



Public Health - Professional Advisory Group
 General Membership Call
 Meeting Minutes
 April 9, 2012



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| PAG: | Public Health Professional Advisory Group |
| Meeting Purpose: | Monthly Call with Voting Members and Volunteers |
| Meeting Date: | 9 April 2012 |
| Meeting Time: | 2:00-3:00 EDT |
| Meeting Location: | Teleconference |
| Meeting Facilitator: | CDR Joseph Roth |
| Attendees #s: | See below |
| Minutes Issued By: | LT Brittany Bovenizer |
| Minutes Approved By: | <i>CDR Joseph Roth and Voting Members</i> |

Dial-In Number: 312-340-6650 (number change)
Conference Code: 4675464

In Attendance:

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

Call to Order: CDR Joseph Roth called the meeting to order.

Role Call: LT Bovenizer

Chair's Report

CDR Roth & LCDR Washington-Jones

- Executive committee encourages officers to get involved

Old Business

Approval of February 2012 Meeting Minutes

- Motion: LT Arlotta motioned to approve Minutes from February, 2012 as read
- Vote: Unanimous approval

Approval of March 2012 Meeting Minutes

- Motion: LCDR Brown motioned to approve Minutes from March, 2012 as corrected
- Vote: Unanimous approval

Committee Reports

Recruitment & Retention Committee

LCDR Brown gave the report of the committee

- Recently submitted summary of survey results to Executive Committee. Committee chairs can expect to see this report
- Recruitment – new process in place to welcome new officers who are not specifically in a PAG will receive a welcome letter
- Will be updating brochure in time for symposium.
- Action Item – please send updates and information for the brochure to LCDR Brown
- Fine tuning SOP for upcoming voting member positions
- Requesting volunteers – email LCDR Brown at Chryste.Brown@tma.osd.mil
- Update on Communications committee being divided.

Communications Committee

LT Nisha Antoine gave the report of the committee.

- Met with executive committee to discuss visions for this communications committee
- The committee structure will comprise of 4 subgroups
 - Written materials and brochures
 - Marketing and branding – developing coin and other merchandise
 - SOP
 - Listserv and Website
- Develop mission and objectives for the committee
- Monthly calls will be on the 1st Monday of the month at 11:00 a.m.
 - LT Nisha Antoine Nisha.antoine@ffis.usda.gov
 - LCDR Sherene Cora scora@cdc.gov

Awards

LCDR Joseph Roth – Proxy for LCDR Matthew Weinburke

- Reported awards nomination packet deadline has been extended to April 30, 2012.
- Reported that the award guidance was written to be inclusive and junior officers are encouraged to apply

Mentoring

LT Valerie Marshall – gave the report of the committee

- Mentoring materials to connect officers with parallel ranking rather than with high rank mentoring a lower ranking officer.

- Attended PAG liaison meeting – goal should be recruiting O-5 and above for PAG advisory committee

Career Development

Career Development

LCDR Deidre Washington-Jones gave the report of the committee

- Reported on upcoming brown bags, April 23rd brown bag on nutrition scheduled and April 26th Brown Bag on Career as a Generalist scheduled
- Future activities will include coaching on demand activity and quality of life brown bag

Public Health Specialists Updates and product reports:

Epidemiology

LT Dina Passman- Proxy for LCDR Leslie Hausman gave the report of the committee

- Developing Brown Bag for May with researcher from Harvard University
- Interested in co-hosting Brown Bags and developing relationships
- Round table for COA is still on track

Health Promotion/Health Education

LCDR Jyl Woolfolk- Proxy CDR Maria Benke

- Reviewing abstracts to offer CHES credits for COA
- Reported on planning brown bags

Generalist

Policy

LCDR Letia Boseman – Proxy for LCDR Idongesit Essiet-Gibson

- Reported on Policy resource document in development to be available 30 April and linked to PHPAG website in June
- Reported to develop round table presentation for COA
- New article for news letter for upcoming new letter

New Business

COA

LT Dawn Arlotta reported that OFRD currently uncertain of funds for junior officers to attend COA Symposiums.

- Recommends getting funding by the agency.
- O-3 and below have conference admission scholarships.
- Encouraged officers to take advantage of opportunities to connect with officers
- Round table – Reported we currently have four 30 minute presentations for round table. Officers may receive 1.5 CME per session.
- CDR Maria Benke and team are working to obtain CHES CME

Open Questions and Suggestions:

- LT Bovenizer reported the PHPAG does not have a budget to purchase a 1-800 line which is why we do not have a toll free number
- CDR Lao – reported that officer should consider submitting an abstract for AMSUS

- LCDR Washington-Jones – reports that we are midway to COER. Encouraged officers to discuss with supervisor on current potions. Reported new billet update.

CDR Roth adjourned meeting at 3:00pm.

Members at Large

| | | |
|------|-----------|-----------------|
| CDR | Corey | Palmer |
| CDR | Maya | Gripper |
| LCDR | Antoine | Smith |
| LCDR | Adam | Kramer |
| LCDR | Ieshia | Jones |
| LCDR | Elizabeth | Garza |
| LCDR | Kent | Forde |
| LCDR | Melanie | Ross |
| LCDR | Makeva | Rhoden |
| LCDR | Jabal | Chase |
| LT | Debra | Wagner |
| LT | Dina | Passman |
| LT | Sara | Azimi-Bolourian |
| LT | Tara | Carolfi |
| LT | Nisha | Antoine |