

Meeting called by:

LCDR Emily Warnstadt, Chair

Executive Committee Attendance: (In Order of Committee Roster)

- LCDR Emily Warnstadt Chair
- LCDR Cynthia Chennault (Chair-Elect)
- LCDR Olivia Barrow
- CDR Amy Strain-**excused**
- LCDR Paula Arango-**excused**
- LCDR Marie-Elena Puleo-**excused**
- LCDR Suzanne Redmond-
- LCDR Tiffany Smith
- LCDR Doretha M. Tonkins-**excused**
- LCDR Diane Weidley
- LT Theresa Chennault

Executive Secretary LCDR Olivia Barrow:

Quorum (5): Yes

Non-Voting Member Present:

- LCDR Holly Daverin
- LCDR Joan Fillaus
- LCDR Keasha Myrick
- LT Erin Heap

AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS:	Action Item:	
			Open Date	Due Date
Welcome: LCDR Emily Warnstadt	Meeting commenced by Chair LCDR Emily Warnstadt			
Action on previous meeting minutes:	Motion to pass Minutes with edits from previous meeting: Feb 8th, 2021: 1 st : 2 nd			

Agenda Items:	Welcome: LCDR Emily Warnstadt Roll Call: LCDR Olivia Barrow	If you are a non-voting member of the DHPAG and attended the meeting, to log your attendance		
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	<p>Approve Feb 8th, 2021, Meeting Minutes:</p> <p>Operations Subgroup reports:</p> <ul style="list-style-type: none"> • Awards: LT Theresa Chennault • Communications: LCDR Marie-Elena C. Puleo- • Stakeholder & Community Engagement: LCDR Tiffany Smith <p>Officer Support Subgroup reports:</p> <ul style="list-style-type: none"> • Data & Evaluations: LCDR Suzanne Redmon • Recruitment (ad hoc): LCDR Dorthea M. Tonkins • Technical Readiness CDR Amy Strain-excused • Training, Education, & Mentorship: LCDR Paula Arango <p>Management Subgroup reports:</p> <p>Administrative Management: LCDR Diane Weidley</p> <ul style="list-style-type: none"> • Policy: LCDR Cynthia Chennault-excused 	<p>please send your name and rank in an e-mail to the DHPAG Executive Secretary, LCDR Olivia Barrow at oliviab@searhc.org</p>		
<p>Chair Report: LCDR Emily Warnstadt</p>	<ul style="list-style-type: none"> • 			
<p><u>SUBGROUP REPORTS</u> <u>(OPERATIONS)</u> Awards LT Theresa Chenault</p>	<ul style="list-style-type: none"> • 1. Held a 2nd live awards presentation on 2/23/21 and had 6 participants attend and 5 accessed the recording 2. Award packets were due to me by 			

	<p>3/12/21</p> <p>3. We had 2 Candace Jones applicants and 5 Junior DH applicants</p> <p>4. The awards packets were redacted and sent to the DHPAG voting members for scoring and were due to me by April 7th, 2021</p> <p>5. I collected all the score sheets from the voting members and I have submitted the winners for readiness check to ensure they are compliant</p>			
<p>Communications LCDR Marie-Elena Puleo-excused & LCDR Keasha Myrick will present on behalf of LCDR Puleo</p>	<ul style="list-style-type: none"> • We are still missing Subgroup updates which need to be reported to us via the 2021 DHPAG Newsletter Submission Request Form found on DHPAG website (and attached to this email): • Remind everyone that they can start to submit their articles, updates, etc. via the 2021 DHPAG Newsletter Submission Request Form on our webpage (and attached so you can see due dates) **Due dates for submissions for Spring I Newsletter is by 4/23/2021** 			
<p>Stakeholder & Community Engagement LCDR Tiffany Smith</p>	<p>1. The Stakeholder & Community Engagement Subgroup SOP (Standard Operating Procedures) has been updated and submitted for final review.</p> <p>2. In mid-March, LCDR Brucklier sent out a “We want your opinion” SurveyMonkey, but we only received about four responses. This survey may be sent out again to receive more</p>			

	<p>participation, based on the answers will provide the support needed for upcoming projects. In addition, our subgroup will be collaborating with LCDR Redmon and the Data & Evaluation Subgroup. Please I understand everyone's time is precious and valuable, but if you could complete the SurveyMonkey's in the future or if you still have the e-mail from mid-March, please respond to the short survey. Thank you.</p> <p>3. Next, the subgroup created a Dental Hygiene Vacancy List template for clinical and non-clinical positions available for dental hygienists for future distribution on the RDH Listserv. Originally, the DePAC has utilized this template for years, so it has been modified for the DHPAG. So far, the agencies included will be the IHS, BOP, FDA. The data received from the SurveyMonkey sent out in March will assist in finding agency POC that would be interested in volunteering on providing information of available positions with their agency and/or where to find the information. In addition, knowing the approximate location of where all the RDH's work, can assist me on finding various community engagement opportunities. If anyone is interested in volunteering as an agency POC, my e-mail address is: Tiffany.H.Smith@ice.dhs.gov.</p> <p>4. Two e-mails have been sent to the HSPAC Community Wellness Subcommittee to engage in future collaboration between the two groups. I</p>			
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	<p>have not received a response, so I will continue to reach out for further contact.</p> <p>5. Last week, LCDR Warnstadt sent out an e-mail invitation from RADM Ricks regarding the upcoming 2021 Virtual USPHS Dental Category Days Zoom meetings, which will be held on May 12 & May 19 with the availability of receiving 6 hours of CDE (Continuing Dental Education). I am on the Dental Category Day Committee and will be participating on both days. I am working with this committee and the DePAC to provide future collaboration with both dental professionals. The week of both webinars, I will send out reminder e-mails on the Listserv of this great opportunity of receiving free CDE and a great way to get to know some of the dentists from the DePAC.</p> <p>6. Lastly, I would like to learn more about the SurveyMonkey and how the data is collected and if reports can be generated from the responses. If anyone is interested in providing me with more information, my e-mail address is: Tiffany.H.Smith@ice.dhs.gov.</p>			
<p><u>SUBGROUP REPORTS</u> <u>(OFFICE SUPPORT)</u> Data & Evaluation LCDR Suzanne Redmon</p>	<p>1. Conducted meeting with members of group:</p> <p>a. LCDR Suzanne Redmon</p> <p>b. LT Natasha Bennett</p> <p>c. LCDR Charles Brucklier</p>			

	<p>d. LCDR Kelli Shaffer</p> <p>e. LCDR Melka Argaw</p> <p>f. LCDR Tara Cimarossa</p> <p>g.LT Ngoc Kelsch</p> <p>2. Discussed question to use on survey monkey in order to collect necessary data to compile a list of: Degrees, Certifications, Roles, and Positions held outside the general clinical dental hygiene role. This data will be used to create a list not only for agency positions, but also for deployments to showcase the values that dental hygienists possess.</p> <p>3. Our group also decided to request for DHPAG members submit their CV's to LCDR Suzanne Redmon on voluntary basis for our group to review for any other important valuable skills we could apply to this project.</p> <p>4. Next meeting to be determined.</p>			
<p>Recruitment (AD HOC) LCDR Doretha M. Tonkins- excused LCDR Olivia Barrow will present on behalf of LCDR Tonkins</p>	<p>Activities/Updates/Accomplishments since Last Meeting:</p> <p>Major updates, activities or accomplishments.</p> <ul style="list-style-type: none"> • Collaborated with the DHPAG Training, Education, and Mentoring Subcommittee for a joint project with the DHPAG Recruitment Subgroup. This project will seek to provide career 			

	<p>guidance, advance degree consideration, career options, and practical advise from the panelists officers to the audience.</p> <p>Current/Ongoing/Upcoming Initiatives or Activities:</p> <p>Current or upcoming activities for this subcommittee.</p> <ul style="list-style-type: none"> • Attend HSPAC Recruitment and Retention Dental Hygiene Monthly Meetings • Met and discussed participating in a virtual event at 2 dental hygiene programs. Tentative dates are June 2021. • Planned and collaboration with TEM Subgroup for panelist project. • Finalizing and Updated Dental Hygiene Vacancy List <p>Volunteer Opportunities within Team:</p> <p>Opportunities available within your subcommittee. If available during certain months/dates, please specify.</p> <p>*Volunteers welcome</p> <p>Next Meeting (date, time, call-in information):</p> <p>Next meeting and any new opportunities. 2021 DHPAG Meeting Dates</p>			
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	<p>When: 2nd Tuesday bi-monthly starting in February.</p> <p>April 13th, June 8th, August 10th, October 12th, December 14th</p> <p>*The updated Dental Hygiene Vacancy List, will later be distributed. Who does this Dental Hygiene Vacancy List need to go too?</p>			
<p>Technical Readiness CDR Amy Strain-excused</p>				
<p>Training, Education & Mentorship Chair LCDR Paula Arango-excused. CAPT Mylene Santulan will present on behalf of LCDR Arango</p>	<p>-Completed and submitted the TEM portion of the DHPAG SOP</p> <p>-Assigned TEM members as leads and co-leads of TEM projects for the 2021 year</p> <p>-Commenced the joint project of TEM and Recruitment Subgroups</p> <ul style="list-style-type: none"> ● DHPAG Executive Members approved the project ● The project: A panel discussion ● Topic: <i>RDHs – Outside the Clinical Realm</i> ● Goal: To share the professional and educational information and experiences of three Commissioned Corps Registered Dental Hygienist serving in agencies beyond clinical roles ● Implementation date: 8 June soon after the June DHPAG meeting ● An email will be sent to the RDH Listserve to announce and to remind of the panel discussion 			

	<ul style="list-style-type: none"> Continued update of DHPAG directory Send any directory/information changes to LCDR Myrick Keasha.Myrick@ihs.gov and/or LT Woldeamanual mwoldeamanual@bop.gov 			
<u>SUBGROUP REPORTS</u> <u>(MANAGEMENT)</u> Administrative Management LCDR Diane Weidley	No updates at this time			
Policy LCDR Cynthia Chennault-	5 FEB 2021 Reviewed current DHPAG Bylaws Current Bylaws listed on the DHPAG website are out of date (last review was October 2016). We are currently in the process of updating and ensuring that the 2021 revised Bylaws are in alignment with the HSPAC bylaws Approximate estimated time to have updated and submitted to the DHPAG Chair for approval and HSPAC for review is April 2021 Reviewed current DHPAG SOP In process of revising, a few errors were noted Sent emails to all Subgroup Chairs (and cc'd Co-Chairs) on 5 FEB requesting to review and input and have returned to me by 31 MAR 2021 Sent email to HSPAC Policy Subgroup on 3 FEB 2021, requesting to be included in the 2021 HSPAC Policy			

	<p>Subcommittee meetingsàno response received as of yet.</p> <p>12 PR 2021</p> <p>-DHPAG ByLaws</p> <ul style="list-style-type: none"> • Policy Subgroup Chair and Co-Chair met with DHPAG Chair on March 5, 2021 to discuss DHPAG ByLaws and revisions • Revisions were officially submitted to the DHPAG Chair on March 23, 2021 • DHPAG Chair submitted to HSPAC Chair for review on April 1, 2021 • HSPAC Chair approved revised ByLaws on April 7, 2021 • Policy Subgroup Chair sent official request to HSPAC Communications Subcommittee on April 12, 2021 to have the DHPAG ByLaws updated on the website. <p>· DHPAG SOP</p> <ul style="list-style-type: none"> • Policy Chair has received Subgroup Chairs input for revisions by the designated deadline (March 31, 20201) • Policy Chair will work with the Co-Chair and DHPAG Chair to discuss revisions and submit for final approval 			
Old Business				
New Business				
Next Meeting	<ul style="list-style-type: none"> • June 8th, 2021 from 1400-1500 EST. 	<p>**WebEx Meeting Number has been disseminated on the Listserv.</p>		

Adjournment	Motion for Adjournment: 1 st : LCDR Emily Warnstadt 2 nd :LCDR Cynthia Chennault		Time Meeting Adjourned: 14:24pm (EST)	
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