



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



Meeting Minutes

Meeting Date: 11 July 2013
Meeting Time: 1432-1521 EDT
Meeting Facilitator: CDR Christye Brown
Minutes Issued By: CDR Leslie Hausman

Attendance

Rank	Last	First	PHPAG Membership Role	Attendance
CAPT	Wilkins	Craig	Senior Advisor	X
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	Excused
LCDR	Cora	Sherene	Voting – Chair Membership	X
LCDR	Howie	LaJeana	Voting – Chair Career Development	X
LCDR	Oatman Antoine	Nisha	Voting – Chair Communications	X
LCDR	Peay	Andrea	Voting	X
LCDR	Washington-Jones	Deidre	Chair	Excused
LCDR	Woolfolk	Jyl	Voting	X
LT	Arlotta	Dawn	Voting – Ex-officio	X
LT	Bovenizer	Brittany	Voting	X
LT	Whittaker	Margaret	Voting	X

Call to Order

CDR Christye Brown called the meeting to order at 1432 EDT

Roll Call: Voting Members

CDR Leslie Hausman

Old Business

May and June minutes approved

Committee Reports

Membership

LCDR Sherene Cora reported

1. Retention Survey: We reviewed each question on the survey to determine its applicability and after much discussion; we will eliminate the questions 3-6 and add a new catch all question. The final proposed question will be sent to the Chair and Chair-elect for feedback. LCDRs Christian Bullock and Jabal Chase will take the lead.
2. Revised the 2014 voting member and chair-elect/secretary nomination package. LCDR Andrea Peay will coordinate the 2014 VM nomination process as well as the chair-elect and secretary (if applicable). All the nominations will run concurrently. The chair-elect and secretary (if applicable) nomination will be done using survey monkey. Voting for Chair-elect and secretary will be open to only VM. Volunteers will be solicited to assist with reviewing the nomination packages. Volunteers to be chosen on a first come basis until the desired number of volunteers is met. Volunteer must be VM. If you would like to volunteer email LCDRs Cora coras@bw.cdc.gov or LCDR Peay apeay@bop.gov
3. SOP: LCDR Jabal Chase will take the lead in drafting the membership committee SOP.

Communications

LCDR Nisha Antoine

1. SOP: Received feedback from the HSPAC Communications Subcommittee and recently incorporated suggested revisions for the PHPAG Communications Subcommittee members.
2. PHPAG Coin: Solicited feedback from the voting members and Specialty Groups on the coin design
3. Announcements: Developing a new version of the PHPAG announcements
4. Marketing Plan: Working with CDR Washington-Jones and the Membership Subcommittee to execute the PHPAG Marketing Plan. The goal is to increase membership by 15% by 12/2013. Plans include developing materials such as a flier and a slogan/one-liner, and updating brochures.

Mentoring

LCDR Keisha Johnson reported

1. Committee continues to recruit officers for the HS PAC Mentoring Program and the PHPAG Peer-to-Peer Networking. The PHPAG Peer-to-Peer Networking is an informal networking program. It is meant to connect officers of the same rank and specialty across the country. The HS PAC Mentoring Program is the only official program where an officer receives a letter for their eOPF. Peer-to-Peer Networking: 22 officers have been matched; 1 match dissolved; 21 officers awaiting to be matched; 1 application received in June 2013

Career Development

LCDR Lajeana Howie reported

1. Career Networking & Strategic Planning: There was no call in June. July's call is 7/17 at 11 AM.
2. The coaching on demand seminar may need to be pushed back until September.
3. Job Opportunities and Job Satisfaction: Two webinars are currently planned. One is "Details" a joint effort with the PHPAG policy group. The second webinar is how to talk to supervisors about the commissioned corps, officership, leave, etc. The group is still identifying speakers for this webinar.
4. Education and Training: Planning to have monthly brownbag on different degree programs offered throughout the country. The format is planned to consist of having the program administrator for these possibly funded schools/programs to discuss the program and funding opportunities. These are scheduled to begin in July.

Public Health Specialists Updates and product reports

Awards

No report

Epidemiology (EpiC)

LCDR Dina Passman reported

1. Summer brown bag will be on the National Park Service's One Health strategy and work, date TBD
2. Working with HSPAC to determine requirements for a data collection system
3. Developing detailed SOP for brown bags, this should be in final form by late summer 2013
4. Last meeting was 6/27/13 and the next meeting will be on 7/25/13
5. There are now 17 (+1) members of EpiC

Generalist

LCDR Loraine Williams

1. Service Project Brown Bag was discussed on June 18th
2. We held a meeting with the PHPAG Leadership to discuss the future roles of the generalist subcommittee. The group is having a follow-up call on Wednesday, July 18, 2013. The committee is in the process of regrouping either as a committee within the career development or as a separate track

Health Promotion/Health Education (HPHE)

CDR Melanie Ross reported

1. The last committee meeting was held on Friday, June 21, 2013
2. In an effort to support the PHPAG's goal of increasing membership as well as the HPHE membership, we would like to do some outreach at the OBC. We are still in the planning phases and have engaged the Communications Committee to ensure we are working in accord with each other.
3. We have reflected on the first 6 months to examine our accomplishments and to assess our vision for the next 6 months. We would like to focus on support for officers in being successful with promotion by offering resources for the COER process, HSO Benchmarks, etc. More to come...
4. We are in need of volunteers for HPHE Specialist Group. Opportunities include the review of documents, coordinating outreach efforts and generating new ideas and projects for the specialist group.
5. The next meeting is Friday, July 19 1:00 – 2:00 PM EST.

Policy

CDR Idongesit Essiet-Gibson reported

1. On-going preparations for the health policy brown bags planned for August 13th and 21st and the Details brown bag in coordination with the Career Development Subcommittee. Announcements for the August policy brown bags will be released shortly.
2. One additional officer has expressed an interest in volunteering with the Policy group. We expect to have him join our next call on July 23rd.

Open Forum

CDR Christy Brown

1. Promotions

Congratulations to those of you that were promoted!! As many of you may have noticed this time around, it is getting harder and harder to make promotion, especially for O-5. Last year a little over 42.8% of officers made O-5, this year only 25% of HSOs made O-5. I also saw decreases in some of the other categories. I encourage everyone to get several mentors and review the benchmarks. For those of you that are up this year, look at your packet NOW and see if you can fill in the holes as much as possible. Also, even after you submit your packet in December act like you are still competing for it the next year, because by the time you know whether or not you made it, it might be too late to change anything for the next promotion cycle. Good luck to all!!!

2. PHPAG Change in Structure/Committees

The executive committee has discussed at length for over 3 months a change in our structure. Additionally, to gather input we have:

- Gathered feedback through a survey
- Gathered feedback from LCDR Marna Hoard (previous Generalist Chair), current Generalist Chairs (LCDR Lorraine Williams and LCDR Elizabeth Garza) and volunteers on the Generalist Subcommittee (both CDR Christye Brown and myself attended their meeting to discuss and hear their thoughts)
- Discussed at one of our “Chair Chat” meetings with previous PHPAG Chairs

Moving forward, the final decisions are as follows:

- The specialty groups are moved officially from under the Career Development Subcommittee
- The Specialty Groups (now called), will be moved from the Career Development Subcommittee into the new “Public Health Tracks Committee”, led by the Public Health Track Liaison (who must be a voting member). The Committee will have 5 subcommittees/tracks: Policy (same as current), Epidemiology (same as current), Health Promotion and Education (same as current), Global Health (New), and Generalist of Public Health (the Generalist Group told us that the name, “Generalist” is confusing and has no meaning. Therefore, we are in the process of working with them to better define this group. We will also investigate a new name, if needed.
- The Track Chairs will continue to function as they have in the past when they were specialty Chairs. Each track will continue to work with autonomy and the track chairs are not required to be a voting member (currently, we have two nonvoting member specialty chairs for the epidemiology and generalist group). The Public Health Track Liaison only serves as a liaison for the Tracks and is the mandatory voting member. This person will support the tracks with infrastructure and collaboration across the PHPAG Committees and among each other. Two of our four current specialty chairs are voting members (Policy and Health Education) which is great and provides added value. But having the Public Health Track Liaison prevents us from needing voting members for all the Track Chair positions.
- The executive committee will work to build the new Global Health Track and improve clarity for the Generalist Track.
- The executive committee will also disseminate an updated organization chart.

3. Membership

The Membership Committee is recruiting voting members who are interested in reviewing applications for new members in the fall. If you would like to volunteer to review membership applications, please email LCDR Sherene Cora at CoraS2bw.cdc.gov.

CDR Jay Roth

Public Health Bylaws

CDR Roth has agreed to lead the revising of our bylaws. If you are interested in working with him, please email him at Jay.Roth@tn.gov. The Bylaws Committee welcomes any ideas and suggestions. This committee offers the opportunity to learn about the inner workings into the PAG. Both CAPT Wilkins and Dawn Arlotta expressed interest in joining the committee.

Meeting Adjourned: CDR Christye Brown adjourned meeting at 1521 EDT

General Membership Attendance

Rank	Last	First	Committee	Sub Committee
CDR	Morfit	Van	PH Specialist*	Generalist, Policy, HPHE**
CDR	Lau	David		
CDR	Jones	Ieshia		
LCDR	Jones	Kimberley		HPHE
LCDR	Rhoden	Makeva		
LCDR	Mosley	Katrina	Awards; PH Specialist	HPHE
LCDR	Price	Samuel		
LCDR	Percy-Laurry	Antoinette	Communications	
LCDR	Eubanks	Zanethia		
LCDR	Russell	Crystal		
LCDR	Barnes	Jamar	Communications	
LCDR	Smith	Jennifer		EpiC***
LCDR	Phillips	Donna		
LCDR	Garza	Elizabeth		
LCDR	Wagner	Debra	Career Development	
LCDR	Salter	Monique	Communications	
LCDR	Eugene	Cindy		
LCDR	Ghiya	Neelam		HPHE
LT	Creary	Emily		EpiC
LT	Russell	Elizabeth	Awards	
LT	Stein	Avi		
LT	Pieters	Jennifer		HPHE
LT	Allen	Henry		
LT	Gee	Ellen		
LTJG	Briguglio	Stephanie		

*Public Health Specialist (PH Specialist)

**Health Promotion/Health Education (HPHE)

***Epidemiology Collaboration Subgroup (EpiC)