

Meeting called by:

LCDR Jen Eng, Chair

Executive Secretary LT Domika Kinman

Time Meeting Commenced: 1301 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 - **Excused**
- LCDR Keasha Myrick
- CDR Suzanne Redmon - **Excused**
- LCDR Johnna Bleem

Non-Voting Member Present:

- CDR Nadine Brown
- LCDR Erin Heap
- LCDR Kelli Shaffer
- LCDR Melka Argaw
- LCDR Valerie Favela
- LCDR Andrew Felix
- LCDR Sascha Randolph
- LCDR Cynthia Chennault
- LCDR Demario Walls
- LCDR Jennifer Curtis

AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS for members:	Action Item:	
			Open Date	Due Date
Welcome: LCDR Jen Eng	Meeting commenced by Chair Elect LCDR Jen Eng			

Action on previous meeting minutes:	Motion to pass Dec 13 th 2022 Meeting Minutes 1 st : LCDR Tiffany Smith 2 nd : LCDR Jen Eng None Opposed. Motion passes to Approve Minutes.			
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Agenda Items:	<p>Welcome: LCDR Jen Eng</p> <p>Roll Call: LT Domika Kinman</p> <p>Approve Dec 13th, 2022 Meeting Minutes</p> <p>Chair Announcements: Read by LCDR Jen Eng</p> <p>Operations Subgroup reports:</p> <ul style="list-style-type: none"> • Awards: LCDR Theresa Chennault • Communications: LCDR Tanya Selling • Stakeholder & Community Engagement: LCDR Tiffany Smith <p>Officer Support Subgroup reports:</p> <ul style="list-style-type: none"> • Data & Evaluations: LCDR Kelli Shaffer • Recruitment & Retention LCDR Darion Smith • Technical Readiness LCDR Keasha Myrick • Training, Education, & Mentorship: LT Alyssa Rowe <p>Management Subgroup reports:</p> <ul style="list-style-type: none"> • Administrative Management: LCDR Johnna Bleem • Policy LT Melaku Woldeamanual <p>Announcements: Open</p>	<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 dkinman@bop.gov.</p>		
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<p>Chair Report: LCDR Jen Eng</p>	<ol style="list-style-type: none"> 1. Announcement of OY 2023 Training. <ol style="list-style-type: none"> A. 1 Preparedness training <ol style="list-style-type: none"> i. D-SAFE B. 3 Leadership trainings <ol style="list-style-type: none"> i. IAI, CGSOC, DARPA C. Visit CCLMS for more information. 2. Transition to the New U.S. Public Health Service Commissioned Corps Working Uniform has been delayed. 3. National Defense Authorization Act (NDAA) for Fiscal Year 2023 into law, 23rd December 2022. <ol style="list-style-type: none"> A. Increase in basic pay, 4.6 percent. 4. Carry Over Leave for Fiscal Year 2023 <ol style="list-style-type: none"> A. 120 days can be carried over. 5. Award Process Change to Include Non-USPHS Honor Awards in eOPF. <ol style="list-style-type: none"> A. Commissioned Corps Management Information System (psc.gov) 6. On-Call Deployment Teams and Deployment Preparation Plan. <ol style="list-style-type: none"> A. DPP is due March 31st, 2023. 7. Promotion Folder Verification. <ol style="list-style-type: none"> A. Verification is due February 15th at 11:59 EST. 8. Newly appointed Chief Professional Officers. <ol style="list-style-type: none"> A. Dental category: RDML Michael W. Johnson B. Pharmacy category: RDML Kelly Battese 9. CCHQ Connect session of the calendar year. <ol style="list-style-type: none"> A. The Readiness and Deployment Branch (RDB) will brief on updated policies to include Basic Life Support (BLS), Deployment Preparation Plan, Agency Activity, and Deployment Terms. <p>OBC Volunteer opportunities – consider volunteering to assist the COTA team with OBC 144. Pinning ceremony to be held March 24th (DMV area).</p>			
<p><u>SUBGROUP REPORTS</u> <u>(OPERATIONS)</u></p>				

<p>Awards LCDR Theresa Chennault</p>	<ol style="list-style-type: none"> 1. HSPAC updated the DHPAG Awards website in December 2022 with the new 2023 coversheets in the hyperlinks. 2. Announced awards solicitation over the dental hygiene listserv in December as well, in full award season mode. 3. Informative Q&A Awards session was held on January 17th. Descriptions of 2 awards and what needs to be included in the nomination packets: Candace Jones DH of the Year and Junior DH of the Year. <ol style="list-style-type: none"> A. Recording of the presentation was sent over the DHPAG listserv. B. You can nominate yourself for the awards. Each packet must include the nomination cover sheet filled out completely, the narrative addressing the 4 criteria, your CV, and a screenshot of your basic readiness for the past 2 years. C. If you are applying for the Junior DH of the Year award, you must submit your billet/position description with your packet. D. Award nominations will be due to on Friday, March 3rd, 2023 by midnight. E. Voting members are not eligible to apply but co-chairs may apply. Please also remember you cannot apply for both awards; please choose one or the other. <p>If you are selected for either award, please have a pic and bio ready to submit to me to be included in the HSPAC presentation on Category Day at the Symposium.</p>	<p>If you have any questions regarding the awards process, contact LCDR Theresa Chennault at Theresa.chennault@ihs.gov</p>		
<p>Communications LCDR Tanya Selling</p>	<ol style="list-style-type: none"> 1. Deadline for the Spring 2023 Issue will be sometime in April 2023 	<p>Consider submitting an article for the next Newsletter.</p>		

<p>Stakeholder & Community Engagement LCDR Tiffany Smith</p>	<ol style="list-style-type: none"> 1. October's 2nd Annual DHPAG Get Out & Volunteer Month. <ol style="list-style-type: none"> A. Collaboration with the DHPAG Communication's Subgroup. <ol style="list-style-type: none"> i. Advertise in the DHPAG newsletters for upcoming event. <ol style="list-style-type: none"> a. Submit a follow-up article to show pictures of officers volunteering in their communities. b. Participants to receive a COA. 2. Disseminate a State-by-State Clinic Hours Volunteer spreadsheet. <ol style="list-style-type: none"> A. Include dental and dental hygiene conventions. B. Send an email to Tiffany.H.Smith@ice.dhs.gov if you know of any locations in your area to assist other dental hygienists in non-clinical positions to receive their clinical hours. 3. Understanding & Dealing with Promotion Anxiety presentation – pending approval (June or August). <ol style="list-style-type: none"> A. Relevant presentation for all USPHS officer's up for promotion. 4. RDH Agency-Specific Spotlight presentation. <ol style="list-style-type: none"> A. Discuss about the agency (e.g., CMS, HRSA, CDC, FDA, etc.) and non-clinical job opportunities available for our fellow RDH. B. Anyone interested in presenting, please contact either LCDR Valerie Favela and/or LCDR Tiffany Smith (Tiffany.H.Smith@ice.dhs.gov). 5. HSPAC Wellness Subcommittee <ol style="list-style-type: none"> A. Upcoming meeting and will be discussing collaboration opportunities with both the 			
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	<p>HSPAC subcommittee and DHPAG subgroup.</p> <p>i. Participate in upcoming HSPAC Wellness Subcommittee monthly calendar activities – pending.</p>			
<p><u>SUBGROUP REPORTS</u> <u>(OFFICER SUPPORT)</u></p>				
<p>Data & Evaluation LCDR Kelli Shaffer</p>	<p>The Data Evaluation Subgroup goals for 2023 are listed below:</p> <ol style="list-style-type: none"> 1. Survey to compile the top 3 topics the members feel that the DHPAG can improve on in order to support DH members. We will list topics and have them rank the topics in order of precedence and leave a comment box for suggestions. <ol style="list-style-type: none"> A. Awards opportunities or “writing tips” B. Practice hours opportunity C. Job opportunities D. Promotional information E. Other 2. Survey to inquire what are the biggest challenges DH feel they face with topics listed to be ranked by precedence? 3. Survey to inquire on challenges in obtaining clinical practice hours so we know how many are still facing challenges and what the challenges are so we can send them forth to HSPAC >> HQ. All survey data will be compiled into spreadsheets for analysis and easy reporting. The timeline for the surveys is determined based on needs and state of the PHS/category throughout the year. 			
<p>Recruitment & Retention LCDR Darion Smith</p>	<ol style="list-style-type: none"> 1. Call to Active-Duty (CAD) Candidates <ol style="list-style-type: none"> A. 1-In-process <ol style="list-style-type: none"> i. agency requested with IHS; orders pending soon 			

	<ul style="list-style-type: none"> B. 1-pending selection (cleared medical, boarding, and nomination; needs an agency assignment for security clearance) <ul style="list-style-type: none"> i. CAD limited to the Billings, MT area. C. 1-SRCOSTEP recruit <ul style="list-style-type: none"> i. Graduates with AAS in DH May 2023 and will begin BA degree Fall 2023. <p>2. DHPAG PowerPoint Presentation</p> <ul style="list-style-type: none"> A. Updated and in the process of HSPAC approval B. CCHQ uploaded a PPT and PDF recruitment version on USPHS.gov and in the Officer Secure Area (Communication Tools and Resources) respectfully. <ul style="list-style-type: none"> i. Slide/page 27 discrepancy exists stating DH qualifying degree is a BA of science in dental hygiene where the Category Specific Standards policy states an accredited BA plus ADA/COTA DH training is required. ii. DHPAG and HSPAC R&R leadership have been notified of the discrepancy for correction at this time. C. If anyone is doing a PPT, please notify LCDR Darion Smith @ Darion.Smith@cdc.hhs.gov prior to the presentation for tracking purposes as well as for candidate follow up. <ul style="list-style-type: none"> i. It's important to present to DH candidates but even more important they have a POC afterwards for questions and contact info for tracking of those conversions to USPHS DHPAG officers. <p>3. DHPAG-R&R and TEM Collaboration</p> <ul style="list-style-type: none"> A. HSPAC Mentoring has the CADTMI (Call to Active Duty Transitional Mentoring 			
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	<p>Initiative). DHPAG TEM and R&R are partnering to have representation from DHPAG.</p> <ul style="list-style-type: none"> i. TEM solicits, submits, and tracks the DHPAG officer participating as mentor and mentee. ii. R&R helps ensure TEM knows new officers are in process of commissioning. iii. HSPAC CADTMI operates the program ensuring mentors are notified of mentees and provide resources/support for program. 			
<p>Technical Readiness LCDR Keasha Myrick</p>	<ul style="list-style-type: none"> 1. Last DHPAG Technical Readiness & ARP Participants meeting: Tuesday, January 31, 2023 @ 1530 EST. 2. FY2023 Goals and Q & A Session for ARP Participants <ul style="list-style-type: none"> A. ARP RDH program completion: 5; current participants: 10 3. Next HSPAC Readiness ARP Lecture Series for 1-hour credit: Friday, February 17, 2023; 1200 to 1300 EST; “When Safety Officers Deploy.” <p>ACTIONS/DIRECTIVES:</p> <ul style="list-style-type: none"> 1. Did you miss a HSPAC Readiness webinar in 2022? We've got you covered as all four were recorded! Head to MAX.gov at https://community.max.gov/display/HHS/Readiness+Webinars to view the 2022 webinars as well as some oldies, but definitely still, goodies! 2. If any RDH officers have deployed since January 1, 2023, please, email LT Pallack and myself the role of deployment, number of days, and the city and state. 3. Be sure to complete Deployment Preparation Plan by Friday, March 31, 2023. 			

	Next DHPAG Technical Readiness & ARP Participants meeting: Tuesday, April 25, 2023 @ 1530 EST.			
Training, Education & Mentorship LT Alyssa Rowe	<ol style="list-style-type: none"> 1. Continue 2023 DHPAG CV review project. 2. Initiate and work with HSPAC on the CADTMI mentor program. “If you are interested in participating as a Mentor or simply interested in more details, please email LCDR Olivia Barrow and LCDR Darion Smith. 3. Fall panel discussion on “Things to keep in Mind” when researching an MPH program. 			
<u>SUBGROUP REPORTS</u> <u>(MANAGEMENT)</u>				
Administrative Management LCDR Johnna Bleem	<ol style="list-style-type: none"> 1. Currently working on updating SOPs for the DHPAG subgroups. 			
Policy LCDR Doretha Wilson	<ol style="list-style-type: none"> 1. Important information regarding DEERS and ID cards during COVID: 2. https://dcp.psc.gov/ccmis/PDF_docs/TAB%20D%20%e2%80%93%20Communication%20Memo%20to%20the%20Corps%20Regarding%20DEERS%20and%20DoD%20ID%20Cards%20During%20COVID-19.pdf 3. There is a new frequently asked questions webpage in the Policy Commissioned Corps Issuance System (CCIS). 4. https://dcp.psc.gov/ccmis/ccis/CCISFAQ.aspx 5. Reminders: Pre-Deployment Plan is due in eOPF by March 31, 2023. 	POM 821.86, Flag Board and Processes POM 821.82, Line of Duty Determination CCI 231.03, Category Specific Appointment Standards CCI 322.03, Flag Officer Selection and Assignment CCI 383.01, Death of an Active Duty Officer CCD 121.06, Protected Communications CCD 122.01, Promotions CCD 122.02, Force Management CCD 124.01, Retirement		

		CCD 125.04, Fellowships, Scholarships and Grants CCI 311.06, Religious Accommodations		
Old Business	None			
New Business	None			
Announcements	None			
Next Meeting	April 11 th , 2023 1:00-2:00PM EST Please note time change.	Please plan to attend!		
Adjournment	Motion for Adjournment: 1 st : LCDR Jen Eng 2 nd : LCDR Darion Smith	Time Meeting Adjourned 13:49 EST		