

Meeting called by:

LCDR Jennifer Curtis, Chair

Executive Committee Attendance: (In Order of Committee Roster)

LCDR Jennifer Curtis, Chair
LCDR Emily Warnstadt (Chair-Elect)
LCDR Olivia Barrow
LCDR Marie-Elena Puleo
CDR Nicolette Bennett
LCDR Charles Brucklier-excused
LCDR Doretha M. Tonkins
CDR Amy Strain
LCDR Paula Arango-excused
LCDR Diane Weidley-excused
LT Theresa Chennault

Non-Voting Member Present:

CAPT Mylene Santulan
LCDR Melka Argaw
LCDR Khateeja Brahim
LCDR Cynthia Chennault
LCDR Holly Daverin
LCDR Jennie Eng
LCDR Andrew Felix
LCDR Michele Gottshall
LCDR Rochell Hampton
LCDR Miranda Nelson
LCDR Keasha Myrick
LCDR Eric Porter
LCDR Suzanne Redmon
LCDR Belinda Slaughter
LCDR Tiffany Smith
LCDR Latasha Turner
LT Johnna Bleem

Executive Secretary LCDR Olivia Barrow:

Quorum (5): Yes

LT Erin Heap LT Ngoc Kelsch LT Sascha Randolph LT Alyssa Rowe LT Darion Smith LT Sylvester Smith

AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS:	Action Item:	
			Open Date	Due Date
Welcome: LCDR Jennifer Curtis	Meeting commenced by Chair LCDR Jennifer Curtis			
Action on previous meeting minutes:	Motion to pass Minutes with edits from previous meeting in: Oct13, 2020: 1 st : LCDR Jennifer Curtis 2 nd : LCDR Diane Weidley			

Agenda Items:	<p>Welcome: LCDR Jennifer Curtis</p> <p>Roll Call: LCDR Olivia Barrow</p> <p>Approve Oct 13, 2020, 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: CDR Nicolette Bennett <p>Officer Support Subgroup reports:</p> <ul style="list-style-type: none"> • Data & Evaluations: LCDR Charles Brucklier • Recruitment (ad hoc): LCDR Dorthea M. Tonkins 	<p>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, LCDR Olivia Barrow at oliviab@searhc.org</p>		
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	<ul style="list-style-type: none"> • Technical Readiness CDR Amy Strain • Training, Education, & Mentorship: LCDR Paula Arango <p>Management Subgroup reports:</p> <ul style="list-style-type: none"> • Administrative Management: LCDR Diane Weidley-excused LT Bleem presented on behalf of LCDR Weidley • Policy: LCDR Emily Warnstadt 			
<p>Chair Report:</p>	<ul style="list-style-type: none"> • Special pay: we will not be considered for special in the future because RDHs due not meet the criteria. The DHPAG has requested that the training module be updated and we be removed from the training requirement. • Coins: will be in the possession of the DHPAG chair and will only be given out for excellence at their discretion. • Fundraising is forbidden of government employees, so please do not use you government emails for this type of activity. • Certificates: please do not create your own those shall be given out by leadership only. • Projects: please continue to complete any pending projects. Currently we only have the recruitment presentation and we hope to finish this by the end of the year. 			
<p><u>SUBGROUP REPORTS</u> <u>(OPERATIONS)</u></p>	<ul style="list-style-type: none"> • Finalizing the last DHPAG Newsletter (Fall III) of the year; 			

<p>Communications LCDR Marie-Elena Puleo</p>	<p>hoping to have final draft completed and approved by end of next week if possible.</p> <ul style="list-style-type: none"> Any subgroups that have any updates that they wish to include in the final DHPAG Newsletter, please email me and the Communications Subgroup no later than this coming Friday, December 11, 2020. 			
<p>Awards LT Theresa Chenault</p>	<ul style="list-style-type: none"> We are holding two Award Presentations on how to apply for awards and a Q&A session tentatively January 12th, 2021 and February 23rd, 2021 from 1-2pm CST. If you have been wanting to apply for an award/been on the fence about applying, now is your chance to ask questions and get all the information you need for your application packet. 			
<p>Stakeholder & Community Engagement CDR Nicolette Bennett</p>	<ul style="list-style-type: none"> 			
<p><u>SUBGROUP REPORTS</u> <u>(OFFICE SUPPORT)</u> Recruitment (AD HOC) LCDR Doretha M. Tonkins</p>	<ul style="list-style-type: none"> Recruitment Subgroup is reviewing recruitment PPT for edits and feedback. 			
<p>Training, Education & Mentorship LCDR Paula Arango</p>	<p>1) TEM Subcommittee Presentation Ergonomics: Improving the way you work in your environment 8 December 2020 after the DHPAG Meeting Moderators: LCDR Bharim, LT</p>			

	<p>Randolph, LT HeapSpeaker: CDR Woodridge</p> <p>2) CV Review Project Thoughts</p> <ul style="list-style-type: none"> • To recommend the continuation of the project next year (2021) • 100% Satisfied • 100% Continuation • To try matching officers of same agency • Due more reviewee than reviewers • To inquire if reviewer is willing to take more than one reviewee • To reach out to senior officers individually to participate as a reviewee • To encourage communication amongst participants during the review time frame • To keep current on CV template and guidance • To encourage HSO Mentoring program and submit application via HSO Mentoring Program processes. • Do not create another official mentoring program within DHPAG, but encourage participation with the HSO program • May request specific mentor/mentee • To position a DHPAG CV consultant per agency as a resource person for the reviewer if reviewer belongs to a different agency than the reviewee <p>3) HSPAC Mentoring Program</p> <ul style="list-style-type: none"> • Encourage DHPAG officers to register POC CDR Thornton, 			
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	<p>Jemekia akn1@cdc.gov and Mentoring.HSPAC@gmail.com</p> <ul style="list-style-type: none"> • Mentoring Program Registration Form (see attached document) 			
<p>Technical Readiness CDR Amy Strain</p>	<ul style="list-style-type: none"> • Unable to send out deployment appreciation letters due to policy regarding to whom these can come from and why. If you would like a letter—you would need to contact the appropriate Lead Deployment Officer or your agency. • We are going to be crafting a deployment survey though to gather information. • Advanced Readiness—please see the link here for a video related to this program. https://fda1.webex.com/fda1/ldr.php?RCID=6a3fea74fee141f7915f7dbf8bb8bf77 • Please don't hesitate to reach out with any questions. 			
<p>Data & Evaluation LCDR Charles Brucklier-excused</p>	<ul style="list-style-type: none"> • No report at this time 			

<p><u>SUBGROUP REPORTS</u> <u>(MANAGEMENT)</u> Policy LCDR Emily Warnstadt</p>	<ul style="list-style-type: none"> • Nothing to report at this time 			
<p>Administrative Management LCDR Diane Weidley-excused LT Johnna Bleem presented on behalf of LCDR Weidley</p>	<ul style="list-style-type: none"> • 			
<p>Old Business</p>	<ul style="list-style-type: none"> • None 			
<p>New Business</p>	<ul style="list-style-type: none"> • None 			
<p>Next Meeting</p>	<ul style="list-style-type: none"> • Feb 9th, 2020 from 1400-1500 EST. 	<p>**WebEx Meeting Number has been disseminated on the Listserv.</p>		
<p>Adjournment</p>	<p>Motion for Adjournment: 1st: LCDR Jennifer Curtis 2nd: CDR Amy Strain</p>		<p>Time Meeting Adjourned: 14: 28 (EST)</p>	