	HSO
Present	LCDR	Molina	Daniel	HIS, Ada, OK	MED
Present	LCDR	Roman	Abelardo	DIHS, Miami, FL	NUR
Present	LCDR	Wanca	Martha	IHS, AZ	NUR
Present	LT	Aguilar	Karina	OS, NY, NY	HSO
Absent	LT	De Jesus	Frances	FDA, San Juan, PR	HSO
Present	LT	Estevez	Carlos	BOP, TX	THER
Present	LT	Faytong	Eduardo	USCG, Cape May, NJ	HSO
Absent	LTJG	Casares	Rosalia	IHS	NUR
Present	LTJG	Sandoval	Michelle	CDC, El Paso, TX	HSO

Advocates and General Membership

Present	CAPT	Rupinta	Catherine	HRSA, Rockville, MD	NUR
Present	CAPT	Cuzme	Jose	IHS, Rockville, MD	ENG
Present	CDR	Benitez-McCrary	Mercedes	CMS, Baltimore, MD	THER
Present	CDR	Mosley	Elvira	IHS, Phoenix, AZ	HSO
Present	LT	Ayala	Mollie	IHS, Phoenix, AZ	HSO
Present	LT	Rivero	Joseph		HSO
Present		Gomez	Marcia	Migrant Health Prog.	

I. CALL TO ORDER

- **Welcome and Roll Call** CDR Aizvera called the meeting to order at 1205 hours and roll call was completed. Fifteen 2009 Voting Members were present on the call. A quorum of was met.
- **Meeting Minutes for December 11, 2008:** LT Faytong made a motion for the approval of the minutes and CAPT Galindo seconded the motion. The minutes were approved unanimously.

II. ACTION ITEMS

- A. HOAC as MOLC Chair:** CAPT Aponte explained the role and responsibilities HOAC has this year for Chairing MOLC. Historically the role of MOLC Chair has been held by the Chair of the Advisory Committee in office during that year; however, the option of selecting a Voting Member from the Advisory Committee in office was identified. After reviewing the responsibilities of the office of MOLC Chair: calling to order and attending MOLC meetings, leading the organization of the of the 2009 USPHS Scientific Symposium MOLC Booth and Luncheon and reporting to the office of the SG MOLC relevant information, LCDR Wanca made a motion to separate the office of MOLC Chair from the office of HOAC Chair and LCDR Fermin seconded the motion. Following this discussion the floor was opened for MOLC Chair nominations and discussion. LCDR Alicea agreed to remain HOAC Representative to MOLC. Due to CAPT Aponte's prior experience with MOLC, LT Faytong motioned to nominate CAPT Aponte to be the 2009 MOLC Chair and CDR Guerra seconded the motion. NO other nominations for MOLC Chair were voiced and the motion was voted upon and passed unanimously by the membership present.
- B. 2009 USPHS Scientific Symposium & MOLC:** CAPT Aponte explained the responsibilities HOAC has to organize the MOLC Awards Luncheon at the 2009 USPHS Scientific Symposium. The event will be held in Atlanta, GA on June 1st. The membership was informed that an organizing committee made up of MOLC and HOAC member would have charge of this event. CDR Guerra, stationed in the Atlanta Area, will lead this Organizing Committee. CAPT Aponte explained that the Committee has the responsibility of selecting the Guest Speaker and Entertainment for the Luncheon.
CAPT Aponte also explained the responsibilities HOAC will have to set up the MOLC Information Booth at the 2009 USPHS Scientific Symposium.
- C. Review HOAC Subcommittees; Select Subcommittee Chairs:** CDR Aizvera reviewed the duties of each Subcommittee
 - a. Awards & Recognition:** This Subcommittee was identified as Urgent due to approaching deadlines of the Juan Carlos Finlay Award to be presented during the 2009 USPHS Scientific Symposium. The following were the duties identified for this Subcommittee:

- Solicit nominations for the JCFA announcement sent to all PAC's, placed in the CC Bulletin and as many forums as possible;
 - Select awardees, prepare letters, order award plaques in time for 2009 USPHS Scientific Symposium;
 - Develop certificates of appreciation to give at year's end to acknowledge efforts made by HOAC members (subcommittee chairs and others in consultation w the Chair);
 - Assists the Chair in preparation of the special assignment awards for outgoing members;
 - Provide a report by November 09.
- b. Career Development:** was tabled until once all Subcommittees were reviewed.
- c. Charter and Bylaws:** The following were the duties identified for this Subcommittee:
- Complete revision process ASAP - mirror and align standardized format used by MOLC;
 - Ensure committee practices are in line with charter & by laws;
 - Prepare the all member-approved changes in the HOAC Charter and submit to HOAC Chairperson to forward to the Surgeon General for final approval.
- d. Communication and Public Relations:** CDR Aizvera noted that LT Otero will continue to aid in the development of a HOAC Web-site. The following were the duties identified for this Subcommittee:
- Website development and maintenance;
 - Write articles for CC publications - e.g. Frontline, other print media;
 - Organize and gather photos and other items for the MOLC Booth for COF symposium;
 - Collaborates with other subcommittees in development of print or electronic media;
 - Report on accomplishments by November 09.
- e. Nomination and Membership:** The following were the duties identified for this Subcommittee:
- Start working to recruit new members for 2010 (work with Communications);
 - Prepare the membership packets & complete the process by 10/30/09;
 - Maintain current records of HOAC membership roster;
 - Report on accomplishments by November 09.
- f. Recruitment and Retention:** The following were the duties identified for this Subcommittee:
- Work with MOLC workgroup on minority recruitment and retention;
 - Develop recruitment material targeting universities with predominantly Hispanic populations or Hispanic student organizations within large universities;
 - Contact universities and provide materials to educate young professionals about PHS;
 - Identify recruitment opportunities and keep track of services provided;
 - Report on accomplishments by November 09.

g. Career Development: CDR Aizvera explained that the duties of this Subcommittee are performed through each Category PAC and that the work dedicated to disseminate information concerning Hispanics would be better served by the *Education and Outreach Subcommittee*. LTJG Sandoval made a motion to dissolve the Career Development Subcommittee and create the Education and Outreach Subcommittee and LCDR Roman seconded the motion.

h. Education and Outreach: The following were the duties identified for this Subcommittee:

- Work on Hispanic Heritage Month – identify possible activities to reach out to the Hispanic Community or to showcase the positive impact of PHS on Hispanic Health, or the accomplishments of HOAC members
- Opportunities at Health Fairs to educate the community
- Maintain list of involvements in these activities by HOAC members
- Provide guidance and support to all HOAC members in career development.
- Monitor issues and concerns in career development/advancement
- Report on accomplishments by November 09

i. Select Subcommittee Chairs: Members volunteered to form part of each subcommittee as follows:

Awards and Recognition Subcommittee, Chair: LCDR Martha Wanca

Members: CAPT Aponte, LCDR Cala

Charter and Bylaws Subcommittee, Chair: LT Eduardo Faytong

Members: CDR Aizvera, CDR Benitez-McCrary, LCDR Wanca

Communications and Public Relations Subcommittee, Chair: CDR Joseph Perez

Members: LCDR Fermin, LT Aguilar

Nomination and Membership, Chair: LCDR Daniel Molina

Members: CDR Guerra, LCDR Alicea, LCDR Fermin

Recruitment and Retention Subcommittee, Chair: LTJG Michelle Sandoval

Members: CAPT Cuzme, CAPT Galindo, CDR Mosley, LCDR Roman, LT Ayala

Education and Outreach, Chair: LT Carlos Estevez

CAPT Galindo, CAPT Rupinta

D. Special Assignment Ribbon (SAR): CDR Aizvera explained that Voting Members are eligible to receive the SAR upon completion of 30 days of active participation in HOAC duties. Officers must maintain a log of activities to be sent, along with a copy of the Appointment Letter to apply for the SAR.

III. . ANNOUNCEMENTS - CDR Aizvera informed the membership that the SG Conference Room at the Parklawn Bldg is available for the HOAC Bi-monthly Meetings

- **NEXT MEETING -04/09/2009**

Will be held the second Thursday on bi- monthly schedule at SG Conference Room 18-59 at Parklawn Building or via teleconference.
Teleconference Number: 1-888-560-9691
Pass code: 2248641.

VI. ADJOURN Meeting was adjourned at 1320 hours

Draft Minutes prepared by LCDR Erik M. Cala

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