



Public Health - Professional Advisory Group General Membership



Meeting Minutes

Meeting Date: 13 November 2014
Meeting Time: 1300-1400 EDT
Meeting Facilitator: CDR Christye Brown
Minutes Issued By: CDR Leslie Hausman

Voting Members

Rank	First	Last	PHPAG Membership Role	Attendance
CDR	Christye	Brown	Chair	X
CDR	Melanie	Ross	Chair - Elect	X
CDR	Leslie	Hausman	Executive Secretary	X
CDR	Tiffany	Edmonds	Senior Advisor	X
CDR	Letia	Boseman	Chair - Policy	X
CDR	Idongesit	Essiet-Gibson	Voting Member	Absent
LCDR	LaJeana	Hawkins	Chair - Career Development	X
CDR	Donna	Philips	Co-Chair - Career Development	Absent
CDR	Matthew	Weinburke	Chair - Awards	X
LCDR	Sara	Azimi-Bolourian	Co-Chair - Awards	Excused
LCDR	Elizabeth	Garza	Chair - Generalist/Global Health	X
LCDR	Keisha	Johnson	Chair - Mentoring	Excused
LCDR	Nisha	Oatman Antoine	Chair - Communications	Excused
LCDR	Dina	Passman	Chair - EpiC	Absent
LCDR	Andrea	Peay	Chair - Membership	X
LCDR	Monique	Salter	Co-Chair - Communications	X
LCDR	Paula	Washington	Voting Member	Absent
LCDR	Margaret	Whittaker-Caulk	Chair - Health Promotion	X
LT	Christian	Bullock	Co-Chair - Membership	X

Acting Chairs/Co-Chairs

Rank	First	Last	PHPAG Committee Role	Attendance
LCDR	Johnni	Daniel	Co-chair - Communications	X
LCDR	Jonathan	Kwan	Acting Chair - EpiC	X
LT	Stephanie	Briguglio	Acting Chair - Global Health	X

Call to Order

CDR Christye Brown called the meeting to order at 1303 EDT

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

CDR Leslie Hausman

Old Business

Voting membership approved October General Membership Meeting Minutes.

Committee Reports

Awards

Reported by: CDR Matthew Weinburke

New or ongoing items that the committee is working on

- New Award: The PHPAG Junior Officer of the Year Award has been approved and the work on developing the nomination package is ongoing.
- Our target date to complete the nomination package for the new award is Dec 16, 2014.
- Save the date announcement for both awards will be sent out next week.
- Our next committee meeting is scheduled for Thursday November 20th at 12:00pm.

Accomplishments (since the last PHPAG General Membership meeting call)

- Our last subcommittee meeting was held on October 2nd. We finalized the changes to the nomination questions, scoring criteria and companion document for the current award (Excellence in Leadership Award) and our team members were assigned to different groups to develop nomination questions, and scoring sheet for the new award. The SOP will be updated based on the newly developed information.

Career Development

Reported by: LCDR LaJearna Hawkins

Accomplishments

- The CEU resource guide was posted in the weekly announcements. This CEU Resource Guide includes variety of websites where officers can obtain CEUs and most of the resources in the guide are FREE. Thank you to LT Kabore and LT Anderson for working hard on this project!

Communications

Reported by: LCDR Johnni Daniels

New or ongoing items that the committee is working on

- The Communications committee is currently working on the 1st draft of the end-of-the-year newsletter. We are highlighting the many activities and accomplishments of the PAG for the year.
- Most Committee chairs should have received an email from LCDR Antoine requesting articles that include the mission and highlighting the accomplishments of the subcommittees for the year. These were due Friday, Nov 10th. We still have a few outstanding. Please get those to us as soon as possible.
- We need photos of officers in action for the newsletter. Whether it's pictures of you presenting at the symposium, responding to an outbreak, or any PAG activities. With the photos provide a caption that includes Officer's name and rank with a short sentence explaining what they're doing.
- We want to have 1st draft completed by end of next week so please submit articles and pictures.
- LCDR Salter Submitted Financial Report (please see page 6).

Membership

Reported by: LT Andrea Peay

New or ongoing items that the committee is working on

- At the last membership meeting, we performed an evaluation of the voting membership selection process. Although we have scoring criteria to help standardize the selection process for the voting members, we found that there can be some scoring variability among the scorers.
- We think that in the future if we can have more voting members participate in the selection process; this will help decrease that variability.
- In the near future, we would like to discuss ways to increase voting member participation in the applicant review process with the executive committee.
- Finally, we also discussed the last membership survey results and are looking to see if we need to modify the survey. In particular we are trying to determine if the current questions provide enough information about the concerns of the members or if we need to change some questions to get a better representation of the members' feelings.
- We would also like to discuss this with the executive committee in the near future.

Accomplishments

- We have concluded the Voting membership process, Chair-elect and Secretary selection process, resulting in 9 new voting members and a new Chair-elect and Secretary for the upcoming terms. We would like to thank LCDR Azimi-Bolourian for her help in the selection of the voting members.

Mentoring

Reported by: LCDR LaJeana Hawkins

New or ongoing items that the committee is working on

- The Mentoring Chair has provided edits to the draft welcome letter for new OBC officers that can be distributed at OBC re: the Peer –to- Peer Networking program. The letter is being circulate for one last comment period to both the Mentoring and Membership committee with a final due date of Monday, 11/17/14 for additional comments. We hope to have a final draft to the PHPAG Chair by 11/21.
- Membership committee members: LCDR Andrea Peay- Apeay@bop.gov, Christian Bullock CBullock@hrsa.gov, Jennifer Pieters Jennifer.Pieters@cms.hhs.gov
- Networking Survey/Report-idea to increase response rate- link to a certificate officers can download. Committee will start on this after completion of OBC letter.
- Next meeting is November 21st at 10am.

Accomplishments (since the last PHPAG General Membership meeting call)

- Status of the Peer-to-Peer networking Program
 - 44 officers have been matched [CDR (6), LCDR (18), LT (20)]
 - 28 officers awaiting to be matched [CDR (4), LCDR (14), LT (9), LTJG (1)]
 - Applications received [December 2013 (2), January 2014 (3), March (1), April (2), May and June (none), July (2), August (1), September (3), October (2)]
 - Created a flyer for distribution at COA about the Peer-to-Peer Networking program which was distributed in North Carolina at COA and approved by the HSPAC and PHPAG leadership.
 - Committee decided to offer officers option of matching in groups of 3 to decrease the waitlist.

Public Health Track Committee Reports

Epidemiology (EpiC)

Reported by: LCDR Jonathan Kwan

New or ongoing items that the committee is working on

- Epic is postponing its brown bag on MERs to next year. Many of the EpiC Officers who are organizing the brown bag and the scheduled speakers are being deployed for various agency level and USPHS missions over the next few months, including the Ebola response.
- EpiC leadership is currently accepting nominations for the EpiC Co-Chair and Secretary positions for 2015.
- The November and December 2014 EpiC meetings are being combined and are now rescheduled to December 11, 2014.

Accomplishments

- Submitted EpiC's list of 2014 accomplishments to PHPAG Communications Subcommittee.
- Submitted to PHPAG leadership the PHPAG award certificates for EpiC members.
- EpiC has developed a document that captures EpiC member's pictures along with a brief profile, such as OPDIV, location, job title, hobby, etc, thus putting a face to a name on the tcons.

Generalist

Reported by: LCDR Elizabeth Garza

New or ongoing items that the committee is working on

- We are reviewing the responses to an internal survey we sent out to our members to obtain some feedback on what they have found valuable and any new ideas they have to assist in assessing where we are and what we can plan for in the future. The Generalist Co-Chairs will be discussing the feedback and how we'll shape 2015 with the input received.
- Our last meeting of the calendar year is Wednesday, November 19th from 1400-1500 EST. We are always looking for new enthusiastic officers to join us!

Accomplishments

- We held our "Success Stories: Project Officer Lessons Learned Panel" presentation on Tuesday, November 4th. Our panelists provided great recommendations and guidance on being a project officer from their respective agency experiences. Participants were actively engaged in discussion during the Q & A time. We are looking into the possibility of posting the recording on the PHPAG site as well as including the link to the recording in our PHPAG weekly distribution email.
- We submitted our PHPAG Generalist end of the year newsletter article.

Global Health

Reported by: LT Stephanie Briguglio

New or ongoing items that the committee is working on

- Global Health Security Agenda (GHSA) talk – Currently recruiting speakers to discuss the GHSA: what it is, its status, and what to expect in the future

Accomplishments

- Global Health Track Fall Panel titled, “How to position yourself for global health work – Hear how these HSOs have been successful!” occurred Friday, 10 October and included remarks from four panelists: CAPT Nicole Smith (CDC), CDR Jon Woody (FDA), LCDR Alexis Beyer (HRSA), and LCDR Elizabeth Russell (ACF). The panel webinar was viewed by between 80 to 100 attendees.
- LT Laura Vonnahme, CDC, gave a presentation on her CDC deployment to Sierra Leone as part of the Ebola response mission. This was an internal presentation for the Global Health Track members and there were approximately 10 attendees.

Health Promotion/Health Education (HPHE)

Reported by: LCDR Margaret Whittaker-Caulk

New or ongoing items that the committee is working on

- The Surgeon General’s Smoking Cessation Report Presentation will occur on Thursday, November 12 from 2-3 pm, immediately after the PHPAG General call. Adobe Link and call-in number have been in past PHPAG announcements and HSPAC Announcements. Continue to get additional feedback on HPHE participation survey.

Accomplishments

- Concluded sending out letters to new HSOs at Officer Basic Courses. There is no Officer Basic in November. CDR Melanie Ross presented an overview of the National Prevention Strategy at our last meeting.

Policy

Reported by: CDR Letia Boseman

New or ongoing items that the committee is working on

- The committee met via a conference call on October 28, 2014; the November meeting will serve as the last meeting for the year.
- In November, the committee will finalize a “Policy Writing” guide.
- Due to Ebola response deployments and other commitments, the group will not host 2 of the webinars planned for 2014.

New Business

2015 Voting Membership and Executive Committee, CDR Christye Brown

- CDR Brown thanked the Membership Committee and LT Azimi-Bolourian for their hard work and organized efforts to ensure a smooth nomination and voting process for our 2015 voting members, Chair elect and Secretary position's.
- New voting members will serve a 2-year term which will begin on January 1, 2015.
- The Chair elect and Secretary will serve for the calendar year 2015. The Chair elect will continue as Chair in 2016 and the Secretary will have an option to extend in 2016.
- The executive committee received and reviewed the voting member slate and scoring from the Membership Committee.
- The 9 nominees for PHPAG Voting membership are
 - LT Jessica Andrade
 - LT Stephanie Briguglio
 - LCDR Heidi Hudson
 - LCDR Jonathan Kwan
 - LT Jennifer Pieters
 - LCDR Jaclyn Ruiz
 - CDR Adam Tahiru
 - LCDR Niketta Womack
 - LCDR Frankeena Wright
- Motion accepted to slate the 9 nominees for PHPAG Voting membership to serve a 2-year term beginning January 1, 2015
- CDR Brown congratulated the new Voting membership and stated many of these officers have been fully engaged with the PAG as volunteers on their respective committees, and extended her heartfelt thanks for their willingness to continue service in this leadership capacity. CDR Ross will be in communications with the new Voting membership as we prepare a seamless transition for her term as Chair in 2015.
- Executive Committee Membership positions, 2015
 - The current voting membership selected their Chair-Elect and Secretary for 2015. These are two highly qualified officers who have also been committed to the PAG and have consistently demonstrated excellence through their leadership. They are:
 - Chair-elect: LCDR LaJeana Hawkins
 - Executive Secretary: LCDR Margaret Whittaker-Caulk
- We thank you for stepping up to lead the PHPAG in the coming year and happy to know the PHPAG will continue to grow and prosper!

Open Forum

Deployments, CDR Christye Brown

There has been several communications from HHS, Secretary of Health and the Commissioned Corps regarding deployments. Resources with web links have been disseminated to officers; specifically, resources for Officers deploying and for Officers returning from deployment. You can visit <http://www.cdc.gov/vhf/ebola/> for more information.

EpiC, LCDR Jonathan Kwan

The November and December 2014 EpiC meetings are being combined and are now rescheduled to December 11, 2014.

Meeting Adjourned: CDR Brown adjourned meeting at 1334 PM EDT.

Public Health PAG Financial Liaison Report

November 2014

- I. Coin sales
 - o Five coins have been sold since October

- 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 11/13/2014