

**Meeting called by:**

LCDR Emily Warnstadt, Chair

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

- LCDR Emily Warnstadt Chair
- LCDR Cynthia Chennault (Chair-Elect)
- LCDR Olivia Barrow
- CDR Amy Strain-
- LCDR Paula Arango-
- LCDR Marie-Elena Puleo-
- LCDR Suzanne Redmond-
- LCDR Tiffany Smith
- LCDR Doretha M. Tonkins
- LCDR Diane Weidley
- LT Theresa Chennault

**Executive Secretary** LCDR Olivia Barrow:

**Quorum (5): Yes**

**Non-Voting Member Present:**

- CAPT Mylene Satulan
- CAPT Robin Williams
- CDR Charles Brucklier
- LCDR Holly Daverin
- LCDR Jennie Eng
- LT Johnna Bleem
- LT Erin Heap

AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS:	Action Item:	
			Open Date	Due Date
<b>Welcome:</b> <b>LCDR Emily Warnstadt</b>	Meeting commenced by Chair LCDR Emily Warnstadt			
<b>Action on previous meeting minutes:</b>	Motion to pass Minutes with edits from previous meeting: April 13th, 2021: 1 <sup>st</sup> : LCDR Emily Warnstadt 2 <sup>nd</sup> : LCDR Tiffany Smith			

<p><b>Agenda Items:</b></p>	<p><b>Welcome:</b> LCDR Emily Warnstadt  <b>Roll Call:</b> LCDR Olivia Barrow</p> <p>Approve April 13th, 2021, Meeting Minutes:</p> <p><b>Operations Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Awards:</b> LT Theresa Chennault</li> <li>• <b>Communications:</b> LCDR Marie-Elena C. Puleo-</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> LCDR Suzanne Redmon</li> <li>• <b>Recruitment (ad hoc):</b> LCDR Dorthea M. Tonkins</li> <li>• <b>Technical Readiness</b> CDR Amy Strain-excused</li> <li>• <b>Training, Education, &amp; Mentorship:</b> LCDR Paula Arango</li> </ul> <p><b>Management Subgroup reports:</b></p> <p><b>Administrative Management:</b> LCDR Diane Weidley</p> <ul style="list-style-type: none"> <li>• <b>Policy:</b> LCDR Cynthia Chennault-excused</li> </ul>	<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 <a href="mailto:oliviab@searhc.org">oliviab@searhc.org</a></p>		
<p><b>Chair Report:</b> LCDR Emily Warnstadt</p>	<p>The COF Foundation is holding an DHPAG account, and it will be liquidated.</p> <p>We have several options,</p>			

	<ul style="list-style-type: none"> <li>• Donated to COF</li> <li>• Donation could be to the general fund or a restricted account such as the Koop fund which provides scholarships to junior officers</li> <li>• Donate the funds to the Family Member Scholarship program</li> <li>• Donate to another charity</li> <li>• Prepaid call out item to Award Crafters (DHPAG awards)</li> </ul>			
<p><b><u>SUBGROUP REPORTS</u></b>  <u>(OPERATIONS)</u>  <b>Awards</b>  LT Theresa Chenault</p>	<ul style="list-style-type: none"> <li>• Candace Jones: LCDR Jennifer Curtis Jr Dental Hygienist of the Year: LCDR Keasha Myrick</li> <li>• If the winners will email me their home addresses so we can send them their plaques I would appreciate it. This year's competition was hard as there were so many good candidates that applied. I would encourage everyone to apply next year. Thanks</li> </ul>			
<p><b>Communications</b>  LCDR Marie-Elena Puleo</p>	<ul style="list-style-type: none"> <li>• HSPAC is still having ongoing issues with their website regarding the ability to upload our current Spring I 2021 Newsletter. I will keep following up with them to ensure that once issue resolved, the current Spring I Newsletter is uploaded to our website. In the meantime, the Spring I 2021 newsletter was distributed via our List serv: RDH-HSPAG-L@LIST.NIH.GOV on 05/18/2021 (I have attached the Spring I 2021 Newsletter to this</li> </ul>			

	<p>email as well for distribution again if needed).</p> <ul style="list-style-type: none"> <li>Articles, New Officer Highlight Questionnaire, DHPAG Senior Officer Career Paths Questionnaire, Awards Recognitions, and Subgroup Updates for <b>Summer II Newsletter due by 08/27/2021</b> via the DHPAG Newsletter Submission Request Form located on the Spring I Newsletter, as well as found on our DHPAG website: <a href="https://dcp.psc.gov/OSG/hso/pags-dhpag-newsletters.aspx">https://dcp.psc.gov/OSG/hso/pags-dhpag-newsletters.aspx</a></li> </ul>			
<p><b>Stakeholder &amp; Community Engagement</b> LCDR Tiffany Smith</p>	<p>Thank you for attending the 2021 USPHS Virtual Dental Category Day on May 12 &amp; May 19, 2021. The continuing dental education credit was available for Commissioned Corps Dentist, IHS (Indian Health Service) Dentist, IHS Dental Hygienist, and any dental hygienist that had an active IHS account. The first day we had some technical issues, so thank you for your patience.</p> <p>This Friday, June 11, 2021, I will be deploying for Operation Healthy Delta for two week. I will reach out to LCDR Brucklier to see if he can attend the June 23, 2021, DHPAG SOP to discuss input on revisions.</p>			

<p><b><u>SUBGROUP REPORTS</u></b>  <b><u>(OFFICE SUPPORT)</u></b>  <b>Data &amp; Evaluation</b>  LCDR Suzanne Redmon</p>	<ul style="list-style-type: none"> <li>Nothing to report at this time. Meetings have been postponed till July 16<sup>th</sup> due to deployments.</li> </ul>			
<p><b>Recruitment (AD HOC)</b>  LCDR Doretha M. Tonkins</p>	<p>Continued collaboration with the DHPAG Training, Education, and Mentoring Subcommittee for a joint project with the DHPAG Recruitment Subgroup. This project will seek to provide career guidance, advance degree consideration, career options, and practical advice from the panelist's officers to the audience.</p> <p>Current/Ongoing/Upcoming Initiatives or Activities:</p> <p>In bullet format, please provide any current or upcoming activities for this subcommittee.</p> <ul style="list-style-type: none"> <li>Continued planning and collaboration with TEM Subgroup for panelist project, tentative date June 8, 2021.</li> </ul> <p>Volunteer Opportunities within Team:</p> <p>In bullet format, please provide any volunteer needs or opportunities available within your subcommittee. If available during certain months/dates, please specify.</p> <p>*Volunteers welcome</p>			
<p><b>Technical Readiness</b>  CDR Amy Strain-excused</p>	<ul style="list-style-type: none"> <li>Will be scheduling some time with the officers that are eligible for completion on the Advanced Readiness in July to go over packets. We have 4 possible</li> </ul>			

	<p>officers completing this program for October.</p> <ul style="list-style-type: none"> <li>• Will be reaching out to the PAC Advanced Readiness team POC to schedule a refresher of the program for the DHPAG. (I need access to a software sharing platform—can we use like my personal zoom account?).</li> </ul>			
<p><b>Training, Education &amp; Mentorship</b> Co-Chair CAPT Mylene Santulan</p>	<ul style="list-style-type: none"> <li>• Implementation of the DHPAG TEM and Recruitment Subgroups Joint Project:</li> <li>• <b>A Panel Discussion: <i>RDHs – Outside the Clinical Realm</i></b></li> <li>• 8 June 2021 soon after the June DHPAG meeting.</li> <li>• An invite to all Commissioned Corps Dental Hygienists</li> <li>• Dial (425) 436-6326 Access Number 3983031</li> </ul> <p>Continued update of DHPAG directory</p> <ul style="list-style-type: none"> <li>• Send any directory/information changes to LCDR Myrick <a href="mailto:Keasha.Myrick@ihs.gov">Keasha.Myrick@ihs.gov</a> and/or LT Woldeammanual <a href="mailto:mwoldeamannual@bop.gov">mwoldeamannual@bop.gov</a></li> </ul> <p>Attendance to the HSPAC Mentoring Subcommittee</p> <ul style="list-style-type: none"> <li>• A reconvene meeting of the subcommittee</li> <li>• More details to follow re Peer to Peer program at next HSPAC Mentoring meeting</li> <li>• Begin planning in June 2021 of the DHPAG TEM Summer Project: 2021 CV Review Project</li> </ul>			

	<ul style="list-style-type: none"> <li>• Begin conversation of the DHPAG Fall Project: Oral Facial Disorder</li> </ul>			
<p><b><u>SUBGROUP REPORTS</u></b>  <u>(MANAGEMENT)</u>  <b>Administrative Management</b>  LCDR Diane Weidley</p>	<ul style="list-style-type: none"> <li>• Subcommittee elections will be towards the end of summer. Open positions include: Chair  Chair Elect  Communications  Stakeholder &amp; Community Engagement  Training, Education &amp; Mentorship  Technical Readiness  Administrative Management  Secretary</li> </ul>			
<p><b>Policy</b>  LCDR Cynthia Chennault</p>	<ul style="list-style-type: none"> <li>· DHPAG ByLaws <ul style="list-style-type: none"> <li>• The new bylaws are available on the DHPAG website for review. The page went live on April 13, 2021.</li> </ul> </li> <li>· DHPAG SOP <ul style="list-style-type: none"> <li>• Policy Chair has scheduled a meeting for Wednesday, June 23rd with all DHPAG Subcommittee Chairs &amp; Co-Chairs to discuss revisions for the SOP manual.</li> </ul> </li> </ul>			
<b>Old Business</b>				
<b>New Business</b>	LCDR Barrow will provide DHPAG meeting invites to add to calendar for future DHPAG meetings.			

<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Aug 10<sup>th</sup>, 2021 from 1400-1500 EST.</li> </ul>	**WebEx Meeting Number has been disseminated on the Listserv.		
<b>Adjournment</b>	Motion for Adjournment: 1 <sup>st</sup> : LCDR Emily Warnstadt 2 <sup>nd</sup> : LCDR Cynthia Chennault		<b>Time Meeting Adjourned:</b> (EST)	14:26 EST