



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



Meeting Minutes

Meeting Date: 10 September 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	Excused
CDR	Donna	Addison	Career Development	X
LCDR	Jessica	Andrade	Membership	X
LCDR	Sara	Azimi-Bolourian	Awards	X
CDR	Letia	Boseman	Policy	X
LCDR	Margaret	Caulk	Secretary	X
LCDR	Elizabeth	Garza	Generalist	Excused
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	X
LCDR	Monique	Salter	Communications	X
LCDR	Niketta	Womack	Epidemiology	X
LCDR	Frankeena	Wright	Mentoring	X
LCDR	Christian	Bullock	Membership	X
LCDR	Elizabeth	Russell		Excused
LT	Stephanie	Briguglio	Global Health	X
LT	Jennifer	Clements	Health Promotion/Health Education	X

Call to Order

CDR Melanie Ross called the meeting to order at 1303 EDT.

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

LCDR Margaret Caulk

Minutes

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

General Membership Meeting

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.
- A plan for the next committee meeting is to go over the Standard Operating Procedures (SOPs) aimed at improving it. Suggestions/recommendations for updates, improvements shall be discussed as part of the process during the next monthly meetings.

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

- The Awards committee's most recent meeting took place on September 10, 2015.
- The subcommittee has continued with the review and editing of the PHPAG Excellence in Leadership and Junior Officer of the Year awards' nomination packages, companion documents, and the scoring criteria and the PHPAG Awards subcommittee SOP.
- 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.

Career Development – CDR Donna Addison

New/Ongoing items:

- The PHPAG Career Development Committee is working on their Standard Operating Procedure (SOP) – the purpose of the SOP is to document and archive the roles/responsibilities for each team within the committee so that subsequent committee members have a solid foundation with which to begin their work. The SOP is still under development and a draft will be ready for committee review by the end of September.
- **PHPAG Promotions Webinar: Important tools for a successful promotion process.**
Speakers: CAPT Mary McCormick, DCCPR Promotions Coordinator, will discuss important tips for promotion and writing for impact
CAPT Daisy Mitchell, CDC Deputy Director CDC Commissioned Corps Activity, will discuss the importance of writing a strong OS and ROS.
Date: Tuesday, September 22, 2015
Time: 1400PM -1500PM Eastern Standard Time
Webinar Link (join as a participant):
<https://webconf.cdc.gov/gwk5/SZ0TRMOG>
Join by phone
[\(404\) 553-8912 Atlanta](tel:(404)553-8912)
[\(855\) 348-8390 Toll Free](tel:(855)348-8390)
Conference ID: 2006383
- Next Career Development Committee meeting will be on Monday, September 28, 2015 at 11am Eastern

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

- PHPAG worked on CEU Resource Guide dissemination – the document provides links to learning and various websites where officers can obtain CEUs. The committee developed this guide in 2014, however, it had limited dissemination. In 2015, we set a

Secretary, were late in going out. Because of this delay, the new due date for Voting Membership applications is September 28, 2015 and October 1, 2015 for Chair-Elect and Secretary applications.

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

- N/A

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- The Peer-to-Peer networking Program has 54 officers matched, 17 officers are waiting to be matched.
- In October, we are partnering with the PHPAG Generalist Committee to conduct a presentation about bullying at Paul Public Charter School in Washington, DC.
- Our next meeting is October 20 @ 2:00pm. The conference line is 1-877-267-1577; Meeting Number: 996 429 809.

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

- Last month, we reached out to the June OBC graduates about the Peer to Peer program; we received one volunteer.

Public Health Tracks

Epidemiology (EpiC) – LCDR Jonathan Kwan

New/Ongoing items:

- Multiple EpiC members are involved with developing and reviewing revisions to the Field Medical Readiness Badge Epidemiology Module.
- EpiC members were encouraged to assist with instructing the Epidemiology portion of the Certified Public Health Exam Refresher Course that is being offered to Officers.
- EpiC is looking into the possibility of a fall Brown Bag on one of the SG priority areas, mental health.

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

- EpiC has increased its membership to 20 Officers.
- A few EpiC members gave short presentations on their Ebola deployment experiences at the monthly meeting. Please contact LCDR Jonathan Kwan if you would like to have one of these Officers speak at your committee/public health track meeting.

Generalist – LCDR Jaclyn Ruiz

New or Ongoing Items:

- The group is partnering with HP/HE Track to host the CPH 8 week study sessions. Thursdays at 1200 (EST) from September 3rd through October 22nd. Dial-in: (800) 988-0476 / Passcode: 6293734/ URL: https://hrsa.connectsolutions.com/cph_study_group/.

Members can also join MAX.gov for access to review slides and additional review materials: <https://community.max.gov/x/mLXNg>. A link to last week's recording is available: <https://hrsa.connectsolutions.com/p1jnk3refvj/>

- We are partnering 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'.
- 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!

To learn more about PHS Athletics...

- 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](#)).

- Our next meeting is Weds., September 16th from 1400-1500 EST. We are 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):

- We have reviewed all the responses we received for our request for "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.

Global Health – LT Stephanie Briguglio

New or Ongoing Items:

- PEPFAR Web-Ex panel on Friday, October 16th from 1100-1200. Link will be distributed in the near future
- Brainstorming ideas for projects in the 2015-2016 operational year

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

- Finalized PEPFAR panelists and organized a meeting with them to discuss topics for the panel.
- Next meeting is Friday, October 9th at 1200.

Health Promotion/Health Education – LT Jennifer Clements

New or Ongoing items:

- The September CHES CE table has been released via several listservs including the HS PAC CE listserv.
- The HPHE committee is hosting a brownbag with PEPFAR on 10/16/15 from 10:45am-1pm EST.
- The HPHE committee is brainstorming on HPHE end-of-year survey which will be used to guide HPHE's work in 2016.
- LT Clements is working with the Generalist Track to provide the logistical support for the 8 week CPH series.

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

- Submitted an abstract on resource development to SOPHE for their 2016 meeting.

Policy – LCDR Letia Boseman

New or Ongoing Items:

- The chair met with committee members in August to discuss upcoming projects. The next meetings are the 4th Tuesday in September, October, and November from 2:30-3:30 PM.
- The Policy 101 webinar was held on August 27, 2015 . Scott Miller, CDC Office of the Associated Director for Policy will conduct the presentation; approximately 30 officers participated.
 - In November (3 or 4), the Policy Track committee will offer the “*Emergency Preparedness and Policies*” (CDC, Dr. Pam Allweiss) webinar in collaboration with the HSPAC Career development team and the “*Understanding Medical and Public Health Policy within the Department of Homeland Security*” webinar, 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):

- N/A

New Business

- Margaret Caulk has been having issues with receiving emails sent from individuals at HRSA. If you have sent me an update in the last few days, please email Margaret at mvwhittaker@gmail.com.
- Meeting minutes will be sent via outlook for FINAL approval with the use of a voting button at the top of the message. Please vote approve or deny when this document is circulated.
- CDR Melanie Ross discussed the Surgeon General's Call to Action on Walking and Walkable Communities and the PHPAG Five Year Anniversary.
- The Call to Action is meant to encourage individuals to increase his/her level of physical fitness through walking. CDR Ross attended a meeting in Washington, D.C. on the initiation of this program. More information can be found via the Office of the Surgeon General website and its partnership with Pandora.
- CDR Ross discussed possible options for our anniversary month. The discussion

generated the following ideas:

- 5th Anniversary Social
- Invitation for first PAG chair to speak or inviting all the chairs to date for the PAG
- 5th Anniversary T-Shirt
- Stickers or magnets that looked like coins
- Collage and PowerPoint of PHPAG members at events
- Creation of a timeline for successes and projects completed over the years
- Creation of a document to highlight the accomplishments over the past 5 years
 - sub-committees and tracks
 - panel discussions
 - documents
- CDR Lau discussed the Nov 30 – Dec. 4th AMSUS conference in San Antonio, TX.
- Joint Humanitarian Response class is offered at AMSUS and is free for full-paying participants.

Open Forum

N/A

Meeting Adjourned

CDR Ross adjourned meeting at 1355 EST.