



**Public Health - Professional Advisory Group
General Membership**



Meeting Minutes

Meeting Date: 08 October 2015
Meeting Time: 1300 – 1400 EDT
Meeting Facilitator: CDR Melanie Ross
Minutes Issued By: LCDR Margaret Caulk

Attendance

Rank	First	Last	PHPAG Membership Role	Attendance
CDR	Melanie	Ross	Chair	X
CDR	Maria	Benke	Senior Advisor	Excused
CDR	Adam	Tahiru	Awards	X
CDR	Matthew	Weinburke	Awards	X
CDR	Donna	Addison	Career Development	Excused
LCDR	Jessica	Andrade	Membership	Excused
LCDR	Sara	Azimi-Bolourian	Awards	X
CDR	Letia	Boseman	Policy	X
LCDR	Margaret	Caulk	Secretary	X
LCDR	Elizabeth	Garza	Generalist	X
LCDR	LaJeana	Hawkins	Chair-Elect	X
LCDR	Heidi	Hudson	Career Development	X
LCDR	Keisha	Johnson	Mentoring	Absent
LCDR	Jonathan	Kwan	Epidemiology	X
LCDR	Dina	Passman		Absent
LCDR	Jaclyn	Ruiz	Generalist	Absent
LCDR	Monique	Salter	Communications	X
LCDR	Niketta	Womack	Epidemiology	Absent
LCDR	Frankeena	Wright	Mentoring	Excused
LCDR	Christian	Bullock	Membership	X
LCDR	Elizabeth	Russell		Absent
LT	Stephanie	Briguglio	Global Health	X
LT	Jennifer	Clements	Health Promotion/Health Education	Excused

Call to Order

CDR Melanie Ross called the meeting to order at 1301 EDT.

Roll Call: Voting Members & Committee Chairs/Co-Chairs

LCDR Margaret Caulk

Minutes

No corrections. **Minutes approved by CDR Ross.**

General Membership Meeting

General Comments

CDR Ross discussed how far we have come from the initial stand-up of this group. She described the initial steps that occurred at stand-up as well the establishment of the first voting members. She congratulated the leadership and members on their activities so far and all the accomplishments via the PHPAG tracks.

Discussion from CDR Stacey Evans

CDR Evans was on the original group that encouraged the establishment of the PHPAG. Our group appears to be right on track with the pillars established by the Surgeon General and the HSPAC. She congratulated everyone on their accomplishments. She congratulated current and previous chairs on their efforts. It is impressive that the PAG has had so many successes with its diverse specialties of its members. This year the liaison role was established which could have made it more cumbersome, however, this group dealt with that quite well. There were no questions asked over the phone. She encouraged individuals to send questions as needed to sevans@hrsa.gov.

Awards – LCDR Sara Azimi-Bolourian

New/Ongoing items:

- The subcommittee is continuing with the review, updating, and editing of the PHPAG Excellence in Leadership and Junior Officer of the Year awards' nomination packages, companion documents, and the scoring criteria. This process will take a few months to complete.
- Various edits, suggestions, and recommendations were put forward by individual committee members, and are being forwarded to the committee's chair and Co-chairs for final reviews and possible final comments as the process moves forward.
- The next committee meeting will be held on November 12 at 12pm EST.
- The committee is rotating into a new secretary.

Accomplishments (since the last PHPAG General Membership meeting call):

- The revisions of the SOP have been completed. The Awards committee Co-Chairs ensured that the revised SOP is as transparent as possible to the HS-PAC Awards SOP, per the PHPAG chair's request. Suggestions/recommendations for updates, improvements shall be discussed as part of the process during the next monthly meeting. The revised SOP will be submitted to the PHPAG Chair next week.

Career Development – CDR Heidi Hudson

New/Ongoing items:

- The committee is completing Standard Operating Procedures for the Career Development Committee.
- The next Career Development Committee meeting will be on October 26, 2015 at 11am Eastern.

Accomplishments (since the last PHPAG General Membership meeting call):

- The Committee last met in August 2015.

- On September 22, the PHPAG Career Development Committee hosted a Promotions Webinar: Important tools for a successful promotion process. Presenters included CAPT Mary McCormick, DCCPR and CAPT Daisy Mitchell, CDC. The objectives of the webinar were for officers to learn: 1) Valuable tips to increase chances for promotion; 2) Examples of how to highlight impacts in the COER, ROS, and OS; and, 3) Insight into what the promotions board is looking for in the ROS and OS. We reached dial-in capacity and had 120 participants.

Communications – LCDR Monique Salter

New/Ongoing items:

- 2015 EOY Newsletter (HS PAC and PHPAG)
 - Article solicitation in progress. Due date 31OCT
- 0 coin sales since the last report
 - Coin Sale in PHPAG Anniversary Month (October)
- Website update & PHPAG Weekly Newsletter requests
 - 3 HSPAC website update
 - New links on PHPAG site (Newsletter and Resources)
 - Weekly HSPAC and PHPAG newsletter submissions
 - Please continue to submit website update requests especially if there are changes in rank
 - Meetings
 - Meet every first Monday of the month at 1000

Accomplishments (since the last PHPAG General Membership meeting call):

- None reported.

Financial Report – LCDR Monique Salter

- COA Ledger Balance: \$212.09

Membership – LCDR Christian Bullock

New/Ongoing items:

- The deadline for Voting Member, Chair-Elect, and Secretary Nominations is Friday, Oct 16th. We will review all application packets once the deadline is reached.
- The committee is beginning the process of getting this year's survey ready. We hope to have a draft to the executive committee by the end of the month.

Accomplishments (since the last PHPAG General Membership meeting call):

- None reported.

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- The next meeting is October 20 at 2:00pm EST.

Accomplishments (since the last PHPAG General Membership meeting call):

- None reported.

Public Health Tracks

Epidemiology (EpiC) – LCDR Jonathan Kwan

New/Ongoing items:

- EpiC is looking into the possibility of a fall Brown Bag on one of the SG priority areas, mental health.
- EpiC is looking into the possibility of a Brown Bag on USPHS deployments and cultural awareness presented by RedDOG staff.
- EpiC will begin sharing upcoming public health activities once a month with all PHPAG members via the weekly report.

Accomplishments (since the last PHPAG General Membership meeting call):

- EpiC has completed the revisions of its EpiC Roster that includes officer images and profiles. This will be shared with PHPAG leadership for next steps on how best to implement for PAG membership

Generalist – LCDR Elizabeth Garza

New or Ongoing Items:

- The committee continues to partnering with the Health Promotion Health Education Track to host the CPH 8 week study sessions. Thursdays at 1200 (EST) from September 3rd through October 22nd. There was a list serve created to assist those who are preparing for the CPH Exam this month: PHS-CPH-EXAM-L@LIST.NIH.GOV. Officers can also join MAX.gov for access to review slides and additional review materials: <https://community.max.gov/x/mLXNg>. We wish everyone who has signed up for this pilot CPH and those taking it that are not part of this pilot in October best of luck.
- The committee is in the planning phases of two fall-winter lunch and learns. One will be highlighting the role of the CDC Strategic National Stockpile from concept to reality. The 2nd will focus on Long Term Training and highlighting real-life stories of officers who have used the GI Bill as well as officers who have been able to have dependents take advantage of it.
- The committee continues to work on pulling together our collection of “Ebola PHS Stories” from HSOs that responded in a non-clinical assignment. We are looking at the best way to showcase this collection and will be posting the final report on our PHPAG website. LCDR Joseph Ralph and LCDR Elizabeth Garza are the leads for pulling this together.
- The committee continues to partner with the Mentoring Committee led by LCDR Wright on a mentoring/educational “National Prevention Strategy in Action” initiative. We are working with the Paul Public Charter School in D.C. to promote the National Prevention Strategy by offering engaging educational chats on health topics identified in the NPS that are also of interest to the students. The next topic we will be focusing on is

'bullying'. We are also looking at expanding our National Prevention Strategy activities by partnering with other PHS groups that are doing similar work in this area.

- The PHPAG PHS Athletics Group would like to encourage fellow PHPAG officers to join the SG's Fitness Team. We are planning to take part in the Army 10 Miler on October 11th. We'd also like to promote any PHS Athletics Events that other PHPAG members are participating in as well, so keep us posted!
- Join the Listserv at: PublicHealthServiceAthletics@gmail.com
- Check out the website: <http://www.publichealthserviceathletics.org>
 - PHPAG PHS Athletics Group is led by the Health Promotion/Education & Generalist of Public Health Tracks Chairs ([LCDR Elizabeth Garza](#) and [LT Tala Hooban](#) or [LT Tracy Tilghman](#)).
- The next meeting is Weds. October 28th from 1400-1500 EST. The committee is always looking for new self-motivated officers to join us! If you feel you work across multiple public health tracks/disciplines and are looking at advancing your public health career via an integrated interdisciplinary approach we'd love to have you as part of our team.

Accomplishments (since the last PHPAG General Membership meeting call):

- None reported

Global Health – LT Stephanie Briguglio

New or Ongoing Items:

- PEPFAR Web-Ex panel on Friday, October 16th from 1100-1200. The link has been distributed in the PHPAG Weekly Announcements and HSO Weekly Announcements.
- The committee is updating GHT mission and goals one-pager for the 2015-2016 operational year to include planned events and activities.
- The committee is finalizing the list of departments, agencies, and offices that participate in global health work
- The committee is looking for volunteers to address the GHT at their monthly meetings to talk about TDY experiences. Please contact Stephanie.briguglio@fda.hhs.gov if interested in briefing the group on your TDY. All briefings are informal and 5-10 minutes in length.
- The committee is co-hosting the PEPFAR panel with the Health Promotion and Health Education track.

Accomplishments (since the last PHPAG General Membership meeting call):

- LT Felicia Warren has been selected at 2015-2016 GHT co-chair. Congratulations, LT Warren! The GHT extends its greatest thanks to LCDR Tara Dondzila for her sustained leadership as co-chair of the GHT the past two years.
- The committee has finalized PEPFAR panelists, date, topics, and announcements. Announcement distributed.
- The next meeting is Friday, November 13th at 1200.

Health Promotion/Health Education – Reported by LCDR Margaret Caulk

New or Ongoing items:

- HPHE is co-leading the PEPFAR presentation on 10/16/15 with the Global Health track.
- HPHE is co-leading a PHS Athletics event on Veteran's Day with the Generalist track. Either a virtual 5k or 10k. Contact CDR Fields for more information.
- The October CHES CE resource is available in the PHPAG announcements.
- HPHE is submitting an abstract for HSO category day for a round table on our CHES CE resource development this year.
- HPHE has sent their 2015 end-of-year survey draft forward to the executive committee for review and input.

Accomplishments (since the last PHPAG General Membership meeting call):

- None reported.

Policy – LCDR Letia Boseman

New or Ongoing Items:

- The last committee meetings for the year is the 4th Tuesday in October and November from 2:30-3:30 PM.
- On Tuesday 3 November 2015, 12:00 PM - 01:00 PM, in partnership HSPAC, the PHPAG Policy Track committee will offer the “*Emergency Preparedness and Policies*” (CDC, Dr. Pam Allweiss) webinar, and later in the fall, the committee will offer the webinar, “*Understanding Medical and Public Health Policy within the Department of Homeland Security*, TBA.
- Additionally, during the fall the committee will update the Policy Resource Guide and add other policy resources to the PHPAG website.

Accomplishments (since the last PHPAG General Membership meeting call):

- None reported.

New Business

CDR Ross highly recommended that any individual interested in voting membership apply to the PAG. There are currently 5 applications for 9 voting member positions. Information can be found on the PHPAG website, including what is needed for application to the PAG.

Open Forum

Letter of appreciation were discussed. There are several levels. There are certificates of appreciation for general participation in events, letters of appreciation from the chairs, and finally letters of appreciation from the PHPAG chair and chair-elect. Please think about which level your volunteers should get and forward appropriate names to the PAG leadership.

LCDR Garza asked about presence at OBC. She asked if the PAG allowed to distribute information. CDR Ross stated that distribution is allowed. There is a binder that contains information about the PAG and to orient a new officer. Going forward the PHPAG will be doing a virtual binder.

CDR Lau discussed the AMSUS conference. AMSUS is in San Antonio, TX this year. They will be setting up a mock MMU like it was set up in Liberia. If you have questions, please contact CDR

Lau.

Meeting Adjourned

CDR Ross adjourned meeting at 1355 EST.