



Public Health - Professional Advisory Group  
 General Membership Call  
 Meeting Minutes  
 September 10, 2012



<b>PAG:</b>	<b>Public Health Professional Advisory Group</b>
<b>Meeting Purpose:</b>	<b>Monthly Call with Voting Members and Volunteers</b>
<b>Meeting Date:</b>	<b>10 September 2012</b>
<b>Meeting Time:</b>	<b>2:00-3:00 EDT</b>
<b>Meeting Location:</b>	<b>Teleconference</b>
<b>Meeting Facilitator:</b>	<b>CDR Joseph Roth</b>
<b>Attendees #s:</b>	<b>See below</b>
<b>Minutes Issued By:</b>	<b>LT Brittany Bovenizer</b>
<b>Minutes Approved By:</b>	<b><i>CDR Joseph Roth and Voting Members</i></b>

**In Attendance:**

<b>Rank</b>	<b>Last</b>	<b>First</b>	<b>Role</b>	<b>Attendance</b>
LT	Arlotta	Dawn	Voting Member	Excused
CDR	Benke	Maria	Voting Member	Present
LT	Bovenizer	Brittany	Secretary	Present
LCDR	Cora	Sherene	Voting Member	Excused
LCDR	Brown	Christye	Voting Member	Present
LCDR	Coleman	Shwana	Voting Member	Excused
CDR	Durgin	George	Senior Advisor	Excused
CDR	Hausman	Leslie	Voting Member	Present
LCDR	Hoard	Marna	Voting Member	Excused
LT	Marshall	Valerie	Voting Member	Present
CDR	Matthias	Joy Ann	Voting Member	Present
LCDR	Morfit	Van	Voting Member	Present
CDR	Roth	Joseph	Chair	Present
LCDR	Washington-Jones	Deidre	Voting Member	Present
CDR	Weinburke	Matthew	Voting Member	Excused
LCDR	Woolfolk	Jyl	Voting Member	Present
CAPT	Wilkins	Craig	Senior Advisor	Present
LCDR	Williams	Lorraine	Voting Member	Excused

**Call to Order:** CDR Joseph Roth called the meeting to order at 2:00pm.

Developing project to document participation and have strong showing to COF.

Strong candidates have been submitted for nominations to be voting members this year and next steps in

the fall. Executive roles opening this year

**Roll Call:** LT Brittany Bovenizer

Voting Member role call

For those participating on the line that are not voting members, please use the link at the bottom of the agenda to secure your attendance.

**Old Business 2:46pm**

Approval of August 2012 Meeting Minutes

- Motion: Motioned to approve Minutes from August 2012 as read
- Vote: Unanimous approval

**Committee Reports**

**Recruitment/Retention (Membership) Committee**

LCDR Brown gave report for committee

- Strong list of candidates
- Reviewing packets of the next few weeks
- Screen shots with basic readiness and supervisor approval
- Actual list of nominees and scores will be approved at October meeting

**Communications Committee**

LCDR Nisha Antoine

- Coin
  - Compiled and reviewed feedback from last call. Incorporated suggestions and will send out a revised draft for comments.
  - Asked voting member to send one symbol that they think represents public health
  - Requested each subcommittee to send an email to [coras@bw.cdc.gov](mailto:coras@bw.cdc.gov) & [Nisha.antoine@ssis.usda.gov](mailto:Nisha.antoine@ssis.usda.gov) of one person who will help with coin design
- Newsletter – have reviewed design and layout of the newsletter based on other PAG ideas. The layout will include:
  - Message from chair
  - Space for career development and all committees and subgroups to showcase their accomplishment
  - Template for each subgroups so they may begin preparing content
- Request that newsletter be published on a quarterly basis
- Request from career development subgroups would like own webpage and CDR Roth suggests we request spaces for all subgroups
- Lcdr Washington-Jones should be equal representation and must keep this content up to date
- Roster will be updated and by-laws have been added. Takes time for updates to web.

**Mentoring**

LT Mentor gave the report

- Update on Peer to Peer program for new officers on the line

- Short Term Goals: Recruit 20 members to participate in Peer to Peer program
  - Have fallen short of this goal – voting members encouraged to sign up for the program
- Have matched 5 officers- 5 are still waiting

### **Career Development**

LCDR Deidre Washington-Jones gave the report

- Rolling out a “coaching on demand” project
  - Junior officer will sign up for 30 minute sessions to talk about promotion and career development with a senior officer
  - Still in need of senior officers Commander and above – one hour and above
  - Send email indicating interest to me at [dWASHINGTON-JONES@Hrsa.gov](mailto:dWASHINGTON-JONES@Hrsa.gov)
- Still trying to schedule CHES CPH opportunity

### ***Public Health Specialists Updates and product reports:***

#### **Epidemiology**

CDR Leslie Hausman gave the report

- Two upcoming brownbag – September 13 & October 11 in collaboration with the VETPAC
- EPiC developing activity data for annual report and will be creating graphical summaries to share

#### **Policy**

LCDR Idongesit Essiet-Gibson gave report

- Changes to policy to resource guide with direction from career development leadership
- Policy career brownbag will be last week of October or first week of November
  - Speakers with personal experiences to share insights with other officers

#### **Health Promotion/Health Education**

LCDR Jyl Woolfolk gave the report

- LCDR Kent Forde is coordinating HPHE participation in a Community and Church Health Fair on Sept 22 (Saturday) from 10:00am – 1:00pm at the First Trinity Lutheran in Washington DC. The target population for our health fair is our First Trinity church members and the surrounding DC community. PHS is one of several partners in this event. The agenda may include:
  - Presentations on health topics such as diabetes, hypertension, general health, nutrition.
  - Exercise and fitness routines for youth and adults—novice level.
  - Simple health screenings (e.g., blood pressure, Health Risk Evaluations, Cancer Awareness, etc.).
  - Educational materials on a variety of health-related topics.

#### ***NEED 5 OFFICER VOLUNTEERS TO HELP STAFF THE EVENT***

- The HPHE committee has developed a multipart brownbag series on CHES/MCHES planned, building on what the Career Development Committee is kicking off (Fall 2012 through Spring 2013): 1) *What is CHES?* [Career Development Committee]; 2) *Preparing for the CHES Exam* [LCDR Jyl Woolfolk]; 3) *Where to get Category I CHES credits* [LCDR Malaika Washington]. Additionally, the group has a Pilot CHES

eligibility review planned (developed by LCDR Melanie Ross and LCDR Liz Garza), for implementation hopefully this fall - we're coordinating the timing of events with Career Development Committee to be able to solidify plans.

- HPHE Committee has reached out with the NPAC to discuss potential partnership, and the NPAC is open to discussions – date to be determined. NPAC Chair CAPT Orsega indicated the *PHS Federal Nursing strategic plan* outlines nursing's strategy to address health topics using prevention and education as one of its pillars and the NPAC is engaged in the efforts to implement the plan – so this is definitely presents a good opportunity to partner, especially when sharing information and resources (e.g. brown bags, health ed materials, etc.)
- The HPHE Committee continues to grow. New officers continue to express interest in the group, and bring new enthusiasm by joining the group. We want to acknowledge and thank our new members – and look forward to their contributions.

### **Generalist**

No updates

### **Awards**

LCDR Paula Washington gave the report

Still working on standard operating procedures and shall be completed next month

### **New Business**

- National prevention Strategy has been communicating regarding NPS since January and names have been submitted for a unit commendation medal
- If you have not gotten your roster update to LT Bovenizer, please do so as soon as possible.
- Year-end report and annual activities are being coordinated by LT Dawn Arlotta. Please contact her at [darlotta@cdc.gov](mailto:darlotta@cdc.gov)
- Anyone interested in participating in APHA in San Francisco please email LT Bovenizer or LT Tara Carolfi at [Tara\\_M\\_Carolfi@nps.gov](mailto:Tara_M_Carolfi@nps.gov)

### **Advisors**

#### **CAPT Wilkins**

- Next meeting the awards committee – suggestion to have an award outside of the PHPAG
- CDR Roth to send a congratulations email to RADM Elizondo for his second star.

**CDR Roth adjourned meeting at 2:57 PM**

### **General Membership:**

CDR	Idongesit	Essiet-Gibson
LCDR	Jabal	Chase
LCDR	Kimmine	Pierce
LCDR	Melanie	Ross
LCDR	Antoine	Smith

LCDR	Nisha	Antoine
LCDR	Paula	Washington
LCDR	Zanethia	Eubanks
LT	Melissa	Reese
LT	Niketta	Womack
LT	Neelam	Ghiya
LT	Sara	Azimi- Bolourian