

Meeting called by:

LCDR Cynthia Chennault, Chair

Executive Secretary LCDR Erin Heap
Time Meeting Commenced: 1402 EST

Executive Committee Attendance: (In Order of Committee Roster)

Quorum (5): Yes

LCDR Cynthia Chennault, Chair

LCDR Jen Eng, Chair-Elect

LCDR Erin Heap

LCDR Theresa Chennault

LCDR Tanya Sumner

LCDR Tiffany Smith-**Absent**

LT Darion Smith

LCDR Olivia Barrow

LCDR Kesha Myrick

CDR Suzanne Redmon-**Absent**

LCDR Diane Weidley- **Absent**

Non-Voting Member Present:

CDR Nadine Brown

CDR Amy Strain

LCDR Melka Argaw

LCDR Johnna Bleem

LCDR Charles Brucklier

LCDR Holly Daverin

LCDR Andrew Felix

LCDR Joan Fillaus

LCDR Miranda Nelson

LCDR Tuan Nguyen

LCDR Emily Warnstadt

LT Natasha Bennett

LT Jessica Criss

LT Valerie Favela

LT Sascha Randolph

LT Alyssa Rowe

LT Sylvester Smith LT Melaku Woldeamanual LTJG Courtney Jackson				
AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS for members:	Action Item:	
			Open Date	Due Date
Welcome: LCDR Cynthia Chennault	Meeting commenced by Chair LCDR Cynthia Chennault.			
Action on previous meeting minutes:	Motion to pass June 21, 2022 Meeting Minutes 1 st : LCDR Cynthia Chennault 2 nd : LCDR Olivia Barrow None Opposed. Motion passes to Approve Minutes			

Agenda Items:	<p>Welcome: LCDR Cynthia Chennault</p> <p>Roll Call: LCDR Erin Heap</p> <p>Approve June 21st, 2022 Meeting Minutes</p> <p>Chair Announcements: LCDR Cynthia Chennault</p> <p>Operations Subgroup reports:</p> <ul style="list-style-type: none"> • Awards: LCDR Theresa Chennault • Communications: LCDR Tanya Sumner • Stakeholder & Community Engagement: LT Valerie Favela <p>Officer Support Subgroup reports:</p> <ul style="list-style-type: none"> • Data & Evaluations: LT Natasha Bennett • Recruitment & Retention LT Darion Smith • Technical Readiness 	<p>If you are a non-voting member of the DHPAG and attended the meeting, and your name not displayed in the attendance box please send your name and rank in an e-mail to the DHPAG Executive Secretary, LCDR Erin Heap at cheap@bop.gov.</p>		
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	<p>LT Sascha Randolph</p> <ul style="list-style-type: none"> • Training, Education, & Mentorship: LCDR Olivia Barrow <p>Management Subgroup reports:</p> <ul style="list-style-type: none"> • Administrative Management: LCDR Johnna Bleem • Policy LCDR Eng <p>Announcements:</p> <p>Open</p>			
<p>Chair Report: LCDR Cynthia Chennault</p>	<ul style="list-style-type: none"> • The Stakeholder and Community Engagement Subgroup presenting on PHS Dental Hygienists and Professional Organizations immediately following this call. https://cms.zoomgov.com/j/1612450490?pwd=VkJWN2VET0NNTlo4QW5XRnVkUUd2Zz09 • Wednesday, August 10th, CCHQ will be picking back up with their Connect Sessions at noon EST. The topic for this week’s session is on Commissioned Corps Instruction 313.01, on “Telework and Remote Work.” Please follow this link if interested in attending: https://www.hhs.gov/live/cchq-connect-august-10/index.html • Thursday, August 11th at 2 pm EST, HSPAC’s Policy & Procedure Subcommittee will be providing a webinar of an overview of the Commissioned Corps Issuance System and foundational policies. This webinar is not intended to cover the policies released this year, but to inform officers to learn about the PHS policy process and become familiar with foundational policies. <ul style="list-style-type: none"> ○ Points of Contact: If you have questions about this webinar, contact CDR Elizabeth Russell, Elizabeth.B.Russell@ice.dhs.gov and LCDR Eileen Bosso, guz3@cdc.gov ○ If you have questions, please send an email to Policy.HSPAC@gmail.com • DHPAG and HSPAC are calling for articles to be submitted in their newsletter. HSPAC’s deadline is Aug 			

	<p>31st and DHPAG's deadline will be reported by LCDR Sumner when she gives her Chair report.</p> <ul style="list-style-type: none"> • The PAG Push-up Challenge concluded: HSO Category won with 39,478 push-ups, with DHPAG completing 2,986 of those push-ups. Congrats to all participants. • There is a Lunch & Learn Event that the Social Worker PAG is hosting on Sept 14th at noon EST on Writing with Impact: How to Create Promotion Documents with a Value-Driven Mindset. Registration is required for this event, use the link provided to sign up. https://us02web.zoom.us/meeting/register/tZUvdOyorDwpGdF1im9z2OplEwoWcx7Sr_mt • Our next HSPAC All-Hands Meeting is scheduled for September 23rd at 1:00 pm EST • Remember to watch your OSA for Basic Readiness Checks, staying up-to-date on all requirements • We have just passed the half way mark for the year, I want to remind all officers that clinical hours are to be reported by the end of the year. If officers are having difficulty obtaining CPH, please work with your agency liaison officers. If this still proves to be difficult, email LCDR Cynthia Chennault at cchennault@hrsa.gov with details of steps taken to obtain CPH. 			
<p><u>SUBGROUP REPORTS</u> <u>(OPERATIONS)</u></p>				
<p>Awards LCDR Theresa Chenault</p>	<p>There are no updates at this time.</p>			
<p>Communications LCDR Tanya Sumner</p>	<ul style="list-style-type: none"> • Upcoming deadlines for The Fulcrum: <ul style="list-style-type: none"> ○ Aug 26th, 2022 for the Fall Newsletter ○ Nov 25th, 2022 for the Winter Newsletter • There is an outreach project going on this fall that was sent out by the SCE Subgroup, which will be included in the Winter newsletter. 	<p>Consider writing an article for submission.</p> <p>Please participate in this project and follow the flyer instructions.</p>		
<p>Stakeholder & Community Engagement LT Valerie Favela</p>	<ul style="list-style-type: none"> • On July 20, 2022, the SCE Subgroup had a meeting of all members to discuss ongoing collaborative events. 			

	<ul style="list-style-type: none"> • We have been in touch with the HSPAC Community Wellness Subcommittee’s chair and co-chair. We will be attending their monthly subcommittee call on 08/10 to learn more about their initiatives. Then on 08/11 we will be meeting directly with the Chair and Co-chair to discuss possible future collaboration and growth between the DHPAG and the HSPAC Community Wellness Subcommittee. • The DHPAG SCE Subgroup, R&R Subgroup, DHPAG Chair, and the DePAC Recruitment Workgroup had our second meeting on July 14, 2022, to help modernize and streamline an integrated Dentist + Dental Hygienist Vacancy List. No other meetings are planned at this time. • The SCE Subgroup is continuing to develop a state-by-state spread sheet to include ways and events that RDHs can volunteer at to obtain the required 80 clinical practice hours. This initiative is spearheaded by LTJG Bankston. It has become even more important now that we have required clinical practice hours to meet. • The SCE Subgroup has collaborated with the DHPAG Comm. Subgroup to increase RDH participation in volunteering and increase articles for the DHPAG Newsletter. The SCE Subgroup has designated the National Dental Hygiene Month, October as “<i>Get Out and Volunteer Month</i>” for DHPAG officers. We will then compile all of the DHPAG officer volunteer submissions and featured them in the 2022 Winter DHPAG Newsletter as a collective article as a way to show the fun that we had while volunteering. The SCE Subgroup has developed a flyer with details about the initiative and will continue to go out biweekly via the listserv. • Today, following the DHPAG meeting the SCE Subgroup has a Zoom presentation led by LT Valerie Favela. Our very own DHPAG Executive Secretary, LCDR Erin Heap will present “PHS Dental Hygienists and Professional Organizations: A Winning Relationship!”. LCDR Heap will educate us on how professional organizations and CC Dental Hygienists can be a mutually beneficial relationship. She will also highlight what USPHS promotion benchmarks say about 	<p>Subgroups or individual that have experience or done research in this area and would like to collaborate or provide the info please reach out.</p> <p>DHPAG officers are encouraged to find a volunteer activity in October, complete the volunteer activity, and then send a picture of you and/or your group volunteering with a few sentences describing what you did and why you volunteered for this particular activity to LT Valerie Favela and LCDR Tiffany Smith.</p> <p>When the DHPAG meeting has concluded, exit the Teams meeting and use the Zoom link in the Event Flyer to tune into the presentation. If unable to attend watch back recording and share with any officer you think</p>		
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	membership and involvement in professional organizations. The presentation will also be recorded and sent out via the listserv when it becomes available.	could benefit from this information.		
<u>SUBGROUP REPORTS</u> <u>(OFFICE SUPPORT)</u>				
Data & Evaluation LT Natasha Bennett	<ul style="list-style-type: none"> • A survey has been completed to allow officers to provide feedback on any difficulties they are encountering in scheduling/obtaining clinical practice hours. This will help to notify HQ of the hardships faced. <ul style="list-style-type: none"> ○ It will be a short survey and a way for our voices to keep HQ abreast of the difficulties imposed from the new CPH mandated policy. ○ Survey will be sent out at a later date to provide more time for officers to have info to provide. • Will announce release of the survey when a date is settled on. 	Consider filling out and returning survey when sent across the listserv.		
Recruitment & Retention LT Darion Smith	<ul style="list-style-type: none"> • Vacancy Announcements: DHPAG's collaboration with DePAC for clinical vacancy announcements started this month. This is to reduce redundancy and streamline an activity that involves both professions. • Central vacancy location Max.gov for agency vacancy publishing is ongoing. • CADs <ul style="list-style-type: none"> ○ <u>New-0</u> ○ <u>Quad Clearing-1</u>. Juliana Romero, BOP, Clearing Security, cleared medical, boarding, and nomination. Waiting on CAD. • Review new policies and advise on matters that effect accession/retention (on-going) <ul style="list-style-type: none"> ○ Force Distribution and Management - CCD 122.02 - 10 FEB 2022 <ul style="list-style-type: none"> ▪ Regular Corps effective 1 JUNE 2022 Commissioned Service Obligation (CSO) <ul style="list-style-type: none"> · Minimum of eight years total (combined active and/or Ready Reserve duty). · CCHQ expectation is 4 years active duty 	<p>Please email LT Darion Smith any questions, comments, or concerns on this collaboration.</p> <p>If someone knows this individual, feel free to reach out to her if she needs anything</p>		

	<ul style="list-style-type: none"> • CCHQ requirement is 2 years active duty or forfeit benefits (i.e., travel, HHG transportation, lump-sum pay of unused annual leave etc...). • There are several recruitment resources in the Officer Secure Area: CCMIS> Officer Secure Area> CC Headquarters> Communications Tools & Resources • The PHS PowerPoint for dental hygienists is available but needs to be edited. It will be share via the listserv once updated and approved • If you participate in any recruitment activity R&R will be tracking these events. Email and include: <ul style="list-style-type: none"> ○ Presentation/Event ○ Lead and other officer participants ○ Name of School/program/organization ○ Date/time ○ Number of participants ○ Any follow up questions pending answers • CCI 231.03 Category Specific Appointment Standards was recently updated effective 18 April 2022. The only updates within are listed below. <u>Category specific requirements for dental hygiene accessioning into PHS has not changed.</u> Candidates would still need a bachelor’s degree in any field that came from an accredited program and have completed a Commission on Dental Accreditation (CODA) of the American Dental Association accredited curriculum in dental hygiene. <ul style="list-style-type: none"> • 5-1. Adds a new Section 7-3. authorizing the Director, CCHQ, to add additional names for existing degrees and licenses. • 5-2. Adds a new Section 8-1. authorizing the Director, CCHQ, or designee to conduct a review to determine if an applicant’s degree, license, or certification is essentially the same as one already contained in this Instruction. 	<p>Email LT Darion Smith with your recruitment events.</p>		
<p>Technical Readiness LT Sascha Randolph</p>	<ul style="list-style-type: none"> • CCHQ Updates: <ul style="list-style-type: none"> ○ Sent 7/14/2022: Beginning Oct 1, 2022, all PHS officers will have access to A Deployment Preparation Plan (DPP) and supporting documents which will help PHS officers prepare to deploy within 12 hours of 			

	<p>notification while they are rapidly pivoting roles to meet the requirements of the USPHS CC. The DPP enables PHS officers to proactively plan for the care of their family, personal and professional affairs during deployments, and other duty related absences.</p> <ul style="list-style-type: none"> ○ Beginning Dec 2022, officers are required to submit an initial DPP during their birth month. Officers with a Dec birthday are required to complete and submit their DPP by Dec 31, 2022. Subsequent DPP submissions should always occur during an officer’s birth month, even if updates were submitted earlier in the year due to extenuating circumstances. ○ Guidance on how to complete and submit the form can be found on CCMIS under Readiness in the section labeled Deployment Preparation Plan. <ul style="list-style-type: none"> ● HSPAC Readiness Updates: <ul style="list-style-type: none"> ○ Congratulations to HSO for the most completed push-ups in the 2022 HSPAC Push-Up Challenge. This challenge ended in July 2022. HSO – 39,478 push-ups, DHPAG – 2986 push-ups ○ Sent 7/29/2022: HSPAC Community Wellness Subcommittee is inviting to participate in a focused wellness journey for August 2022. A calendar has been developed with daily suggestions for activities to support your physical, mental, and social health throughout the month of Aug. Officers participating in at least 10 days of wellness activities during the month will receive a certificate of participation. Participation should be reported via email to HSPACCW@gmail.com. Certificates will be provided via email prior to Dec 31, 2022. ○ This event is open to all officers, regardless of category affiliation. ○ For additional information on this event, please contact CDR Elaine Bond elaine.bond@hhs.gov. ● Technical Readiness Updates <ul style="list-style-type: none"> ○ Last meeting there was a discussion on volunteering in states where you may not have a license to practice, you may be able to apply for a volunteer 	<p>Plan to create and submit your DPP on your birth month, starting Dec. 2022.</p> <p>If you participate provide your name, email address, PHS SERNO, category, activities completed, and any feedback or suggestions for future activities, by Sept 15, 2022.</p>		
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	<p>permit to practice for an event. The Board of Dentistry in that state will need to a completed, notarized application, proper government ID, your RDH licensure number, and the Board will complete a background check.</p> <ul style="list-style-type: none"> ○ Clinical hours documentation. When completing clinical hours and if you have a form to sign, the person who signs your form is also the person who needs to complete the clinical hours for CCMIS. The person will receive an email to complete information for CCMIS. Be sure to get their contact information to ensure completion of clinical hours are completed in CCMIS. ○ If your supervisor changes at any point during the year, please ensure you have them sign for your clinical hours in CCMIS before they leave, your new supervisor can sign for the remainder of the year. Civilians can get into CCMIS. They will receive a link and they can set up an account to get into the system. They will only have access to that section (clinical hours). Don't wait until the last minute to ensure you stay basic ready. If your documentation is not received by Dec 31, you will not be basic ready, and won't be considered for promotion. Systems can crash or make mistakes, so submit your hours the latest by Dec 15. ○ Technical Readiness meeting was Tuesday, July 26, 2022. Q&A session for current ARP participants, discussed expectations for year 1 prior to starting year 2. ○ Next Technical Readiness is Tuesday, Oct 25, 2022. 			
<p>Training, Education & Mentorship LCDR Olivia Barrow</p>	<ul style="list-style-type: none"> ● Continue 2022 CV Review Project: We have 11 reviewers 11 reviewees. Only three O-5 or above as reviewers, if you are a senior officer please concern volunteering to be a reviewer in future years. CV reviewers and reviewees were matched in early Aug 2022. <ul style="list-style-type: none"> ○ New CV format is required this year 	<p>CV Review Project as reviewer or reviewee please consider deadlines with this project</p>		

	<ul style="list-style-type: none"> ○ DHPAG TEM subcommittee will send the Certificate of Participation to the reviewers and reviewees to evaluate the project on or before 1 Dec 22. ● The Communications Subgroup will be managing the DHPAG Directory as it is incorporated under their section in the SOP manual. We want to thank LT Woldeamanual, LCDR Arango, and LCDR Felix for their hard work and dedication with this tedious challenge. ● Panel Discussion: Officer PCS and Job Transfers as Dental Hygienists. Scheduled for Oct 11th after DHPAG meeting. Lead: LCDR Heap, Presenters: LT Rowe and LCDR (sel) Favela. ● Participated in the Liaison HSPAC Mentoring Subcommittee meeting- LCDR Barrow attended the External Relations Team Meeting this month. They encourage all to consider being a Mentor or Mentee with the HSO. This is separate from our CV review project. ● Currently updating the DHPAG Career Progression Resources website. Which includes: <ul style="list-style-type: none"> ○ Tips for Promotion Success ○ Commissioned Corps Promotion Process 	<p>Watch for announcement of presentation via Listserv, save the date to plan to attend.</p>		
<p><u>SUBGROUP REPORTS</u> <u>(MANAGEMENT)</u></p>				
<p>Administrative Management LCDR Johnna Bleem</p>	<ul style="list-style-type: none"> ● No updates at this time 			
<p>Policy LCDR Eng</p>	<ul style="list-style-type: none"> ● DHPAG Directory workgroup and their duties have been recategorized in our SOP to fall under Communications and no longer under Training, Education & Mentorship Subgroup. ● The revised SOP was sent to HSPAC Policy Chair and Co-chair last month (7/29) for review. 			

Old Business	None			
New Business	None			
Announcements	Please join the DHPAG presentation now, via the Zoom link which was sent out.			
Next Meeting	Oct 11 th , 2022 via Microsoft Teams with a TEM Presentation to follow.	Please plan to attend both		
Adjournment	Motion for Adjournment: 1 st : LCDR Cynthia Chennault 2 nd : LCDR Jen Eng	Time Meeting Adjourned 14:43 EST		