

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 Tammy Thomason
LCDR Marie-Elena Puleo –**excused**
LCDR Nicolette Bennett–**unexcused**
LCDR Charles Brucklier
LCDR Doretha M. Tonkins
CDR Amy Strain–**excused**
LCDR Paula Arango
LCDR Diane Weidley

Executive Secretary LCDR Olivia Barrow:

Quorum (5): Yes



Non-Voting Member Present:

CAPT Mylene Santulan
CDR Colleen White
LCDR Holly Daverin
LCDR Andrew Felix
LCDR Joan Fillaus
LCDR Rochelle Hampton
LCDR Daniel Rector
LCDR Sandra Pelto
LCDR Tanya Selling
LCDR Belinda Slaughter
LCDR Tiffany Smith
LT Theresa Chennault
LT Valerie Favela
LT Erin Heap
LT Sascha Randolph
LT Keasha Myrick
LT Darion Smith
LT Sylvester Smith

LT Demario Walls LTJG Ngoc Kelsch				
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: Dec 10 th 2019: 1 st : LCDR Jennifer Curtis 2 nd : LCDR Diane Weidley			

Agenda Items:	<p>Welcome: LCDR Jennifer Curtis Roll Call: LCDR Olivia Barrow</p> <p>Approve Dec 10th, 2019, Meeting Minutes:</p> <p>Operations Subgroup reports:</p> <ul style="list-style-type: none"> ● Awards: LCDR Tammy Thomason – ● Communications: LCDR Marie-Elena C. Puleo– excused LT Keasha Myrick ● Stakeholder & Community Engagement: LCDR Nicolette Bennett-unexcused <p>Officer Support Subgroup reports:</p> <ul style="list-style-type: none"> ● Data & Evaluations: LCDR Charles Brucklier ● Recruitment (ad hoc): LCDR Dorthea M. Tonkins ● Technical Readiness 	<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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	<p>CDR Amy Strain-excused LCDR Tanya Selling</p> <ul style="list-style-type: none"> • Training, Education, & Mentorship: LCDR Paula Arango <p>Management Subgroup reports:</p> <ul style="list-style-type: none"> • Administrative Management: LCDR Diane Weidley • Policy: LCDR Emily Warnstadt 			
<p>Chair Report:</p>	<ul style="list-style-type: none"> • Projects please CC LCDR Curtis and LCDR Warnstadt. • Projects will be approved by CPO and DHPAG voting members. • DHPAG will not have a booth at the ADHA conference due to lack of funding. • Be mindful with social media activity as a USPHS officer. • LCDR Brucklier and LCDR Slaughter will be presenting a PHS Leadership Lecture at the AHDA annual Conference Educator’s workshop on Thursday June 11th at 1:00pm. Please attend to support our Officers if you are able. • If there are any changes to your email within the subgroup, please let LCDR Barrow and your Chair know. 			
<p><u>SUBGROUP REPORTS</u> <u>(OPERATIONS)</u> Communications LCDR Marie-Elena Puleo –excused LT Keasha Myrick reported on LCDR Puleo’s behalf</p>	<ul style="list-style-type: none"> • We are trying to increase communication and article submissions by easing the process, so please encourage Members and Subgroups to utilize the new form, (DHPAG Newsletter Submission Request Form), link included in 2019 FALL III Newsletter that is again attached to this email (we can provide it to Jennifer if she needs it to send out to the group again), for submitting Subgroup UPDATES and ARTICLES by the Due Dates that are listed on the form: 			

	<p>Newsletter I – Spring : 4/24/2020 Newsletter II – Summer : 8/31/2020 Newsletter III – Fall: 11/27/2020</p> <ul style="list-style-type: none"> • We ask Subgroups to Utilize this same form to submit and email names/contact information of NEW PHS RDH officers that have completed OBC so that we can reach out to these officers for our SPOTLIGHT section of newsletter. • If the DHPAG receives any notification of RDH Officers that are promoted so that we can recognize them in the newsletters going forward. If they don't receive notification, ask Jennifer if there is any way of possibly requesting this information going forward (otherwise we will have to compare promotion list when it comes out against updated 2020 DHPAG Roster)? 			
<p>Awards LCDR Tammy Thomason</p>	<ul style="list-style-type: none"> • The awards nomination packets will be dispersed via listerv tomorrow and I will put in a request to HSO to add this years forms on our DHPAG site. The deadline for the awards is COB 3-13-20. LT Chennault has a PPT on the awards process. Date to be announced. • Can self nominate. Can only be nominated for one award. • The winner must submit a photo in USPHS uniform and cover any travel expenses to the COA meeting. • COA meeting is in June. • We will need a bio and the photo asap so please have it ready to submit if awarded. • The two awards: 2020 DHPAG Candace Jones Award 2020 Junior Dental Hygienist of the Year 	 2020 DHPAG  2020 Junior Dental Candace Jones Awa Hygienist of the Yea		

<p>Stakeholder & Community Engagement LCDR Nicolette Bennett-(unexcused)</p>	<ul style="list-style-type: none"> • None 			
<p><u>SUBGROUP REPORTS</u> <u>(OFFICE SUPPORT)</u> Recruitment (AD HOC) LCDR Doretha M. Tonkins</p>	<ul style="list-style-type: none"> • Nothing to report. 			
<p>Training, Education & Mentorship LCDR Paula Arango</p>	<ul style="list-style-type: none"> • Continue projects and initiatives that we started last year • Directory-will be updated quarterly: send new rank and any changes to maintain the directory updated to Chair PArango@bop.gov and Co-chair Mylene.Santulan@fdihb.org • Meeting with the Training, Education & Mentorship subgroup every other month to discuss and work in projects during year 2020 • CV Review Project 2020 • Panel discussion or presentation • Dental Continuing Education Courses, Trainings and Certifications 			
<p>Technical Readiness CDR Amy Strain LCDR Selling reported on CDR Strain's behalf</p>	<p>Activities/Updates/Accomplishments since Last Meeting:</p> <ul style="list-style-type: none"> • Advanced Readiness to begin again 2.15.2020—it should be announced by the PAC soon. Email about it will be forthcoming after the announcement. 			

	<ul style="list-style-type: none"> • Thank you for all that submitted for letters—sent out I believe 38 letters for officers that deployed—several deployed more than 2 times <p>Current/Ongoing/Upcoming Initiatives or Activities:</p> <ul style="list-style-type: none"> • Setting date for 30 day deployment HotWash • Re-write the letter to be more specific and easier to fabricate and get signatures • Develop Agenda for quarterly calls with Advanced Readiness officers (new and current) • Reviewing training for A/R officers to meet their requirements <p>Volunteer Opportunities within Team:</p> <ul style="list-style-type: none"> • Finalizing team, but still room for officers to join. • Next Meeting (date, time, call-in information): TBA with members 			
<p>Data & Evaluation LCDR Charles Brucklier</p>	<ul style="list-style-type: none"> • Nothing to report. 			
<p><u>SUBGROUP REPORTS</u> <u>(MANAGEMENT)</u> Policy LCDR Emily Warnstadt</p>	<ul style="list-style-type: none"> • Nothing to report. 			
<p>Administrative Management</p>	<ul style="list-style-type: none"> • Nothing to report. 			

LCDR Diane Weidley				
Old Business	<ul style="list-style-type: none"> • None 			
New Business	<ul style="list-style-type: none"> • None 			
Next Meeting	<ul style="list-style-type: none"> • April 14th, from 1400-1500 EST. Dial in # 712-451-0523. Access Code: 609516#. International dial in #s: https://fccdl.in/jencurtis98 Online meeting ID: jencurtis98. Join the online meeting: https://join.freeconferencecall.com/jencurtis98 If this information changes an e-mail will go out. 	**WebEx Meeting Number has been disseminated on the Listserv.		
Adjournment	<p>Motion for Adjournment:</p> <p>1st: LCDR Jennifer Curtis 2nd: LCDR Diane Weidley</p>		Time Meeting Adjourned: 14:43 (EST)	