



Public Health - Professional Advisory Group
General Membership



Meeting Minutes

Meeting Date: 9 July 2015
Meeting Time: 1300 – 1400 EDT
Meeting Facilitator: CDR Christye Brown
Minutes Issued By: LT Jennifer Clements

Attendance

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

Call to Order

CDR Christye Brown called the meeting to order at 1308 EDT.

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

LT Jennifer Clements

Minutes

LT Jennifer Clements motions to accept minutes. LT Stephanie Briguglio seconds. **Minutes approved.**

General Membership Meeting

Awards – CDR Matthew Weinburke and CDR Adam Tahiru

New/Ongoing items:

- The subcommittee is reviewing, updating, and editing the PHPAG Excellence in Leadership and Junior Officer of the Year awards' nomination packages and the scoring criteria. This process will take a few months to complete.
- The subcommittee is reviewing and updating the SOP accordingly and to ensure consistency with both awards.

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

- The subcommittee has been reviewing, updating, and editing the PHPAG Excellence in Leadership and Junior Officer of the Year awards' nomination packages and the scoring criteria and the PHPAG Awards subcommittee SOP.

Career Development – CDR Donna Addison and LCDR Heidi Hudson

New/Ongoing items:

The following priority CY15 activities are progressing:

- Webinar on Promotion Preparation scheduled for Wednesday, August 26th at 1pm Eastern. Co-Leads: CDR Lofton, LCDR LaShonda Roberson, LCDR Adriane Niare
- Resource Guide Development and Dissemination: Leads: CDR Michael Ahmadi, CDR Elaine Bond; LT Charlotte Kabore
 - We have developed a promotional PowerPoint slide to disseminate throughout the HSO category to advertise the CEU Resource Guide, developed in 2014. It is under review within the team. We are working with the PHPAG HPHE Track to coordinate/leverage career development resource guides created by the two committees. We have also communicated with CDR Kimberly McIntosh-Little regarding disseminating the CEU resource guide on the HPPAC Facebook page and the HSPAC website. The team is working to generate a link to the guide for ease in dissemination.
- The committee has developed a draft Standard Operation Procedure (SOP). Lead: LCDR Heidi Hudson
- The committee has also developed a Standard Evaluation Tool for Webinars and Brown Bags. This tool will allow us to track participation, assess if the webinar meets its stated objectives, and also to facilitate planning for future webinars. Lead: CDR Donna Addison
- Next Career Development Committee meeting will be on July 27, 2015 at 11am Eastern.

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

- No updates

Communications – LCDR Monique Salter

New/Ongoing items:

2015 EOY Newsletter

- Article solicitation will begin the last week of September
- Website update & PHPAG Weekly Newsletter requests

Meetings

- Meet every first Monday of the month at 1000
- Financial Report
- No updates

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

Coins

- Zero coin sales since the last report
- Plans for Coin Sale in PHPAG Anniversary Month (October)

Financial Report – LCDR Monique Salter

- No updates.

Membership – LCDR Christian Bullock

New/Ongoing items:

- We are preparing the call for nominations for Voting Members, Chair-Elect, and Secretary.
- We will be requesting four volunteers to assist in Voting Member application review.

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

- No updates.

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- The July meeting was cancelled due to summer vacations.
- No further updates.

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

- No updates.

Public Health Tracks

Epidemiology (EpiC) – LCDR Niketta Womack

New/Ongoing items:

- EpiC is exploring ideas for the next brown bag, and will likely focus on the Surgeon General's priority areas (e.g., mental health, obesity, and violence).
- EpiC will start sharing epi-related events and conferences with PHPAG monthly for inclusion in the weekly email

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

- EpiC recruited a new member as a direct result of having a roundtable at the 2015 COF HSO Category Day.

Generalist – LCDR Jaclyn Ruiz

New or Ongoing Items:

- Our second “lunch and learn” presentation will be in collaboration with the Health Promotion/Health Education track and will focus on “Certifications for the MPH Generalist”. Presentation is tentatively scheduled for August 4th from noon-1pm EST. Speakers will include a representative from each organization that issues the CPH and CHES/MCHES as well as Officers that have the certification (LCDR Sam Price, CPH and LT Jennifer Clements, MCHES). For more information please contact LCDR Garza (egarza@cdc.gov) or LT Jennifer Clements (JClements@hrsa.gov).
- 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’.

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](#)).
- Due to the conflicting summer month scheduling of the chair and co-chair, we have had to reschedule our meetings quite a few times so we are currently not abiding by the normal 3rd Wednesday of each month. Our next meeting is tentatively Weds, August 5th from 1400-1500 EST. We realize the meeting conflicts with the HP/HE Track meeting and spoke with LT Clements. HPHE is cancelling their August meeting and having the lunch and learn in lieu of a meeting. 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 had our first “lunch and learn” presentation on June 23rd. CAPT Morfit presented on June 23rd. His presentation is titled “Over 20 years as a Generalist: Perspectives from a Career Officer”. We had 91 lines being accessed during the call. Please use the following link to access the recording of the presentation: <http://fccdl.in/2LStM5hCG>
- We received a great response on the request for “Ebola PHS Stories” from HSOs that responded in a non-clinical assignment. We are looking at different options for publication. LCDR Joseph Ralph and LCDR Elizabeth Garza will be working on the development of this article.

Global Health – LT Stephanie Briguglio

New or Ongoing Items:

- TDY de-briefings will take place during our monthly meetings in response to a suggestion from a track member. This is an ongoing effort and we welcome suggestions for guest speakers at our meetings.
- GHT Mentoring Program: The GHT is in the early stages of developing a plan to capitalize on GHT members' expertise and areas of global work by formulating a mentor program.
- Agencies and offices performing global health work: List of offices in departments/agencies that take part in global health work and may have global health career opportunities. The internal track review has been completed and a distribution plan is being formulated.
- Partnering with Health Promotion Health Education track on a presentation in fall 2015 on PEPFAR (President's Emergency Plan for AIDS Relief). Actively recruiting panelists. One panelist confirmed.
- Presentation planned for late 2015 on the proposal being developed by HHS for a Global Health Career Track for all of HHS. Speaker confirmed. Date TBD.

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

- Offices with Global Health Assignments document has been reviewed and is ready for distribution.
Update: LCDRs Jay Wong and Damon Smith have completed their review and added additional offices. Thank you both for your hard work!
- Working on a way to capture global health experiences among track members for a possible mentoring program.
- The next Global Health Track meetings are Friday, July 10 and Friday, August 14 at noon EST.

Health Promotion/Health Education – LT Jennifer Clements

New or Ongoing items:

- Developing SOPHE abstract for 2016 annual meeting highlighting how to create a free/low cost CE guide, networking through professional networks, and ideas for brown bags that are relevant to health educators.
- CHES/CEU Opportunities sub-committee: Co-Chairs of sub-committee: CDR Karen Beckham and LT Janesia Simmons
 - Monthly resource handout was published in the June and July announcements.
 - May monthly resource handout is on the HS PAC website.
- PHS Athletics: Chair CDR Marivic Fields
 - Finalizing the PHS Athletics Communication Plan

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

- July 1st – hosted the brownbag How Resilient Are you? Understanding Your Own Resiliency, presented by CDR Marivic Fields and LT Janesia Simmons. We had 12 officers attend the brownbag.

- The recording of the brownbag is available. Here's the link:
<https://hrsa.connectsolutions.com/p1jaslskj3c/>
- June 1st and July 1st -June and July Free or Low Cost CHES/CEU Opportunities was sent out via PHPAG announcements (included for entire month) and HPHE listserv

Policy – LCDR Elizabeth Russell

New or Ongoing Items:

- The chair convened 1:1 meetings with committee in May and June; the next meeting is the 4th in July from 2:30-3:30 PM.
- The Policy 101 webinar is August 27, 2015. Scott Miller, CDC Office of the Associated Director for Policy will conduct the presentation. More detail will be available soon.
 - Later in the summer and in the fall, the Policy Track committee will offer the *“Emergency Preparedness and Policies”* (CDC, Dr. Pam Allweiss) and a *“Understanding Medical and Public Health Policy within the Department of Homeland Security webinars.*
- On August 5, 2015, the committee chair will present on the HSPAC Career *“Unique Career Opportunities for HSOs”* discussion call.

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

- No updates.

New Business

N/A

Open Forum

N/A

Meeting Adjourned

CDR Brown adjourned meeting at 1:33pm EST.