



Public Health - Professional Advisory Group
General Membership



Meeting Minutes

Meeting Date: 14 March 2013
Meeting Time: 1430-1530 EDT
Meeting Facilitator: CDR Deidre Washington-Jones
Minutes Issued By: CDR Leslie Hausman

Attendance

Rank	Last	First	PHPAG Membership Role	Attendance
LT	Arlotta	Dawn	Voting – Ex-officio	Absent
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	X
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	Excused
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	Excused
CAPT	Wilkins	Craig	Senior Advisor	X
LCDR	Woolfolk	Jyl	Voting	X

Call to Order

CDR Deidre Washington-Jones called the meeting to order at 1430 EDT

Roll Call: Voting Members

CDR Leslie Hausman

Old Business

Voting members approved February 2013 meeting minutes

Committee Reports

Membership

LCDR Sherene Cora reported

- The results of the annual membership survey are being analyzed. The results will help inform the committee of new activities
- Committee will review the current goals/objectives and plan to revise if applicable

Communications

LCDR Nisha Antoine

- Coin (Sherene and Jamar)
 - What needs to be done?
 - Sherene and Jamar will meet to discuss next steps
 - Nisha will scan the coin package and forward to Sherene
 - Establish a deadline for the coin
 - A July deadline for the draft of the coin was established
- Talk to Chair for more input and finalize Newsletter (Johnni, Monique, Sherene, Samantha)
 - Meet with the Chair and discuss the vision for next issue
 - Will discuss quarterly issues and themes
 - Issues will be shorter and more focused
 - Johnni will reach out to LCDR Rhoden to find out if there is a way to determine how many people viewed the newsletter and ideas for getting feedback
- Set deadlines SOPS (Nisha and Monique)
 - Assign a person to review the HSPAC Communications SOP and develop points
 - Monique and Nisha will review the SOPs for content and points
 - Nisha will forward the SOPs to Monique
 - LCDR Cavanaugh will schedule the meeting when ready
 - Review will take place before meeting with HSPAC Chair for better discussion and generating of ideas
 - Group discussed sending announcements out on Mondays instead of Fridays so that they are viewed and don't get lost on Fridays and over the weekends
 - Announcement will go out for more volunteers on the listserv
- Accomplishments this past month
 - All website update requests were submitted to HSPAC on Feb. 22nd
 - Eleven requests in total were submitted and all requests have been fulfilled

Mentoring

CDR Joy Ann Matthias reported

- Goals and objectives for 2013
- Accomplishments this past month
 - Twenty officers have been matched
 - Fourteen officers awaiting to be matched
 - Two applications received in February 2013

Career Development

LCDR LaJeana Howie reported

- Accomplishments this past month
 - The committee had its first meeting on February 28th. Presented was an overview of the committee as well as the three subcommittees; Job Opportunities and Job Satisfaction, Career Networking & Strategic Planning, and Education and Training
 - The committee now has 11 members
 - The leads for each of the three subcommittees are now in place. The leads will work with the members to brainstorm ideas/activities for the year
 - Based on the availability of the committee members, the committee has changed meetings to the 4th Tuesday from 1-2pm
 - The next meeting will occur on March 26.

Public Health Specialists Updates and product reports

Awards

CDR Matthew Weinburke gave the report

- The big focus for the Awards subcommittee is the: Preparations and issuance of the 2013 annual PHPAG Excellence in Leadership Award. The PHPAG Excellence in Leadership Award is presented to a Health Services Officer (HSO) who has demonstrated outstanding accomplishments in the field of public health and is recognized by his/her peers for exceptional work toward the mission of the PHPAG. The award will be presented at the annual USPHS Scientific and Training Symposium to be held in Glendale, AZ May 21-23, 2013. Deadline for nominations is March 29, 2013. The committee will revise the SOP following the completion of the 2013 PHPAG Excellence in Leadership Award process. Exploring and researching a new PHPAG award. Nominations are due via e-mail by COB on March 29, 2013
- Accomplishments this past month
 - Updated PHPAG Awards sub-committee webpage
 - Sent out PHPAG Award Nomination Announcements to the HSO and PHPAG list serves
 - Sent out Recruitment Announcements

Epidemiology

LCDR Dina Passman gave the report

- EpiC last met on February 28th and now has 14 members from 6 different agencies
- Successfully held a brownbag on new screening guidelines for Hepatitis C, also held on February 28
- Next BB will be on the ongoing fungal meningitis outbreak and will be a collaboration between PHPAG, BASPAG, and Scientist PAG
- Working on PHPAG request for assistance and gathering data for year-end report
- Team has changed calls to the last Thursday of each month 1100 hours
- Accomplishments this past month
 - Launched new internal website to increase transparency and allow for better collaboration among members
 - Made changes to our monthly meeting agenda to increase active participation

Generalist

- No report

Health Promotion/Health Education

CDR Melanie Ross reported

- CHES Pilot Project - CHES 101 Brownbag upcoming
- CHES Exam Eligibility Review Coaching dependent upon interest from CHES 101 Brownbag
- Continuing Education Resource document in planning phase, and CHES Exam Preparation Resource document dependent upon interest from the CHES 101 Brownbag
- CHES 101 Brownbag - Scheduled for Thursday, March 28, 2013 12-1 PM
- Behavioral Health Initiative Brownbag - In the planning phase
- HPHE Speaker's Bureau - In the planning phase
- Survey Monkey instrument has been developed to gauge interest from the HPHE members and will be distributed by the end of the month to HPHE members as a pilot. We will expand to PHPAG members if there is interest
- HPHE Web-page - Very early stage to add content to the page
- Accomplishments this past month
 - CHES 101 Brownbag webinar speaker secured, the Adobe Connect software has been tested and works well, flier developed and submitted for distribution via the PHPAG Announcements and HSO Weekly Announcements
 - HPHE Speaker's Bureau Survey Monkey instrument developed
 - HPHE Brownbag SOP document revised.

Policy

CDR Idongesit Essiet-Gibson reported

- The group is currently preparing for the policy roundtable at the upcoming COF training symposium
- The group identified goals and activities for 2013 and our next steps are to assign POCs and set timelines for these activities
- Accomplishments this past month
 - The Health Policy resource document that was developed by the group and approved by the PHPAG leadership was posted to the Resources Directory on the PHPAG website on March 1st. A note with the appropriate hyperlink will be sent out via the PHPAG list serve to notify officers of the availability of this resource.

New Business

Monthly Reporting Mechanism, CDR Washington-Jones

Announced to the Voting Members and Chairs a new mechanism is now in place for committee chairs to submit their monthly reports

- Chairs are to submit their meeting reports via a web link they have received. Reports will include committee accomplishments, activities, dates of upcoming brownbag (so to avoid double booking), and questions they have for the Executive Committee. Due date for the report is the Monday following the general membership meeting.
- **Executive Committee Processes:** Executive Committee is working on processes to

allow committee to function more efficiently, to be able to respond to Voting Members and PHPAG Members, and lastly to make the job easier for Chairs

2013 USPHS Scientific and Training Symposium, CDR Brown

Category day will be May 23rd from 8:30-5:00PM, and the PHPAG roundtables will be from 2:45-4:15 PM.

- The PHPAG submitted three roundtable discussions. CDR Brown proposed we can use the entire time for roundtable discussions or use the last hour to sponsor a low key meet and greet activity. We can talk about the PAG, socialize and recruit. The closing Keynote is at 4:45 PM so we should wrap up by then. Alternatively can sponsor this activity during the breakout sessions scheduled for the same day from 7:30-8:30 AM but do not believe it will be well attended. Lastly, CDR Brown is exploring the option of a semi-private room at the hotel (~\$10/person)
- Career mentoring will be offered during the meeting this year
- A meeting for the HSPAC and PAG leads will take place on the 27th
- Per CAPT Wilkins, the agenda is posted online and early bird registration is now open
- Hotel is now booked, but the Hampton Inn across the street still has rooms available
- Officers interested in helping with planning the PHPAG's Meet and Greet event should call or email CDR Brown

Public Health Specialists: CDR Washington-Jones

Discussion about possibility of moving PH Specialist to own group, with Global Health as a separate track or folded into the Generalist Group. Executive Committee still working on this, have discussed reorg with CAPT Wilkins, Sr. Advisor, CDR Roth, Ex-Officio, CDR Hoard, Generalist Chair, and requested feedback from Voting Members via survey Monkey

HSPAC Career Development: CDR Washington-Jones

- HSPAC is working on precepts and has sent out two surveys with a high level of response from the PHPAG
- They are looking at the CV Template to create FAQs
- The survey is to assist in improving the state of the HS Category
- During the conference this year
 - CV reviews will be offered
 - COA is partnering with the HSPAC to offer mentoring and career development

PH PAG Committee Chairs: LCDR Washington-Jones

By the end of March Committee Chairs are to submit a draft of their Goals and Objectives, plus identify what it is they would like to accomplish as a committee

Open Forum

CAPT Wilkins inquired how many officers are planning to attend the USPHS Scientific and Training Symposium this year. Four individuals replied they were attending

Meeting Adjourned: CDR Washington-Jones adjourned meeting at 1528 EDT

General Membership Attendance

Rank	Last	First	Committee	Sub Committee	Position
LT	Crarey	Emily	PH Specialist*	EpiC**	Member
LCDR	Forde	Kent	PH Specialist	HPHE***	Member
LT	Gee	Ellen	PH Specialist	EpiC	Member
LT	Kwan	Jonathan	PH Specialist	EpiC	Co-chair EpiC
CDR	Lau	David	General Membership		New
LCDR	Passman	Dina	PH Specialist	EpiC	Chair EpiC
LCDR	Percy-Laurry	Antoinette	General Membership		New
CDR	Schmoyer	Michael	PH Specialist	HPHE	Member
LCDR	Smith	Antoine	PH Specialist	Generalist	Member
LT	Smith	Jennifer	PH Specialist	EpiC	Member
CDR	Weinburke	Matthew	Awards		Co-chair Awards

*Public Health Specialist (PH Specialist)

**Epidemiology Collaboration Subgroup (EpiC)

***Health Promotion/Health Education (HPHE)