



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



Meeting Minutes

Meeting Date: 8 August 2013
Meeting Time: 1431-1540 EDT
Meeting Facilitator: CDR Deidre Washington-Jones
Minutes Issued By: CDR Leslie Hausman

Attendance

Rank	Last	First	PHPAG Membership Role	Attendance
CAPT	Wilkins	Craig	Senior Advisor	Absent
CDR	Brown	Christye	Chair elect	X
CDR	Essiet-Gibson	Idongesit	Voting – Chair Policy	X
CDR	Hausman	Leslie	Voting – PHPAG Executive Secretary	X
CDR	Matthias	Joy Ann	Voting – Chair Mentoring	Excused
CDR	Ross	Melanie	Voting – Chair Health Prom/Health Ed	X
CDR	Roth	Jay	Voting – Ex-officio	X
CDR	Washington	Paula	Voting – Chair Awards	Absent
LCDR	Cora	Sherene	Voting – Chair Membership	X
LCDR	Howie	LaJeana	Voting – Chair Career Development	X
LCDR	Oatman Antoine	Nisha	Voting – Chair Communications	Excused
LCDR	Peay	Andrea	Voting	X
LCDR	Washington-Jones	Deidre	Chair	X
LCDR	Woolfolk	Jyl	Voting	X
LT	Arlotta	Dawn	Voting – Ex-officio	X
LT	Rizak	Brittany	Voting	X
LT	Whittaker	Margaret	Voting	X

Call to Order

CDR Deidre Washington-Jones called the meeting to order at 1431 EDT

Roll Call: Voting Members

CDR Leslie Hausman

Old Business

July minutes approved

Committee Reports

Membership

LCDR Sherene Cora reported

1. Developing an overall SOP for the committee
2. Completed second revision of annual membership survey. Plan to disseminate to the EC for comments. Call for VM and Chair-Elect Nominations was disseminated.
3. LCDR Cora will be on maternity leave starting August 15th. The co-chairs, LCDRs Peay and Bullock will represent the committee.

Communications

LCDR Sherene Cora reported

1. First draft of the coin is complete.
2. Will share the mock-up of the coin with our PAG senior advisor to get buy-in and then will forward to the EC and VM for final approval.
3. Once we have a finalized draft, we'll contact 3 companies to compare and contrast services and pricing.
4. In terms of payment to produce the coin: After looking into how other PAGs funded their coins, we will ask VM if they are willing to contribute towards the cost. Each VM would need to contribute about \$70 each to get 300 coins made. This amount could change. After coins have been produced VM could be reimbursed when we start making a profit from coin sales or choose their repayment in coins.
5. We need to appoint a financial liaison to collect the money and keep track of the coins. This person will liaise with COA since we cannot keep a bank account and COA would need to maintain an account for us.
6. The committee is also working on revised and reformatted versions of the PHPAG Weekly Announcements and PHPAG Brochure.

Mentoring

LCDR Valerie Marshall reported

1. Committee meeting was held on July 26 instead of July 12 because of the holiday, leave, and training
 - A. Review the criteria for matching officers
 - B. Discuss the evaluation survey to assess the effectiveness of the program and relationship
2. Peer-to-Peer Networking
 - A. Thirty four officers have been matched [CDR (4), LCDR (16), LT (14)]
 - B. Fifteen officers awaiting to be matched [CDR (3), LCDR (8), LT (4)]
4. Six applications received in July 2013

Career Development

LCDR LaJeana Howie reported

1. Career Networking and Strategic Planning team had a meeting with the HSPAC, Career Development, Officer Support team (lead by LCDR Donelle McKenna) and Promotions team (lead by CDR Kelly Brown) to discuss how they will execute and divide responsibilities for the Coaching on Demand activity. The Coaching on Demand activity will take place the second week in October. Announcements for senior officers to serve as coaches and junior

officers should be out by the end of the month.

2. The group is still planning the promotions brownbag. The date for this activity will depend on the availability of the promotions coordinator. They will have their next meeting in August.
3. Job Opportunities and Satisfaction team is working on obtaining speakers for their upcoming brownbag. CDR Danner has been contacted about speaking during the brownbag on "Speaking to your Supervisor". They are aiming to have this brownbag in mid to late Sept. The team had a very productive meeting with CDR Essiet-Gibson (Policy team lead) and discussed how they would approach the brownbag on "Details" and discussed how to split up the responsibilities for contacting speakers for this activity. They have one officer who is willing to speak about her detail experience. They are looking for a senior officer who either supervised an officer on detail or allowed their employee to go on a detail who would be willing to speak about that experience. They are going to contact a liaison at CDC or FDA to talk about details from the agency perspective. They are aiming to have this brownbag the 3rd or 4th week in October.
4. Education and Training are contacting Universities to coordinate with admissions coordinators for their brownbag on degree and distance education programs for public health degrees. They have contacted UMD & Johns Hopkins and are waiting for a response. They are planning to work with the HSPAC Career Institute on their brownbag on this topic.
5. The group is also going to work on writing-up a resource guide on where and how to obtain continuing education credits (CEU's).

Public Health Specialists Updates and product reports

Awards

No report

Epidemiology (EpiC)

LCDR Dina Passman reported

1. Last met on July 28; now have 17 members
2. Responded to PHPAG request for assistance from EpiC re: creating a remotely-accessible database for ongoing data collection and reporting on July 24 and August 8
3. Organizing Summer BB: NPS - One Health and Surveillance (date TBD)
4. Organizing Special Ed BB: Critical Evaluation of Journal Articles with Scientist PAC and Physician PAC (date TBD)
5. Next meeting September 26

Generalist

CDR Loraine Williams reported

1. Planning (2) brown bags for fourth quarter in 2013 and first quarter in 2014
2. We have general meeting scheduled for 9/25/2013 from 2-3 EST
3. We have tentative dates for CY 2013; will update with a definite date in the near future

Health Promotion/Health Education (HPHE)

CDR Melanie Ross reported

1. The last committee meeting was held on Friday, July 19, 2013
2. We are seeking volunteers for upcoming Officer Basic Course (OBC) Open House sessions at the Holiday Inn Gaithersburg (2 Montgomery Village Avenue, Rockville, Maryland). As many of you are aware, the Open House is a conference-style “mini-fair” where new officers visit informational tables on various PHS advisory groups/committees. Our volunteers would speak with the officers about the PHPAG and distribute related materials. If you are local to the VA/DC Metro Area or will be visiting, this is a prime opportunity to raise awareness of the tremendous accomplishments of a new PAG and recruit fresh talent to help maintain the momentum. The Open House is held every first Thursday of OBC. A complete list of dates can be found here: <http://dcp.psc.gov/CCMIS/COTA/obcdates.aspx>. Each one starts at 1800 and lasts until approximately 1930. We are seeking two to three officers per session. **If you are interested in staffing the 8/15 or 9/12 Open House, please contact LT Jennifer Pieters at jennifer.pieters@cms.hhs.gov. Thank you to LCDR Neelam Ghiya and LT Jennifer Pieters**
3. The next meeting is Friday, August 16 1:00 – 2:00 PM EST.

Policy

CDR Idongesit Essiet-Gibson reported

1. The health policy brown bag is being rescheduled for September 16 & 23rd rather than in August.
2. The policy group is also working with the career development committee on a Details brown bag that is planned for some time in October.
3. Participated in a joint planning call with the career development subcommittee about the Details brown bag on August 31st.

Open Forum

CDR Deidre Washington Jones

Health Services Promotion

1. Overall results for promotion for both O-5 and O-6 went down in 2013. The O-5 promotion results went down 25% compared to 42% in 2012.
2. It is important we decrease the variability in scoring
3. It has become very competitive and officers should show a higher level of officership.
4. CV and Summary Sheet should reflect your impact in each position (i.e., oversaw coordination of 6 brown bags reaching over 100 officers)
5. The 2014 benchmarks are out. It is important to identify your pillar in your billet

PAG and PAC Voting Membership

1. For officers that apply for a voting membership position and do not obtain the position, it is important to reapply the next time the positions are open.
2. Deadline extended to September 26th to submit application for the PHPAG Voting Membership

Meeting Adjourned: CDR Deidre Washington-Jones adjourned meeting at 1540 EDT

General Membership Attendance

Rank	First Name	Last Name	Agency	Committee	Sub Committee
CDR	Yolanda	Mitchell-Lee	FDA		
CDR	Matthew	Weinburke	DOI/NPS		
CDR	Kent	Forde	HRSA	Career Development; PH Specialist*	HPHE**
LCDR	Melissa	Morrison	CDC		
LCDR	Antoinette	Percy-Laurry	NCI		
LCDR	Dawn	Thomas	DHS		
LCDR	Donna	Phillips	CDC		
LCDR	Elaine	Bond	US Dept of the Interior		
LCDR	Kimmine	Hudson	IHS	Career Development	
LCDR	Jabal	Chase	CMS		
LCDR	Antoine	Smith	HRSA	Awards	Generalist
LCDR	Cindy	Eugene	HRSA		
LCDR	Melissa	Morrison	CDC		
LCDR	Monique	Salter	FDA	Communications	
LCDR	Neelam	Ghiya	CDC	Mentoring; PH Specialist	HPHE
LCDR	Tchernavia	Gregory	CDC		
LT	Tara	Carolfi	NPS	Career Development	
LT	Jennifer	Merte	ICE	PH Specialist	EpiC***
LT	Brandy	Rose	BOP		
LT	Henry	Allen	FDA	PH Specialist	HPHE
LTJG	Stephanie	Briguglio	FDA		

*Public Health Specialist (PH Specialist)

**Health Promotion Health Education (HPHE)

***Epidemiology Collaboration Subgroup (EpiC)