



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



Meeting Minutes

Meeting Date: 14 February 2013
Meeting Time: 2:30-3:30 EDT
Meeting Facilitator: LCDR Deidre Washington-Jones
Minutes Issued By: LCDR Dina Passman, CDR Leslie Hausman

Attendance

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

Call to Order

CDR Deidre Washington-Jones called the meeting to order at 2:32pm

Roll Call: Voting Members

LCDR Dina Passman

2013 Vision

- Assess the needs of our officers and prioritize our programs with them
- Investigate why we are not getting answers to our surveys in order to focus on impact and adding the greatest value to our officers
- Expand the PHPAG membership by recruiting additional members,
- Increase our visibility, and better document our activities
- Integrate and align with other efforts within the HSPAC and PHS
- Coach officers to move through their careers

Old Business

Voting members approved December 2012 meeting minutes

Committee Reports

Membership

LCDR Sherene Cora reported

- Confirm meeting day and time
 1. Meeting will remain the second Wednesday of the month but at a new time, 9:00am EST (4:00pm CAT).
 2. LCDR Peay sent out the meeting request to current volunteers. Meetings will occur on the following dates.

○ 2/13/2013	○ 6/13/2013	○ 10/10/2013
○ 3/14/2013	○ 7/11/2013	○ 11/14/2013
○ 4/11/2013	○ 8/8/2013	○ 12/12/2013
○ 5/9/2013	○ 9/12/2013	
- PHPAG Member Survey—Response rate has been very low. Announcement encouraging everyone to complete the survey will go on the listserv with a new end date of February 28. LT Bullock will take the lead in compiling the results and drafting a report once the survey has closed.
- If an effort to better inform the work that we do, the membership committee, plan to review other PAGs/PACs membership committees to get ideas on how to improve/strengthen our own committee.
- SOP – Discussed the development of an overall SOPs and requested a volunteer to lead the effort
- New Roles – Recorder
 1. Recorder
 - Chair and Co-chairs will share the recorder duties (attendance and minutes) and send reports to PHPAG Chair until a volunteer is identified.
- Discussed the need to recruit more members. Announcement will go out for more volunteers on the listserv
- Shared some of the updates from our PHPAG Chair
 1. Committee Chairs will be expected to submit written reports
 2. Committees are required to have monthly meetings
 3. PAG Chair will have 4 one-on-one sessions with each of the Committee Chairs
 4. Committee Chairs are expected to attend meetings and have backups when absent

- In an effort to be equitable and enhance leadership skills/development, the chair and co-chair will rotate leading the monthly meetings including reporting on the monthly PHPAG general meetings.

Communications

LCDR Deidre Washington-Jones reported (for LCDR Nisha Antoine)

- New 2013 Co-chair LT Johnni Daniel was introduced/announced
- 2013 Communications meeting will remain the first Monday of every month at 10:00 am
- Coin – Update
 1. LCDR Sherene Cora will continue to be the lead on developing the coin, and LT Jamar Barnes will assist
- Newsletter – Feedback for next issue and volunteers
 1. LT Daniel will continue to lead this effort
 2. Monique, Sherene and Samantha will assist
 3. They will meet separately to discuss and plan for the next issue
- SOPs – Discuss the development of SOPs and volunteers
 1. LCDR Antoine will lead this new effort, and LCDR Salter will assist
 2. LCDR Antoine will schedule a meeting with the HSPAC Communications Subcommittee Chair to discuss a collaborative effort in developing PHPAG SOPs that are in line with the PAC SOPs
- New Roles – Recorder and Listserv administrator
 - LCDR Antoine will serve as the recorder for our meetings and send reports to PHPAG Chair
 - Open call for volunteers
 2. Listserv administrator
 - Andrea will continue to serve as the listserv administrator
 - LT Daniel will also serve as an administrator
 3. Website
 - LCDR Antoine will continue to send website content update requests
 - All updates to the PAG website must be submitted by Feb. 26th
- Announcement will go out for more volunteers on the listserv

Mentoring

CDR Joy Ann Matthias reported

- Since the official launching of the peer-to-peer networking
 - 16 officers have been matched
 - 15 officers awaiting to be matched
 - 3 applications received in January 2013

Career Development

LCDR LaJeana Howie reported

- We are in the process of assembling Career Development Committee.
 - An email was sent to last year's committee members inquiring if they're interested in continuing with their membership.
 - A recruitment announcement went out on the PHPAG Weekly Announcement
 - Past and present officers interested in the committee were asked to fill out a

short form which will assist with keeping track of the committee team members. Officers are to complete the form by Wednesday, February 19. Currently, seven officers have completed the roster form.

- If you are interested in the career development committee, you can email LCDR LaJeana Howie at LIH7@CDC.GOV.
- The first Career Development committee meeting will be on February 28, from 1-2pm.

Public Health Specialists Updates and product reports

Epidemiology

LCDR Dina Passman gave the report

- Last met on January 31; now have 14 members
- Upcoming brownbag on new screening guidelines for Hepatitis C
- Working on PHPAG request for assistance and gathering data for yearend report
- Team has changed calls to the last Thursday of each month 1100 hours

Policy

CDR Idongesit Essiet-Gibson reported

- The Policy Group currently has 5 members
- The group is working with the Communications Group to get the Policy resource document developed last year, posted on the PHPAG website to be available for our PAG officers
- The next Policy group meeting will be held at the end of the month
- The group has started preparations for hosting a policy session at the HSO Roundtable at the upcoming COF training symposium in collaboration with BASPAG

Health Promotion/Health Education

CDR Melanie Ross reported

- Committee meeting was held on January 25th
- Currently have 28 members
- CHES 101 Pilot Project
 - Planning for brown bags and fact sheets on:
 - CHES 101
 - Exam Eligibility Review
 - Preparing for the Exam
 - Continuing Education Credits
- “Using Health Education Competencies to Accomplish Behavioral Health Initiatives” Brown Bag
- Revising our Brownbag Communications SOP document
- A number of officers are participating in local community events such as health fairs to increase the visibility of officers and advocate for health promotion.
- The next meeting is tomorrow, February 15th

Generalist

- No report

Awards

LCDR Deirdre Washington-Jones gave the report

- PHPAG Leadership Award submissions due 29Mar13.

New Business

COA: The PHPAG will sponsor a few roundtables at the 2013 USPHS Scientific and Training Symposium (which is approaching). We are aware that many officers will not receive funding to attend symposium.

PAG breakout: How can we attract officers to attend symposium and the PHPAG breakout? Should we offer a session that focuses on strategic career planning for the PHPAG Officer? CDR Brown suggested we can explore an informal recruiting event. LT Dawn Arlotta suggested working on recruiting Officers in more remote locations who may benefit from the value brought by PHPAG. CDR Essiet-Gibson suggested a meet-and-greet with an informal introduction to the group (including our various activities).

Committee Meetings/Priorities/Timelines: Ask that Committee Chairs start to draft their top 5 priorities and measurements for success and submit by end of March. LCDR Washington-Jones will send out email with more information.

PAG Structure: The PHPAG bylaws state that the committee structure is to be decided by the Executive Committee. We want to stay within the bylaws but also collect everyone's comments. CDR Brown will send out a request for comments within the near future.

Conference call lines: The PHPAG does not have a conference line for the subgroups to use. There is a free conference line service one can sign up for via the internet. This option will be distributed to the Chairs for each group to use if they choose to.

Electronic Reporting Form: LCDR Washington-Jones will send out a link to Chairs for the submission of their chair reports.

Open Forum

COA: Roundtable topic submission period is still open.

Meeting Adjourned: LCDR Washington-Jones adjourned meeting at 3:22

General Membership Attendance

Rank	Last Name	First Name	PHPAG Role	Attendance
LT	Barnes	Jamar	General Membership	X
LCDR	Chase	Jabal	General Membership	X
LCDR	Chaves	Karen	General Membership	X
LT	Crarey	Emily	General Membership	X
LT	Daniel	Johnni	General Membership	X
LCDR	Fontenelle	Samantha	General Membership	X
LCDR	Forde	Kent	General Membership	X
LCDR	Iqbal	Kashif	General Membership	X
LCDR	Jones	Leshia	General Membership	X
CDR	Lau	David	General Membership	X
LCDR	Morrison	Melissa	General Membership	X
LCDR	Passman	Dina	Chair – EpiC	X
LCDR	Russell	Crystal	General Membership	X
LCDR	Salter	Monique	General Membership	X
LCDR	Smith	Antoine	General Membership	X
LT	Womack	Niketta	General Membership	X