

**Meeting called by:**

LCDR Jen Eng, Chair

Executive Secretary LT Domika Kinman

Time Meeting Commenced: 1300 EST

**Executive Committee Attendance:** (In Order of Committee Roster)

**Quorum (5): Yes**

LCDR Jen Eng, Chair

LCDR Doretha Wilson, Chair-Elect

LT Domika Kinman

LCDR Theresa Chennault

LCDR Tanya Sumner

LCDR Melka Argaw

LCDR Tiffany Smith

LCDR Darion Smith

LCDR Olivia Barrow

LCDR Keasha Myrick - **Excused**

CDR Suzanne Redmon

LCDR Johnna Bleem

**Non-Voting Member Present:**

CDR Sharon Bydonie

CDR Nicki Bennett

LCDR Erin Heap

LCDR Kelli Shaffer

LCDR Emily Warnstadt

LCDR Paula Arango

LCDR Melka Argaw

LCDR Marie Elena-Puelo

LCDR Valerie Favela

LCDR Andrew Felix

LCDR Sascha Randolph

LCDR Sandra Pelto

LCDR Cynthia Chennault

LCDR Demario Walls

LCDR Jennifer Curtis

Miranda Nelson

Jennifer Huff Daniel Rector				
AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS for members:	Action Item:	
			Open Date	Due Date
<b>Welcome: LCDR Jen Eng</b>	Meeting commenced by Chair LCDR Jen Eng			
<b>Action on previous meeting minutes:</b>	Motion to pass Feb 14 <sup>th</sup> 2023 Meeting Minutes 1 <sup>st</sup> : LCDR Tanya Sumner 2 <sup>nd</sup> : LCDR Johnna Bleem None Opposed. Motion passes to Approve Minutes.			

<b>Agenda Items:</b>	<p><b>Welcome:</b> LCDR Jen Eng</p> <p><b>Roll Call:</b> LT Domika Kinman</p> <p><b>Approve Feb 14<sup>th</sup>, 2023 Meeting Minutes</b></p> <p><b>Chair Announcements:</b> Read by LCDR Jen Eng</p> <p><b>Operations Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Awards:</b> LCDR Theresa Chennault</li> <li>• <b>Communications:</b> LCDR Tanya Sumner</li> <li>• <b>Stakeholder &amp; Community Engagement:</b> LCDR Tiffany Smith</li> </ul> <p><b>Officer Support Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Data &amp; Evaluations:</b> CDR Suzanne Redmon</li> <li>• <b>Recruitment &amp; Retention</b> LCDR Darion Smith</li> <li>• <b>Technical Readiness</b> LT Cindy Pallack</li> </ul>	<p>If you are a non-voting member of the DHPAG please type your rank and name in the chat box to log attendance or send your name and rank in an e-mail to the DHPAG Executive Secretary, LT Domika Kinman at <a href="mailto:dkinman@bop.gov">dkinman@bop.gov</a>.</p>		
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<p><b>Chair Report:</b> LCDR Jen Eng</p>	<ol style="list-style-type: none"> <li>1. First HSPAC All Hands was held on Friday March 24, 2023.</li> <li>2. DHPAG CAPT Santulan retired as of April 1<sup>st</sup>, 2023.</li> <li>3. PHSPay can be found on-line in the AMS application.</li> <li>4. There will be a CCHQ Connect session on Retirement Wednesday, April 12<sup>th</sup>, at 12:00 PM EST (tomorrow).</li> <li>5. Tulsa RAM Event Friday to Monday, May 4-8, 2023</li> <li>6. COF 56th Annual symposium Monday to Thursday, May 8- 11 at the Cox Business Convention Center in Tulsa, OK, “In the Service of Health: Boots on the Ground for a Healthy Nation” <ol style="list-style-type: none"> <li>A. Surgeon General 5K on Tuesday May 9, 2023, 6-9a.m @ River West Festival Park <ol style="list-style-type: none"> <li>i. Officers will be given the opportunity to perform their annual physical fitness test prior to the race.</li> </ol> </li> <li>B. Category Day is on Wednesday May 10, 2023</li> </ol> </li> <li>7. HSPAC Readiness Subcommittee Lecture Series Team Presents: Health Services Officers Participate in Innovative Readiness Trainings, Friday, May 19<sup>th</sup>, 2023.</li> <li>8. Presentation by Hygiene Officers who are stationed at Immigration Customs Enforcement Health Service Corps (IHSC) Health Operations Unit</li> </ol>			

	(HOU) will follow this call. Please stay on the line to listen and learn.			
<b><u>SUBGROUP REPORTS</u></b> <b><u>(OPERATIONS)</u></b>				
<b>Awards</b> LCDR Theresa Chennault	<ol style="list-style-type: none"> <li>1. Award packets were due back to me on March 3rd, 2023</li> <li>2. We had 4 Candace Jones applicants and 6 Junior DH of the Year applicants</li> <li>3. After fully redacting the awards, I distributed them to the Voting Members on March 10th, 2023 and gave them two weeks to score and return back to me. Voting member scores were due back to me by March 24th, 2023. It took a few extra weeks to have all of them turned in to me</li> <li>4. I totaled up all the scores and sent the names to HSPAC for CPO/readiness checks on April 3rd, 2023.</li> <li>5. The winner of the Candace Jones Award goes to LCDR Cynthia Chennault and the winner of the Junior DH of the Year goes to LT Cindy Pallack. Congratulations to both officers. I want the PAG aware that I recused myself from voting for the Candace Jones award due to a conflict of interest. I was given permission by the DHPAG chair, LCDR Jen Eng, to have my co-chair LTJG Courtney Jackson vote in my place so there was no bias. The competition this year was tough. The scores came within a few numbers of each other. I would encourage all of you to apply next year. It's great to see all the work yall do on a daily basis.</li> <li>6. The winner's plaques have already been ordered and will be sent to their homes or distributed at the Symposium</li> <li>7. Concluding this meeting, I will send the winners and nominees Certificates of Appreciations.</li> <li>8. One question that was brought up when reviewing the nomination packets, some of the nominations included jobs/collateral duties prior to</li> </ol>	If you have any questions regarding the awards process, contact LCDR Theresa Chennault at <a href="mailto:Theresa.chennault@ihs.gov">Theresa.chennault@ihs.gov</a>		

	<p>commissioning. Just wanted to clarify that only duties since commissioning were to be listed.</p>			
<p><b>Communications</b> LCDR Tanya Sumner</p>	<ol style="list-style-type: none"> <li>1. Deadline for newsletter submissions is April 14th, this Friday.</li> <li>2. There are many of us who provide pediatric care in the clinical setting, whether it is our primary duty or to obtain clinical hours, as hygienists our contribution is impactful. We are requesting for Photos &amp; short blurb of CC hygienists who provide pediatric care to be sent to LT Randolph at Sascha.Randolph@fda.hhs.gov ASAP. (Photos does not need to include patients could be officer only, if patients are included in photo- a photo release form will be required in order to publish it in the newsletter). (For article on National Childrens' Dental Health Month- February)</li> <li>3. Calling for Opinions: What would YOU like to see within the DHPAG Newsletter?! Send suggestions and we will see if we can make it happen!</li> <li>4. Calling for Articles: Reviewed a product? Have exciting information about a conference you attended? Want to share your experience? Participated in PHS athletic events and want to give pointers? Start writing up your article and ensure to submit by April 14<sup>th</sup> (Attached is the instructions on how to submit articles)</li> <li>5. Know a new officer? Are you a new officer? If so, if you'd like to submit an article in the newsletter letting us get to know a little about you, please e-mail the Comm team for more information! (LCDR Sumner Tsumner@southcentralfoundation.com) (LCDR Argaw Melka.Argaw@fda.hhs.gov)</li> </ol>			
<p><b>Stakeholder &amp; Community Engagement</b> LCDR Tiffany Smith</p>	<ol style="list-style-type: none"> <li>1. Understanding &amp; Dealing with Promotion Anxiety Presentation. <ul style="list-style-type: none"> <li>A. ICE Health Service Corps (IHSC) Speakers:</li> </ul> </li> </ol>			

	<ul style="list-style-type: none"> <li>i. CDR Robert Van Meir and LT Regena Hardy.</li> <li>ii. Last time presented was in 2021.</li> </ul> <p>B. Following the June 13, 2023, DHPAG Meeting.</p> <p>C. Flyer:</p> <ul style="list-style-type: none"> <li>i. RDH Listserv</li> <li>ii. Upcoming DHPAG Newsletter</li> <li>iii. DHPAG June Meeting Announcement e-mail.</li> </ul>			
<b><u>SUBGROUP REPORTS</u></b> <b><u>(OFFICER SUPPORT)</u></b>				
<b>Data &amp; Evaluation</b> CDR Suzanne Redmon	<ul style="list-style-type: none"> <li>1. No new updates</li> <li>2. Meeting in one month to request topics of interest, i.e., clinical practice hours, other topics</li> </ul>			
<b>Recruitment &amp; Retention</b> LCDR Darion Smith	<ul style="list-style-type: none"> <li>1. DHPAG Recruitment Presentation</li> <li>2. The new DH qualifications for commissioning slide in the updated CCHQ DHPAG recruitment PowerPoint presentation still has not been updated in the OSA or USPHS.gov yet.</li> <li>3. I have updated the PPT with the correct language and it has been approved by DHPAG and HSPAC leadership.</li> <li>4. Just pending CCHQ review and update.</li> <li>5. CADs</li> <li>6. 3 active DH CADs:</li> <li>7. 1 pending clearances with IHS (no visibility)</li> <li>8. 1 pending a job/security (3/4 cleared)</li> <li>9. 1 pending all clearances (0/4 cleared)</li> </ul>			

	<p>10. If anyone is interested in DHPAG recruitment activity, please let me know and we can try to collaborate on a recruitment event project.</p> <p>11. If anyone is interested in serving on the DHPAG R&amp;R subgroup please let me know and we'll connect to show you what all it entails and you can volunteer for DHPAG R&amp;R activities (coordinate events, meetings, search vacancies...).</p>			
<p><b>Technical Readiness</b> LT Cindy Pallack</p>	<p>1. Email sent out by HSPAC Readiness Subcommittee on 4/03/2023: NEW: Annual Physical Fitness Test (APFT):</p> <p>A. The APFT is used to determine the minimum level of physical fitness needed for the rigors of deployment: cardiorespiratory endurance, upper body endurance, core endurance, and flexibility. The weight metrics included with the APFT are not considered official weight for Retention Weight Standard compliance determination as these are not verified by their healthcare provider or healthcare professional. Weight, height, and body mass index (BMI) recorded in the officer's PHU or Verified Weight Report Form (PHS-7044-1) is the official annual weight submission. Officers must report their test results in RDB – Self Service and upload the completed PHS-7044 form to their eOPF. A failed cardiorespiratory, upper body, or core component on the APFT means the entire APFT is failed and should not be submitted. Officers unable to do a category of exercises (cardiorespiratory endurance, flexibility, etc.) can request a medical waiver for that category. The overall score is the average of the categories completed not counting the waived component. If there are more than two components waived, then the entire APFT is waived. An APFT waiver does not waive the annual weight reporting</p>			

	<p>requirement. An officer still has to fulfill annual height, weight, and BMI reporting. For scoring and further guidance, please see APFT Personnel Operations Memorandum 821.65 or the CCMIS website</p> <p>2. Email sent out by HSPAC Readiness Subcommittee on 4/06/2023:</p> <p>A. HSPAC Readiness webinar including 1 hour ARP requirement for Friday, May 19, 2023 from 1200 to 1300EST</p> <p>Next Technical Readiness and ARP meeting is the last Tuesday of this month: April 25, 2023 from 1530 to 1630 EST</p>			
<p><b>Training, Education &amp; Mentorship</b> LCDR Olivia Barrow</p>	<p>1. CADTMI mentor program- contact Chair LCDR Erin Heap eheap@bop.gov or LCDR Cynthia Chennault for additional information.</p> <p>2. 2023 DHPAG CV review project contact LCDR Olivia Barrow oliviab@searhc.org and LT Alyssa Rowe Alyssa.Rowe@ihs.gov if interested in participating as a reviewee or reviewer.</p> <p>3. DHPAG TEM Fall discussion. “What to consider when researching an MPH program”</p>			
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(MANAGEMENT)</u></b></p>				
<p><b>Administrative Management</b> LCDR Johnna Bleem</p>	<p>1. No new updates</p>			
<p><b>Policy</b> LCDR Doretha Wilson</p>	<p>1. Upcoming Project(s):</p> <p>A. In the next couple of weeks the policy and procedures subgroup will be reaching out to each DHPAG subgroup chair and co-chairs requesting that they review their sections within the SOP for any updates, edits and or changes.</p> <p>B. From May to around August, the DPHAG Policy and Procedures Subgroup will be</p>			



	<p>editing the DHPAG SOP and providing a final copy to the HSPAC Policy and Procedures Subcommittee for review and approval.</p> <p>2. Tentative Project(s):</p> <ul style="list-style-type: none"><li>A. Policy Refresher Presentation</li><li>B. Coming soon, there is also going to be a 2022 HSPAC Policy Reference Guide on the HSPAC Policy and Procedures Subcommittee Page.</li></ul> <p>3. Completed Project(s):</p> <ul style="list-style-type: none"><li>A. The DHPAG Policy and Procedures Subgroup created a review guidelines for the SOP Subgroup Sections of the DHPAG. There was also a SOP section review flow chart to accompany the review guidelines.</li></ul> <p>4. Policy News:</p> <ul style="list-style-type: none"><li>A. The Assistant Secretary for Health (ASH) approved an updated Commissioned Corps Instruction (CCI) 384.03, “Mandatory, Voluntary, and Involuntary Retirement” effective January 9, 2023. This Instruction establishes the policies and procedures under which Public Health Service officers of the U.S. Public Health Service (USPHS) Commissioned Corps are retired. This includes mandatory retirement after reaching the maximum number of years of creditable service for retirement, voluntarily retirement after having at least 20 years of creditable service for retirement, and involuntary retirement due to reasons included in the policy.</li><li>B. This Instruction replaces Commissioned Corps Instructions (CCI) 384.02, “Voluntary Retirement (20 to &lt; 30 years),” dated July 3, 2013, CC23.8.3, “Retirement (30 Years),” dated July 3, 2008, and Commissioned Corps Personnel Manual (CCPM) CC23.8.4, “Involuntary Retirement (20 Years),” dated May 21, 2008.</li></ul>			
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	<p>C. These revisions are part of our effort to modernize and standardize the USPHS Commissioned Corps for the future. They help clarify when a Public Health Service officer can and when a Public Health Service officer must retire. The revised policy covers voluntary retirement, involuntary retirement, and mandatory retirement. Specific changes include:</p> <ul style="list-style-type: none"><li>i. Creating a new tiered mandatory retirement structure for Regular Corps officers (graded O-5 and below) that takes effect in February 2028, with selected opportunities for retention.</li><li>ii. Specifying when the USPHS Commissioned Corps can retain a Regular Corps officer on active duty who is reaching a mandatory retirement date.</li><li>iii. Establishing requirements that a Public Health Service officer must meet to be retained on active duty (Regular Corps) or an active status (Ready Reserve (Selected Reserve and Active Individual Ready Reserve)) after completing 20 years of creditable service for retirement.</li><li>iv. Outlining the options available to the USPHS Commissioned Corps when a Public Health Service officer requests a voluntary retirement.</li><li>v. Describing when the USPHS Commissioned Corps can convene an Involuntary Retirement Board (IRB) and when the USPHS Commissioned Corps can retire a Public Health Service officer without an IRB review.</li></ul>			
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	<ul style="list-style-type: none"> <li>vi. Adding provisions for non-regular retirements for members of the Ready Reserve Corps.</li> <li>vii. Clarifying policy regarding the retirement of flag grade officers.</li> <li>viii. Explaining retirement policy regarding Public Health Service officers who are detailed under an individual memorandum of agreement (IMA).</li> <li>ix. Updating CCI 387.01, “Separation of Commissioned Officer,” to require that Public Health Service officers submit Form PHS-1373 at least 120 days in advance of the last day the Public Health Service officer is physically present at their duty station.</li> </ul> <ol style="list-style-type: none"> <li>5. There will be a CCHQ Connect session on Retirement on April 12th at 12:00 p.m. EST. Click <a href="#">here</a> to access the live session. If you are unable to attend, a recording will be provided following this session.</li> <li>6. CCHQ will make a webinar and FAQs available after the CCHQ Connect session. To maximize participation for all Public Health Service officers, we are live streaming the CCHQ Connect session. If you have a question during the CCHQ Connect session, please email us at <a href="mailto:CCHQ-Connect@hhs.gov">CCHQ-Connect@hhs.gov</a> and we will ask your question live during the session.</li> <li>7. After reviewing the policy and these related materials, if you have any further questions, please email the CCHQ Policy and Evaluation Branch at <a href="mailto:CCISPolicy@hhs.gov">CCISPolicy@hhs.gov</a>.</li> </ol>			
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<b>Old Business</b>	None			
<b>New Business</b>	None			
<b>Announcements</b>	LCDR Wilson: DHPAG Career Progression website, Vacancy list needs updating. LCDR Smith could be provided access?			
<b>Next Meeting</b>	June 13 <sup>th</sup> , 2023 1:00-2:00PM EST Please note time change.	Please plan to attend!		
<b>Adjournment</b>	Motion for Adjournment: 1 <sup>st</sup> : LCDR Darion Smith 2 <sup>nd</sup> : LCDR Jen Eng	<b>Time Meeting Adjourned</b> 13:39 EST		