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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | | | **Tuesday, March 7, 2017** | | | |
| **Meeting called by:**  LCDR Angelica Chica, Chair | | | **Executive Secretary:** LT Tiffany H. Smith | | | |
| **Executive Committee Attendance:** (In Order of Committee Roster)  LCDR Angelica Chica  LT Ruth A. Williams  LT Tiffany H. Smith  LCDR Tammy Thomason **(ABSENT)**  LCDR Kelli Shaffer – Co-Chair  LCDR Stacy Harper  LCDR Stephanie Lovell **(ABSENT) – excused**  LCDR Torrey Darkenwald  LCDR Jennifer Curtis  LCDR Kari Pinsonneault – Co-Chair  LCDR Emily Warnstadt | | | | | **Quorum: Yes** | |
| **Non-Voting Members Present:**  CDR Kelly Lucas  CDR Mylene Santulan  LCDR Cynthia Chennault  LCDR Kristi Doss  LCDR Andrew Felix  LCDR Diane Weidley  LT Johnna Bleem  LT Latasha Miller – Will be reporting for LCDR Lovell on her behalf.  LT Sylvester Smith  LTJG Theresa Chennault  LTJG Alyssa Rowe  LTJG Demario Walls | | | | | | |
| **AGENDA TOPIC:** | **DISCUSSION:** | **RECOMMENDATIONS/**  **ACTIONS:** | | **Action Item:** | | |
| **Open Date** | | **Due Date** |
| **Welcome:**  **LCDR Angelica Chica** |  |  | |  | |  |
| **Action on previous meeting minutes:** | Motion to pass Minutes with edits from previous meeting in: January 10, 2017  1st: LT Ruth A. Williams  2nd: LCDR Jennifer Curtis | * Rank correction from LT to LCDR has been made for the January 10, 2017, meeting minutes for officer LCDR Cynthia Chennault. * Correction made as of May 9, 2017, on page 11 of “Next Meeting” of March 7, 2017, Meeting Minutes…correct Meeting Number is 815 141 355 for May 9, 2017, meeting. In addition, May 9, 2017, Meeting Agenda has been updated. | |  | |  |

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| **Agenda Items:** | **Welcome:** LCDR Angelica Chica  **Roll Call:** LT Tiffany H. Smith  Approve January 10, 2017, minutes  **Operations Subcommittee reports:**   * **Communications:** (LCDR Tammy Thomason / LCDR Kelli Shaffer) * **Awards:** (LCDR Stacy Harper) * **Stakeholder & Community Engagement:** (LCDR Stephanie Lovell)   **Officer Support Subcommittee reports:**   * **Recruitment (ad hoc) / Technical Readiness:** (LCDR Torrey Darkenwald) * **Training, Education, & Mentorship:** (LCDR Jennifer Curtis / LCDR Kari Pinsonneault) * **Data Evaluations:** **(OPEN)**   **Management Subcommittee reports:**   * **Policy:** LCDR Emily Warnstadt * **Administrative Management:** LT Ruth A. Williams |  |  |  |
| **Chair Report:**  **Chair Report continued:** | **DHPAG Chair 2017 goals (discussed during January 10, 2017, meeting:**   * Four operational goals for 2017 were sent out via e-mail on January 4, 2017.   1. Implement the newly aligned HS category organizational structure / PAG ByLaws and initiatives.   2. Increase integration / collaborations between our PAG and our HS Category; #WeAreCorpsSTRONG.   3. Identify and enhance Stakeholder & Community Engagement relationships.   4. Continue to grow participation and involvement within our PAG. | If you are a non-voting member of the DHPAG and attended the meeting, to log your attendance please send your name and rank in an e-mail to the DHPAG Executive Secretary, LT Tiffany H. Smith at [Tiffany.H.Smith@ice.dhs.gov](mailto:Tiffany.H.Smith@ice.dhs.gov) |  |  |
| **Chair Report continued:** | * Appointment Letters were e-mailed out on February 14, 2017; to give you time to upload your document into eOPF before the deadline of February 17, 2017. If you did not receive your letter, please e-mail LCDR Chica, LT Williams, and LT Smith to receive your appointment letter. * A challenge has been put forth for all non-voting members on ways to contribute / participate in a DHPAG subcommittee. An e-mail will be sent out on the Listserv describing each subcommittee position and bylaws. Participating in a subcommittee will assist in career progression, leadership roles, and personal growth. * **Conferences coming up:** * **COA** 2017---June 5-9, 2017, (\*June 5th is Pre-Conference events/presentations)   + Possible Remote Area Medical (RAM) Event the weekend before conference start date, information will be forthcoming via COA Listserv or our PAG if this does get organized.   + Here is the link: <http://symposium.phscof.org/> * **ADHA**---June 14-19, 2017, in Jacksonville, FL. * **HOSA** (Health Occupation Students of America) International Conference---June 21-24, 2017, Disney’s Coronado Springs, Orlando, FL.   + More information about HOSA and how to get involved (this is Stakeholder and Community Engagement!!)--- <http://www.hosa.org/> * **Rx for Change Certificate Program:** * <https://dcp.psc.gov/osg/pharmacy/sharedresources_tctp.aspx> * Take the modules, do the skills assessment, and complete the survey * Get involved in with your Agency, community, or the Tobacco Cessation Services Access Workgroup (TCSAW) by contacting: LT Gayle Tuckett ([Gayle.Tuckett@hhs.gov](mailto:Gayle.Tuckett@hhs.gov)) or CDR Narcisso Soliz ([Narcisso.Soliz@ihs.gov](mailto:Narcisso.Soliz@ihs.gov))   + You can become a presenter at COA, AMSUS, HOSA, and other community events (Possibly we can bring this to ADHA…thinking big here!). * Deadlines for HSPAG Voting Member to select the 2018 Chair Elect position will be from November 6-24, 2017.   + Side note: Solicitation for the 2018 Chair Elect position will be from October 16 – November 3, 2017. * Thank you LT Latasha Miller for the article submission to the newsletter. * Call for HSPAC / PAG 2016 Unit Commendation Award   + Solid bullet points of what was accomplished.   + Final due date to e-mail bullets to LCDR Chica is March 8, 2017, which will be submitted to the HSPAC on March 10, 2017. * Technical Readiness – possibly volunteer as a private citizen for a non-profit organization to keep 80 clinical hours needed for clinical deployment. * LCDR Chica has been in contact with Air Force Dental Hygienists for a Technical Readiness / NOMAD presentation TBD, information will be sent out via the Listserv. * FDA HR will be providing us with a presentation on USAJobs.gov this summer, date and time TBD; the information will be put out on the Listserv. |  |  | November 6-24, 2017  March 10, 2017, for HSPAC |
| **SUBCOMMITTEE REPORTS**  **(OPERATIONS)**    **Communications**  (LCDR Tammy Thomason /  LCDR Kelli Shaffer) | **Communications 2017 goals:**   1. Four newsletters for the year (add pictures with each article). 2. **Deadlines:** 3. May 15th for June newsletter 4. Aug 17th for Sept newsletter 5. Oct 16th for Nov newsletter    1. Update of old member’s term ending in 2017, for interest of new members. 6. Connect with HSPAC communications chairs for one-on-one meeting.    1. Invited to HSPAC meetings and would like to follow leads / format of subcommittee.  * LCDR Marie-Elena (Lana) Puleo joined the communications committee as co-editor. * To print the newsletter, enable edit; select all; and change font color to print. * Thank you for the many article submissions for the newsletter, which makes it successful. * Apologize to LT Tiffany Smith for the article omission for the February 2017 DHPAG Newsletter. |  |  |  |
| **Awards**  (LCDR Stacy Harper) | **Award 2017 goals:**   1. Align procedures with the HSO PAC Awards Subcommittee    1. Align call for nomination dates with HSO PAC .    2. Create a Companion document for the DHPAG awards that mirror the HSO awards. 2. Increase the number of award applicants for the next awards cycle    1. Conduct a December 2017 DHPAG Awards Q&A training for USPHS dental hygienists. 3. Update the DHPAG Awards subcommittee webpage    1. Submit all corrections via appropriate form to the HSO communications POC.  * Received nominations from four applicants for the Candace Jones and Junior Dental Hygienist of the Year Awards. The deadline for voting members to submit the score sheets will be on March 24, 2017. * Trying to align / increase collaborations with the DHPAG Awards Subcommittee and CDR Amy Strain with HSPAC Awards Subcommittee. |  |  | Deadline:  March 24, 2017 |
| **Stakeholder & Community Engagement**  (LCDR Stephanie Lovell) – **(ABSENT) – excused**.  LT Latasha Miller will be reporting for LCDR Lovell on her behalf. | **Stakeholder & Community Engagement 2017 goals:**   1. **Work towards developing a partnership with the American Dental Hygienists Association**     1. Request help from the HSPAG Analytics Subcommittee in helping to develop a survey to send to DHPAG.       * + 1. Are you a member of ADHA?           2. If no, what is keeping you from becoming a member? Cost, perceived benefit etc.           3. Do you plan on attending the annual ADHA meeting? 2. **Become more involved with AMSUS**    * 1. Make contact with Point of Contact to obtain conference details such as when conference held & what Oral Health CE tracks will be offered. 3. **Get more members to attend the COA Symposium**    * 1. Request help from the HSPAG Analytics Subcommittee in helping to develop a survey to send to DHPAG.         + 1. How many members are members of COA?           2. How many plan to attend Symposium?           3. Would members be interested in room sharing?           4. Would members be interested in performing some type of dental outreach at the event i.e. School fluoride varnish or education event? 4. **Help members become more involved in community outreach events**    * 1. Request help from the HSPAG Analytics Subcommittee in helping to create:         1. A data base in which members could log their community outreach events.         2. A data base for a point of contact for all mobile dental programs in every state that members may contact for volunteer opportunities. |  |  |  |
| **SUBCOMMITTEE REPORTS**  **(OFFICE SUPPORT)**  **Recruitment (AD HOC)**  (LCDR Torrey Darkenwald) | Nothing to report, so please refer to the Technical Readiness goals. |  |  |  |
| **Training, Education & Mentorship**  (LCDR Jennifer Curtis / LCDR Kari Pinsonneault) | **Training, Education, & Mentorship 2017 goals:**   * Setting up Webex (What are they doing in the outside world?). * Connect with HSPAC Training, Education, & Mentorship chairs for one-on-one meeting.   + Try to attend HSPAC meetings. * Need additional assistance for this subcommittee. |  |  |  |
| **Technical Readiness**  (LCDR Torrey Darkenwald) | **Technical Readiness 2017 goals:**   1. **Provide a Dental Field Readiness presentation** 2. **Collect information on comprehensive training courses that facilitate field readiness for the Dental Hygiene group**    * 1. Request help from the HSPAG Analytics Subcommittee in helping to develop a survey to send to DHPAG      2. Basic Readiness vs. Advanced Readiness         1. Category and non-category specific for dental hygiene.         2. Advanced readiness includes the 80 clinical hours that we are supposed to have to deploy as clinicians---this is an issue for us and other PAGs which will be discussed with HSPAC and DCCPR leadership to address the barriers. |  |  |  |
| **Data & Evaluation**  (OPEN) | OPEN VOTING MEMBER POSITION |  |  |  |
| **SUBCOMMITTEE REPORTS**  **(MANAGEMENT)**  **Policy**  (LCDR Emily Warnstadt) | **Policy 2017 goals:**   1. **Work towards the release of the SOP’s to the DH PAG**     1. SOPs should be released to PAGs April/May.       1. Each committee will fill out their scope with revisions done through the DH PAG.       2. Submit SOP to the HS PAC for review/suggestions.       3. Final revisions my DH PAC committees if needed. 2. **Bring any Policy issues from the DH PAG to the HS PAC for assistance.**    1. Assistance with White Papers.    2. Policy education to DH PAG. |  |  |  |
| **Administrative Management**  (LT Ruth A. Williams) | * Recently added as Manager and given access to the RDH Listserv to update and/or add new e-mail addresses to the Listserv. Please e-mail LT Williams if you need assistance at: [Ruth.Williams@fda.hhs.gov](mailto:Ruth.Williams@fda.hhs.gov). Otherwise, login into the NIH Listserv <https://list.nih.gov/> to update and manage your subscription. If you don’t have an account, or need to reset your password on the NIH Listserv, individuals should be able to do this via Listserv. |  |  |  |
| **Old Business** | * Question from CDR Amy Strain: She expresses an interest in the Tier 1 Rapid Deployment Forces (RDF) team, but would like further clarification / requirement about the minimum of 80 clinical hours each year needed for a clinical deployment role. * LCDR Angelica Chica’s response: License does not need clinical hours but CE hours for an active license; which includes training in the field (e.g., infection control, etc.) and volunteering to maintain skills, but makes sure to keep a log of hours for Readiness deployment. Do not know if RedDog monitors hours. This could be something for DHPAG Technical Readiness to further evaluate. | * UPDATE: March 7, 2017, meeting response from LCDR Chica:   + At this time DCCPR is asking that 80 clinical hours a year be self-reported in order to participate in clinical deployment role. In the future DCCPR will have a mechanism to report these hours.   + The 80 clinical hours per year requirement to be Advanced Ready possess a problem with our PAG and other PAGs, this has been brought to the attention of HSPAC and they are trying to address these barriers. As we receive information we will pass it to our PAG. | CLOSED ITEM |  |
| New Business | * Question from LCDR Cynthia Chennault: Who will be updating the DHPAG website? * Just an FYI, from LCDR Torrey Darkenwald: The Readiness Subcommittee is scheduled the same date and time as the DHPAG meeting. LCDR Chica and LCDR Darkenwald will discuss further off-line. | * LCDR Angelica Chica’s response: The Communications Subcommittee will be updating the agenda / minutes for the site. | CLOSED ITEM |  |
| Next Meeting | * Tuesday, May 9, 2017, from 1400-1500 ESTand the call number will be 1-855-828-1770; meeting number: 815 141 355#; meeting passcode: 2017. If this information changes an e-mail will go out. * LCDR Angelica Chica will send out the calendar invites for bi-monthly meetings through the Listserv. |  |  |  |
| Adjournment | Motion for Adjournment:  1st LCDR Angelica Chica  2nd LCDR Kari Pinsonneault |  | Time Meeting Adjourned:  1458 (EST) |  |