

**Meeting called by:**

LCDR Jen Eng, Chair

**Executive Committee Attendance:** (In Order of Committee Roster)

- LCDR Jen Eng, Chair
- LCDR Doretha Wilson, Chair-Elect
- LT Domika Kinman - **Excused**
- LCDR Theresa Chennault
- LCDR Tanya Sumner
- LCDR Melka Argaw
- LCDR Tiffany Smith
- LCDR Darion Smith
- LCDR Olivia Barrow
- LCDR Keasha Myrick - **Excused**
- CDR Suzanne Redmon
- LCDR Johnna Bleem - **Excused**

**Quorum (5): Yes**

**Executive Secretary Acting LCDR Erin Heap**  
**Time Meeting Commenced: 1300 EST**

**Non-Voting Member Present:**

- LCDR Cynthia Chennault
- LCDR Valerie Favela
- LCDR Andrew Felix
- LCDR Kelli Shaffer
- LCDR Belinda Slaughter
- LCDR Erica Porter
- LT Jessica Criss
- LT Alyssa Rowe
- LTJG Courtney Jackson
- Sharon Bydonie

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

<b>Action on previous meeting minutes:</b>	Motion to pass April 11 <sup>th</sup> 2023 Meeting Minutes 1 <sup>st</sup> : LCDR Tiffany Smith 2 <sup>nd</sup> : LCDR Tanya Sumner None Opposed. Motion passes to Approve Minutes.			
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<b>Agenda Items:</b>	<p><b>Welcome:</b> LCDR Jen Eng</p> <p><b>Roll Call:</b> LCDR Erin Heap</p> <p><b>Approve April 11<sup>th</sup>, 2023 Meeting Minutes</b></p> <p><b>Chair Announcements:</b> Read by LCDR Jen Eng</p> <p><b>Operations Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Awards:</b> LCDR Theresa Chennault</li> <li>• <b>Communications:</b> LCDR Tanya Sumner</li> <li>• <b>Stakeholder &amp; Community Engagement:</b> LCDR Tiffany Smith</li> </ul> <p><b>Officer Support Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Data &amp; Evaluations:</b> CDR Suzanne Redmon</li> <li>• <b>Recruitment &amp; Retention</b> LCDR Darion Smith</li> <li>• <b>Technical Readiness</b> LCDR Keasha Myrick</li> <li>• <b>Training, Education, &amp; Mentorship:</b> LT Alyssa Rowe</li> </ul> <p><b>Management Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Administrative Management:</b> Read by LCDR Erin Heap</li> <li>• <b>Policy</b> LCDR Doretha Wilson</li> </ul> <p><b>Announcements:</b> 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 Acting Executive Secretary, LCDR Erin Heap at <a href="mailto:cheap@bop.gov">cheap@bop.gov</a>.</p>		
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<p><b>Chair Report:</b> LCDR Jen Eng</p>	<ol style="list-style-type: none"> <li>1. Tulsa RAM Event Friday to Monday May 4-8, 2023</li> <li>2. COF 56th Annual symposium May 8-11 Cox Business Convention Center Tulsa, OK “In the Service of Health: Boots on the Ground for a Healthy Nation”</li> <li>3. Category Day on Wednesday May 10, 2023</li> <li>4. Coast Guard Clinical Opportunities.</li> <li>5. HSPAC: call for articles-Fall 2023 HSPAC newsletter</li> <li>6. Promotion Year 2023 temporary grade promotion results</li> <li>7. Honor Juneteenth’s Federal Holiday</li> <li>8. Presentation: DPHAG Stakeholder &amp; Community Engagement Subgroup will host ‘Understanding &amp; Dealing with Promotion Anxiety Conference’</li> <li>9. Promotions of Dental Hygiene Officers: <ol style="list-style-type: none"> <li>A. O-4: Pallack, Cindy; Simpson, Jerome; Woldeamanual, Melaku</li> <li>B. O-5: Arango, Paula; Argaw, Melka; Barrow, Olivia; Chennault, Cynthia; Felix, Andrew; Hampton, Rochelle; Martinez, Jamie; Smith, Tiffany; Warnstadt, Emily</li> </ol> </li> </ol>			
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(OPERATIONS)</u></b></p>				
<p><b>Awards</b> LCDR Theresa Chennault</p>	<ol style="list-style-type: none"> <li>1. The winner of the Candace Jones Dental Hygienist of the Year award went to LCDR Cynthia Chennault and the Junior Dental Hygienist of the Year award went to LT Cindy Pallack.</li> <li>2. I sent every award nominee a Certificate of Appreciation for applying this cycle.</li> <li>3. The plaques for the two winners were ordered by myself and paid for by our gracious Chair, LCDR Jen Eng</li> <li>4. The plaques were presented to the winners at Category Day during the Symposium this year.</li> </ol>	<p>If you have any questions regarding the awards process, contact LCDR Theresa Chennault at <a href="mailto:Theresa.chennault@ihs.gov">Theresa.chennault@ihs.gov</a></p>		

	<p>5. The winners were included in the HSPAC Awards PowerPoint Presentation along with the other PAG winners.</p>			
<p><b>Communications</b> LCDR Tanya Sumner</p>	<p>1. Next Newsletter submission deadline is 8/15/2023 we are looking for article submissions on various topics, some suggestions are: Highlights from CE Courses taken over the spring-summer, 2023 Symposium Experience, Your local contributions to your community and/or agency, etc.</p> <p>2. Looking for additional Communications Group Volunteers- If you are good at proof reading for grammatical errors or know adobe PDF/graphic editing! Come join us!</p>			
<p><b>Stakeholder &amp; Community Engagement</b> LCDR Tiffany Smith</p>	<p>1. After today's DHPAG meeting, the Stakeholder &amp; Community Engagement Subgroup would like to present the Understanding &amp; Dealing with Promotion Anxiety presentation. The first time we had this presentation was in 2021 and it was a success, so we hope you can attend this presentation. Thank you.</p>			
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(OFFICER SUPPORT)</u></b></p>				
<p><b>Data &amp; Evaluation</b> CDR Suzanne Redmon</p>	<p>1. Data Evaluation Subgroup has completed creation of a survey to gather information about how Clinical Practice Hours (CPHs) are affecting our officers and if they're completing them with ease or the CPHs are causing hardships.</p> <p>2. We plan to send the survey out in the next few weeks and will allow for 3 weeks for officers to reply in case of deployments or vacations.</p> <p>3. We will instruct all officers to download the excel doc survey, complete, and reply to CDR Redmon only and not to the listserv so as to keep responses private. I will also notate that all responses will be anonymous upon data collection and reporting of the survey results.</p>			

	<p>4. LCDR Shafer and LT Kelsch have been instrumental to the Data Evaluation subgroup and their hard work is much appreciated.</p>			
<p><b>Recruitment &amp; Retention</b> LCDR Darion Smith</p>	<p>1. Recruitment</p> <p style="padding-left: 20px;">A. SRCOSTEP</p> <p style="padding-left: 40px;">i. Application acceptance window is open now through 30 September.</p> <p style="padding-left: 40px;">ii. Let your alma maters know and we can present to them on USPHS Commissioned Corps and how SRCOSTEP fits in.</p> <p style="padding-left: 20px;">B. DHPAG Recruitment Presentation</p> <p style="padding-left: 40px;">i. The new DH qualifications for commissioning slide in the updated CCHQ DHPAG recruitment PowerPoint presentation still has not been updated in the OSA or USPHS.gov yet.</p> <p style="padding-left: 40px;">ii. I have updated the PPT with the correct language and it has been approved by DHPAG and HSPAC leadership.</p> <p style="padding-left: 40px;">iii. Just pending CCHQ review and update. HSPAC R&amp;R leadership was advised, and we are standing by for further action.</p> <p style="padding-left: 20px;">C. CADs</p> <p style="padding-left: 40px;">i. 4 active DH CADs:</p> <p style="padding-left: 40px;">ii. 1 pending clearances with IHS (no visibility)</p> <p style="padding-left: 40px;">iii. 1 pending job/security (3/4 cleared)</p> <p style="padding-left: 40px;">iv. 1 pending clearances with BOP (no visibility)</p> <p style="padding-left: 40px;">v. 1 pending all clearances (0/4 cleared)</p> <p>2. Retention</p> <p style="padding-left: 20px;">A. CCD 111.03 Conditions of Service</p> <p style="padding-left: 40px;">i. 6-2. Duty Requirements.</p>			

	<ol style="list-style-type: none"> <li>1. a. Professional Competence. All officers are required to maintain competence and progression in the profession that served as his/her qualifying degree on appointment to the Corps.</li> <li>2. b. Career Growth and Advancement. All officers are required to demonstrate career progression by preparing for, seeking, and accepting assignments of increased responsibility that are commensurate with or greater than his/her grade.</li> </ol> <p>B. Inst. 325.04 - Professional Growth and Development (psc.gov)</p> <ol style="list-style-type: none"> <li>i. The responsibility for career development lies with the commissioned officer.</li> <li>ii. It is necessary for the officer to define his/her career goals early in his/her career. <ol style="list-style-type: none"> <li>1. Career Pathways (PHSCareerPathways@hhs.gov)</li> <li>2. Career Tracks based on things such as interest and training</li> <li>3. Career Tracks based on billet</li> </ol> </li> </ol> <ol style="list-style-type: none"> <li>3. If anyone is interested in DHPAG recruitment activity, please let me know as we will need to submit proper documentation for approval.</li> <li>4. Observe the Career Pathways site via Commissioned Corps Management Information System (CCMIS) as well as the Career Pathways presentation via the Officer Secure Area (OSA)</li> </ol>			
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<p><b>Technical Readiness</b> Read by LCDR Erin Heap</p>	<ol style="list-style-type: none"> <li>1. Basic Readiness: Continue to periodically check your Dashboard and Readiness &amp; Deployment Section in CCMIS, and your PIR for ongoing corrections and updates.</li> <li>2. Technical Readiness SOP has been updated and submitted.</li> <li>3. Last DHPAG Technical Readiness &amp; ARP Participants meeting: Tuesday, April 25, 2023             <ol style="list-style-type: none"> <li>A. Q &amp; A Session for ARP Participants</li> </ol> </li> <li>4. ARP RDH program completion: 5; current participants: 10</li> <li>5. Next Technical Readiness and ARP meeting is the last Tuesday of July: July 25, 2023 @ 1530 EST/1430 CST/1330 MST/1230 PST/1130 AKST.</li> </ol>			
<p><b>Training, Education &amp; Mentorship</b> LT Alyssa Rowe</p>	<ol style="list-style-type: none"> <li>1. DHPAG CV Review Project: deadline to request being a reviewee or reviewer is June 13, 2023.</li> <li>2. DHPAG Fall presentation: “What to consider when researching advanced degrees, license, and certifications”. Chair-LT Waldeamanual and Co-Chair-LCDR Arango</li> </ol>			
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(MANAGEMENT)</u></b></p>				
<p><b>Administrative Management</b> Read by LCDR Erin Heap</p>	<ol style="list-style-type: none"> <li>1. No new updates</li> </ol>			
<p><b>Policy</b> LCDR Doretha Wilson</p>	<ol style="list-style-type: none"> <li>1. Provided a presentation to the DHPAG Chairs and Co-Chairs on the Review Guidelines for the DHPAG SOP Subgroup Sections.</li> <li>2. Drafted email communication, which was sent to the DHPAG Chairs and Co-Chairs requesting updates to the DHPAG SOP Subgroup Sections</li> <li>3. Initiated the review process for the DHPAG SOP.</li> </ol>			

4. Tentative activity includes providing a brief policy refresher presentation.
5. Communication was received from CCHQ on 05/25/2023 informing of the following:
  - A. As part of its modernization efforts, the US Public Health Service (USPHS) Commissioned Corps updated several fiscal policies. The revisions were simply to reformat the policies with USPHS Commissioned Corps format and to update current legal authorities. These updates do not directly impact individual Public Health Service officers and do not require any action on our parts. The USPHS Commissioned Corps will handle any changes to the financial procedures, although it may reach out to individual Public Health Service officer if necessary.
6. \*The Secretary approved updates to Commissioned Corps Directives (CCD):
  - A. CCD 153.01, "Former Spouse Obligations Retired," and
  - B. CCD 154.01, "Monthly Pay & Allotments."
7. \*The Assistant Secretary for Health (ASH) approved updates to Commissioned Corps Instructions (CCI):
  - A. CCI 612.04, "Family Separation Allowance,"
  - B. CCI 653.01, "Social Security (FICA) Taxes," and
  - C. CCI 653.02, "Withholding of State Income Taxes."
8. \*For CCI 612.04, "Family Separation Allowance," which outlines the different types of Family Separation Allowances (FSA) Public Health Service officers are entitled to, the USPHS Commissioned Corps will provide Frequently Asked Questions.
9. If anyone wants to review any policies the policies can be found in the electronic Commissioned Corps Issuance System provided by the link below.



	<p>A. <a href="https://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y">https://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y</a></p> <p>10. After reviewing these policies, further questions can be emailed to CCHQ Policy and Evaluation Branch at <a href="mailto:CCISPolicy@hhs.gov">CCISPolicy@hhs.gov</a>.</p> <p>11. Reminder for Chairs and Co-Chairs to submit SOP Subgroup Section reviews to Policy at their earliest convenience. The following sections have been received (Stakeholder and Community Engagement and Recruitment and Retention).</p>			
<b>Old Business</b>	None			
<b>New Business</b>	None			
<b>Announcements</b>	None			
<b>Next Meeting</b>	August 8 <sup>th</sup> , 2023 1:00-2:00PM EST Please note time change.	Please plan to attend!		
<b>Adjournment</b>	Motion for Adjournment: 1 <sup>st</sup> : LCDR Jen Eng 2 <sup>nd</sup> : LCDR Tanya Sumner	<b>Time Meeting Adjourned</b> 13:44 EST		