

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
- LCDR Nicolette Bennett
- LCDR Charles Brucklier
- LCDR Doretha M. Tonkins
- CDR Amy Strain
- LCDR Paula Arango-excused
- LCDR Diane Weidley
- LT Theresa Chennault

Executive Secretary LCDR Olivia Barrow:

Quorum (5): Yes

Non-Voting Member Present:

- CAPT Mylene Santulan
- LCDR Melka Argaw
- LCDR Michele Gottshall
- LCDR Rochelle Hampton
- LCDR Keasha Myrick
- LCDR Suzanne Redmon
- LCDR Tanya Selling
- LCDR Tiffany Smith
- LCDR Latasha Turner
- LT Jennie Eng
- LT Erin Heap
- LT Sascha Randolph
- 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: Aug 11, 2020: 1 st : LCDR Jennifer Curtis 2 nd : LCDR Diane Weidley			
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Agenda Items:	<p>Welcome: LCDR Jennifer Curtis Roll Call: LCDR Olivia Barrow</p> <p>Approve Aug 11, 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 • Technical Readiness CDR Amy Strain • Training, Education, & Mentorship: LCDR Paula Arango-excused CAPT Mylene Santulan <p>Management Subgroup reports:</p> <ul style="list-style-type: none"> • Administrative Management: LCDR Diane Weidley • Policy: 	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		
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	LCDR Emily Warnstadt			
Chair Report:	<ul style="list-style-type: none"> Nothing to report at this time but would like for DHPAG to stay healthy and safe. 			
<u>SUBGROUP REPORTS</u> <u>(OPERATIONS)</u> Communications LCDR Marie-Elena Puleo	<ul style="list-style-type: none"> Thank you to all those who contributed articles and those who participated in completing the Senior Career Path questionnaire for the Summer II Newsletter. We are requesting any article submissions, new RDH PHS officers info, awards and Subgroup Updates (**Even if your Subgroup doesn't have anything to report, please complete and submit this form to us**) PLEASE be submitted to us via the DHPAG Newsletter Subgroup Submission form found on our website below for the Fall III Newsletter Deadline of Friday, 11/27/20: https://dcp.psc.gov/OSG/hs/pags-dhpag-newsletters.aspx 			
Awards LT Theresa Chenault	<ul style="list-style-type: none"> CDR Kelly Moore received the (Candace Jones award) and LCDR Cynthia Chennault (Jr. DH award recipient). The winners have received their plaques in the mail as well. I wrote an article in the Summer DH newsletter announcing the winners as well. 			
Stakeholder & Community Engagement CDR Nicolette Bennett	<ul style="list-style-type: none"> No updates at this time 			

<p><u>SUBGROUP REPORTS</u> <u>(OFFICE SUPPORT)</u> Recruitment (AD HOC) LCDR Doretha M. Tonkins</p>	<ul style="list-style-type: none"> No major updates at this time. 			
<p>Training, Education & Mentorship LCDR Paula Arango-excused CAPT Mylene Santulan reported on behalf of LCDR Arango</p>	<p>CV Review Project</p> <ul style="list-style-type: none"> Conclusion of project on 15 October 2020 Continuation of review will be at the discretion each reviewer and reviewee team Email delivery of participants' certificates by 30 October 2020 Email delivery of questionnaire to the participants by 30 October 2020 TEM Presentation Topic: Ergonomics Identified task lead: LT Randolph and LT Heap to create structure for presentation. LCDR Khateeja Brahim as co-lead Seek approval to the DHPAG Exec Members for implementation on or after December DHPAG meeting <p>On side note:</p> <ul style="list-style-type: none"> Advice DHPAG member to join virtual PHS Athletic Events—an initiative supporting PHS activities, which can be written in Officers' Statements for promotion 			
<p>Technical Readiness CDR Amy Strain</p>	<p>Activities/Updates/Accomplishments since Last Meeting:</p>			

<p>Data & Evaluation LCDR Charles Brucklier</p>	<ul style="list-style-type: none"> • LCDR Brucklier is currently working on the ADHA Power Point Presentation. • LCDR Melka Argaw has volunteered to assist the Data and Evaluations Subgroup. LCDR Argaw is currently the GNYCOA's communication committee chair and maintains the branch website. He is familiar with collecting, analyzing, and interpreting data and should be an excellent asset. LCDR Argaw and I are thinking of revamping the Data and Evaluations Subgroup to improve its effectiveness and make it more useful. After we discuss ideas to improve the subgroup, we will report our changes/updates to leadership for approval. 			
<p><u>SUBGROUP REPORTS</u> <u>(MANAGEMENT)</u> Policy LCDR Emily Warnstadt</p>	<ul style="list-style-type: none"> • We recognize that this pandemic has resulted in extraordinary circumstances that have made it difficult to meet readiness and practice hours reporting requirements. Commissioned Corps Headquarters sent out guidance through the listserv on March 20, 2020 and June 25, 2020 regarding due date extensions for the Annual Physical Fitness Test, Basic Life Support renewal, and the Periodic Health Update. This guidance replaces the previous guidance. • Officers will not have to report completion of the following readiness requirements until March 31, 2021. 			

	<ul style="list-style-type: none"> • Annual Physical Fitness Test • Basic Life Support* • Periodic Health Update <p>Additionally, officers will not have to report completion of their 2020 practice hours until March 31, 2021.</p> <ul style="list-style-type: none"> • In order to provide assistance with the Annual Physical Fitness Test, the USPHS Annual Physical Fitness Test Training Guide is also available behind the Officer Secure Area. <p>To locate the training guide, follow these steps:</p> <ol style="list-style-type: none"> 1. Behind the Officer Secure Area, click on the “Commissioned Corps Modernization” tab on the left 2. Under the first bullet point, click on the “Presentations and Resources” link 3. Click on “USPHS Annual Physical <ul style="list-style-type: none"> • Fitness Test Training Guide” PDF <p>Please remember that although reporting is not required until March 31, 2021, all officers are still required to meet basic readiness standards. For officers wanting to report their readiness requirements prior to March 31, 2021, they should follow the instructions in the Officer Secure Area.</p> <ul style="list-style-type: none"> • When reporting resumes, all officers will be held accountable to meeting readiness standards and practice hours. Maintaining readiness standards and basic level force readiness is a condition of service pursuant to Commissioned Corps Directive (CCD) 111.03, “Conditions of Service.” 			
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	<ul style="list-style-type: none"> If you have any questions or concerns regarding this message, please contact your Agency liaison. <p>Frequently asked questions about this message are also available on the Commissioned Corps Management Information System (CCMIS) website.</p>			
Administrative Management LCDR Diane Weidley	<ul style="list-style-type: none"> Reminder that we still have two 2021 Sub-group Chair openings, Data and Evaluation Subgroup and Awards Subgroup. Nominations are due Wednesday, October 21, 2020. Please send your nominations to LCDR Diane Weidley and LCDR Olivia Barrow. 			
Old Business	<ul style="list-style-type: none"> None 			
New Business	<p>LCDR Jen Eng: Reported PHS Athletics Event- “Just for the Health of it” looking for participants on October 17, 2020 Come join us in a continuous 30 mins of exercise whether it be running, swimming, jogging, walking, weight lifting, yoga, or meditation virtual PHS athletics event on Saturday, October 17, 2020. Any form of physical fitness gives the body ability to function efficiently and effectively in life. Health benefits that will last a lifetime.</p> <p>During these times of social distancing, we would love to see some photos while performing these activities. Please email the event leaders these photos and to indicate participation. Remember to follow physical distancing and PPE guidelines appropriate to local town/city, county and/or state rules.</p> <p>If you are not a PHS Officer and you would like to share a photo, please send</p>			

	<p>your picture with the attached completed photo release form (attached). **In lieu of Surgeon General’s Fitness Team Roll Call certificates, all events and participants will be recognized on PHS Athletics social media platforms under the banner “Pandemic Response Fitness Promotion Recognition”. Letters of appreciation will also be distributed once available. Event Leaders: LCDR Jen Eng Jennie.eng@fda.hhs.gov HSO LCDR Cynthia Chennault cchennault@hrsa.gov HSO</p>			
Next Meeting	<ul style="list-style-type: none"> • Dec 8th, 2020 from 1400-1500 EST. 	<p>**WebEx Meeting Number has been disseminated on the Listserv.</p>		
Adjournment	<p>Motion for Adjournment: 1st: LCDR Jennifer Curtis 2nd: CAPT Mylene Santulan</p>		<p>Time Meeting Adjourned: 14:24 (EST)</p>	