



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



Meeting Minutes

Meeting Date: 15 January 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	Absent
CDR	Matthew	Weinburke	Awards	X
CDR	Donna	Addison	Career Development	X
LCDR	Jessica	Andrade	Membership	X
LCDR	Sara	Azimi-Bolourian	Awards	X
LCDR	Letia	Boseman	Policy	Excused
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	Excused
LCDR	Dina	Passman		Excused
LCDR	Jaclyn	Ruiz	Generalist	Absent
LCDR	Monique	Salter	Communications	X
LCDR	Niketta	Womack	Epidemiology	X
LCDR	Frankeena	Wright	Mentoring	X
LT	Christian	Bullock	Membership	X
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. CDR Ross mentioned the possibility of changing the time and date depending on the HSPAC meetings.

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

LCDR Margaret Caulk

Minutes

A correction was made in the awards section under accomplishments. The verb tense was changed from “review” to “reviewed”. Correction noted. Under HPHE Report, the co-chair’s, CDR Marivic Fields, last name was left off. Correction is noted. Communication and Membership Sub-committees, and the Generalist Public Health Track reports should be noted as “no report given”.

General Membership Meeting

Awards – LCDR Azimi Boularian

New or ongoing items that the committee is working on:

- New Award: The nomination package for the PHPAG Junior Officer of the Year Award has been finalized.
- The call for nominations announcement for both PHPAG awards will be sent to the listserv next week. Self-nomination is accepted for the Junior Officer of the Year award.
- Our next committee meeting is scheduled for Thursday, January 22nd at 12:00 pm.

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

- Save the date announcement for both awards has been posted to the website in December.
- Our first 2015 subcommittee meeting was held on today January 8. We reviewed both awards' nomination packages. After the final changes are made, the packages are ready to be sent out along with the call for nomination announcements. Deadline for nominations submission is March 2, 2015. We should be able to submit the awardee's information to the PHPAG Chair and Co-Chair by the middle of March.
- CDR Weinburke and LCDR Azimi-Boularian were approved as presenters at the 2015 COF Symposium HSO Category Day. The session/presentation is titled: **Creating, Implementing, and Sustaining the Public Health Professional Advisory Group (PHPAG) Professional Awards.**

Career Development – CDR Donna Addison

New or ongoing items that the committee is working on

- We will have our first meeting of 2015 on 1/26/15 at 11 am. During the first committee call, we will brainstorm on 2015 activities, including continuing the standing activities such as Coaching on Demand and the annual promotions webinar. Also, during our first call, we will discuss developing a Standard Operating Procedure (SOP) for our committee
- We are soliciting new volunteers. Interested officers should contact CDR Donna Addison at dnp7@cdc.gov and LCDR Heidi Hudson at cvv2@cdc.gov
- Our standing meetings for 2015 will occur on the 4th Monday of each month at 11am ET.

Accomplishments:

- The committee chair and co-chair met on January 12th to discuss the committee leadership and operations structure for 2015.

Communications – LCDR Monique Salter

New or ongoing items that the committee is working on:

- The website coin page has been developed and will be sent for approval and posting.
- Three requests were submitted in December and one request was sent in January. It was requested that groups continue to submit website update requests, especially if there are changes in rank.
- Meetings occur the first Monday of the month at 10 am.
- CDR Ross stated that the PHPAG Communications announcements will resume. All chairs should email the submissions to the link at the bottom of the weekly announcements sent out from the committee. The deadline for the Friday announcement is COB Tuesday. Submissions will be reviewed when in the draft format of the announcement. Leadership does not need to be copied on this.

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

- The 2014 End of Year newsletter was sent out on January 12, 2015.

Financial Report:

- I. Coin sales
 - o 0 have been sold since December

- II. PH PAG Account ledger

Public Health Professional Advisory Group COA Account				
Date mailed	Date received	Description	Amount	Balance
-	11-Dec-13	Deposit from VMs for coins	\$1,056.25	\$1,056.25
-	12-Dec-13	Payment to D&R for coins	-\$1,056.25	\$0.00
-	-	Officer Donation	\$75.00	\$75.00
-	-	Officer Donation	\$81.25	\$156.25
13-Jun-14	15-Jun-14	Deposit. Coin Sales	\$240.00	\$396.25
N/A	26-Jun-14	Final Payment to D&R for coins	-\$233.75	\$162.50
N/A	26-Jun-14	Reimburse Katrina Sloan for PHPAG Plaque	-\$84.33	\$78.17
11-AUG-14	14-AUG-14	Deposit Coin Sales	\$60.00	\$138.17
11-AUG-14	14-AUG-14	Shipping	\$2.00	\$140.17
7-SEP-14	16-SEP-14	Deposit Coin Sales	\$10.00	\$150.17
7-SEP-14	16-SEP-14	Shipping	\$2.00	\$152.17
1-OCT-14		Deposit Coin Sales	\$30.00	Not posted
1-OCT-14		Shipping	\$2.00	Not posted
11-NOV-14		Deposit Coin Sales	\$50.00	Not posted
11-NOV-14		Shipping	\$2.00	Not posted
Total			\$152.17	\$152.17

updated 1/8/2015

Membership – LT Christian Bullock

New/Ongoing items:

- The group is currently collecting the results of the membership survey and will submit a report on the survey results to the Executive Committee by 21 Jan 2015. Additionally, we will submit a report on the HPHE Survey results.

- The membership committee will be working on compiling an updated PHPAG roster in the coming months.

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- Planning meetings will start on January 29, 2015.

Public Health Tracks

Epidemiology (EpiC) – LCDR Niketta Womack

New/Ongoing items:

- EpiC is working to have a brown bag for the first or second quarter of this year. Topics of potential interest include MERs, Epidemiological Roles and Duties During Deployments, and Ebola.
- EpiC is working to reassign member Officer's liaison roles and identify whether there is a need to liaison with other PAGs/PACs.
- EpiC currently provides its members a monthly list of upcoming epidemiology and public health related events. This information can also be sent to the Communications Committee to be posted in a weekly PHPAG report if PHPAG leadership would like. Please advise.
- Meetings occur on the last Thursday of each month. The next meeting is on January 29, 2015 at 1100 EST.

Accomplishments:

- EpiC received approval to host a roundtable discussion at the COF HSO Category Day event. The approved submitted abstract is below.
 - The Roles and Responsibilities of HSO Epidemiologists during Deployments and Other Emergency Response Activities
 - Understand the mission and purpose of PHPAG's Epidemiology Collaboration (EpiC) subgroup
 - Identify epidemiological practices and professional experience of officers within the HSO category and their respective agencies
 - Understand the application of Epidemiology during emergency response activities and PHS deployments
 - Abstract:
The Public Health PAG's Epidemiology Collaboration (EpiC) subgroup provides Health Service Officers resources, guidance and support in the field of epidemiology. During the most recent deployments, members of EpiC have supported PHS and agency initiatives in responding to public health emergencies and disasters. HSOs working in the field of epidemiology participated in the PHS and agency responses to UAC, Ebola, and MERS. Officers will share their roles and responsibilities during the response to show how epidemiology can be applied in a wide variety of settings.

Generalist – LCDR Elizabeth Garza

New or Ongoing Items:

- Both the Generalist Chair and Co-Chairs have partnered with the Global Health Track Chair to submit a Roundtable for the HS-PAC Category Day. We were just notified this week that our abstract “**Non-Clinical Deployment Roles: Domestic to International**” was accepted. We will leverage this opportunity to talk about the PHPAG and the tracks that we lead as a resource for interested officers. We are currently working on some additional requests for information related to this abstract that are due to the HS-PAC by Jan 23rd.
- For 2015, one of our new initiatives we wanted to take a more active role in is the PHS Athletics/SG’s Fitness Team. We saw that the HP/HE Track was also interested in this area, so we have reached out to partner with them to gain even further momentum for this. Each track will help lead/promote one event in 2015. For the Generalist Track our event we will rally behind is the May 9th Susan G. Komen Race for the Cure 5K in Washington D.C. We have reached out the leads for the PHS Athletics Initiative this month and will be discussing our interest with them in the next week.
- LCDR Wright will continue her leadership with our “National Prevention Strategy in Action” initiative. We are working with D.C. public charter schools to promote the National Prevention Strategy by offering engaging educational chats on topics of interest.
- Our next meeting is Weds. January 21st from 1400-1500 EST. We are always looking for new enthusiastic officers to join us!

Accomplishments:

- LCDR Garza & LCDR Ruiz were able to meet and review responses to an internal survey we sent out to our members asking for feedback on what they found valuable and what new ideas have for 2015. We are using that feedback for our 2015 plans and will follow-up with those officers who expressed interest in specific initiatives.
- In December, LCDR Wright & LCDR Garza presented on “infectious disease: ebola and flu” to a DC Public Charter middle school during their Town Hall. It was a great opportunity to have a discussion a disease that is getting a lot of media attention and the students had a lot of questions.

Global Health – LT Stephanie Briguglio

New or Ongoing Items:

- Forming a brainstorming committee to elicit creative ideas for GHT activities. The committee will strive to think outside the box in coming up with activities to engage and educate PHS officers on global health issues and opportunities.
- Finalizing list of offices in agencies that take part in global health work.
- Next meeting is Friday, February 13, 2015 at noon EST

Accomplishments:

- Global Health Security Agenda (GHSA) talk – CAPT Michael Schmoyer (Office of Global Health, DHHS) and CDR Guillermo Aviles-Mendoza (ASPR) delivered a webinar on the DHHS GHSA on 09 January 2015. It was remotely attended by at least 80 participants.
- Accepted for a Round Table presentation at the COF symposium.

Health Promotion/Health Education – LT Jennifer Clements

New or Ongoing items:

- HPHE laid out their objectives for 2015
 - Provide outreach and education to HPHE and other members of PHPAG and HSO about HPHE’s overall goals and significance to Corp’s mission.
 - Provide quarterly health education/health promotion trainings to HSO officers and solicit ongoing input for relevant topics that will meet the needs of HSO officers.
 - Increase CE/CEU opportunities for health educators/HSO officers.
- HPHE plans to:
 - Follow-up with officers from HPHE survey to add them to listserv and have them volunteer for sub-committees, PHS Athletics, CHES/CEU opportunities.
 - Run training on healthy eating, menu planning, reading labels informative training
 - Collaborate on global health training, due to a strong interest in global maternal/child health promotion.
 - Meetings occur the first Wednesday of the month, 1400 -1500 EST. The first meeting is 4 February at 1400 EST.
 - Utilize the results of the HPHE survey to inform the topics of 2015 trainings/presentations
 - Increase CE/CEU opportunities for health educators/HSO officers.
 - Susan G. Komen 5k/walk with Generalist track in Washington D.C.-PHS Athletics Event
 - Offer officer resiliency presentation by CDR Fields
 - Plan obesity prevention presentation

Policy – LCDR Elizabeth Russell

New Business

- CDR Ross shared the priorities for 2015. Priorities include: professional development, gaps in development opportunities, serving in a formal or informal mentoring roll, comprehensive evaluation of the PHPAG, event planning, etc.
- CDR Addison asked about the evaluation of the gaps in professional development of the PHPAG and if it could be part of the Career Development committee or whether it would be on the large PAG level. CDR Ross encouraged cross-committee and cross-track activities, when available to address PAG needs.
- The call-in information will remain the same for all the 2015 conference calls. Unless otherwise noted, the meetings will occur the second Thursday.

- CDR Weinburke congratulated everyone approved for abstracts at the COF Symposium. CDR Weinburke will be speaking about the PHPAG awards process.
- CDR Clements stated that HPHE would be willing to assist with the survey for the PHPAG status as well.
- If you did not include the meeting dates and times of the next committee meetings, please include these in your committee reports.

Meeting Adjourned

CDR Ross adjourned meeting at 1350 EDT