

**Meeting called by:**

CDR Kari Pinsonneault, Chair

**Executive Secretary** LCDR Michele Gottshall:

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

**Quorum (5): Yes**

- CDR Kari Pinsonneault
- LCDR Jennifer Curtis (Chair-Elect)
- LCDR Michele Gottshall
- LCDR Marie-Elena Puleo –**excused**
- LCDR Tammy Thomason
- LCDR Nicolette Bennett-**absent**
- LCDR Doretha M. Tonkins-**absent**
- LCDR Paula Arango-**excused**
- CDR Amy Strain
- LCDR Charles Brucklier
- LCDR Emily Warnstadt
- LCDR Diane Weidley

**Non-Voting Member Present:**

- CAPT Mylene Santulan
- LCDR Olivia Barrow
- LCDR Joann Fillaus
- LCDR Rochelle Hampton
- LCDR Sean McMahan
- LCDR Miranda Nelson
- LCDR Sandra Pelto
- LCDR Daniel Rector
- LCDR Tanya Selling
- LCDR Belinda Slaughter
- LCDR Tiffany Smith
- LT Johnna Bleem
- LT Theresa Chennault
- LT Jen Eng
- LT Erin Heap
- LT Sascha Randolph
- LT Alyssa Rowe
- LT Jerome Simpson
- LT Darion Smith

LT Sylvester Smith				
AGENDA TOPIC:	DISCUSSION:	RECOMMENDATIONS/ ACTIONS:	Action Item:	
			Open Date	Due Date
<b>Welcome: CDR Kari Pinsonneault</b>	Meeting commenced by Chair CDR Kari Pinsonneault.			
<b>Action on previous meeting minutes:</b>	Motion to pass Minutes with edits from previous meeting in: October 08, 2019: 1 <sup>st</sup> : LCDR Jennifer Curtis 2 <sup>nd</sup> : LCDR Diane Weidley			

<b>Agenda Items:</b>	<p><b>Welcome:</b> CDR Kari Pinsonneault  <b>Roll Call:</b> LCDR Michele Gottshall  Approve October 08, 2019, Meeting Minutes:</p> <p><b>Operations Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>● <b>Communications:</b> LCDR Marie-Elena C. Puleo– excused LT Keasha Myrick</li> <li>● <b>Awards:</b> LCDR Tammy Thomason</li> <li>● <b>Stakeholder &amp; Community Engagement:</b> LCDR Nicolette Bennett-absent</li> </ul> <p><b>Officer Support Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>● <b>Recruitment (ad hoc):</b> LCDR Dorthea M. Tonkins-absent</li> <li>● <b>Training, Education, &amp; Mentorship:</b> LCDR Paula Arango–excused LCDR Andrew Felix</li> <li>● <b>Technical Readiness</b> CDR Amy Strain LCDR Dorthea M. Tonkins</li> <li>● <b>Data &amp; Evaluations:</b></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 Michele Gottshall mbedford@bop.gov.</p>		
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	<p>LCDR Charles Brucklier</p> <p><b>Management Subgroup reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Policy:</b> LCDR Emily Warnstadt</li> </ul> <p><b>Administrative Management:</b></p> <ul style="list-style-type: none"> <li>• LCDR Diane Weidley</li> </ul>			
<p><b>Chair Report:</b></p>	<ul style="list-style-type: none"> <li>• In 2019 we, as a PAG, had a heavy focus on mentoring and supporting the junior officers and that will continue. This is different from the PAC.</li> <li>• We have some upcoming projects with the DPAC.</li> <li>• There will be upcoming collaborations with the ADHA and those attending the 2020 ADHA, let LCDR Curtis know in advance.</li> <li>• The newsletter is very important and thank you to everyone that worked so hard on getting that out.</li> <li>• Thank you to everyone who put in for positions for the 2020 year.</li> <li>• Any updates to your information on the members roster sent out, get it to LCDR Arango by close of 12/11/2019.</li> <li>• There will be a Chair Handoff document coming for all incoming Chairs.</li> <li>• Anyone interested in working on a workgroup, email the chair of the subgroup.</li> <li>• Chair expectations are increasing, and the demands are going up. If you are a subgroup Chair, read your bylaws, your participation is mandated.</li> <li>• HSO is going through our meeting minutes and bylaws. If you are a Chair, you are expected to attend meetings.</li> </ul>			
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(OPERATIONS)</u></b></p>	<ul style="list-style-type: none"> <li>• Last newsletter will be published in December. It was approved and will be sent out to your email on file.</li> </ul>			

<p><b>Communications</b> LCDR Marie-Elena Puleo –<b>excused</b> LT Keasha Myrick</p>	<ul style="list-style-type: none"> <li>• The newsletter will be on our DHPAG website.</li> <li>• Each Chair submit the submission form if you want something in the newsletter.</li> </ul>			
<p><b>Awards</b> LCDR Tammy Thomason</p>	<ul style="list-style-type: none"> <li>• Awards were submitted to the DPAC.</li> </ul>			
<p><b>Stakeholder &amp; Community Engagement</b> LCDR Nicolette Bennett</p>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>			
<p><b><u>SUBGROUP REPORTS</u></b> <b><u>(OFFICE SUPPORT)</u></b> <b>Recruitment (AD HOC)</b> LCDR Doretha M. Tonkins-<b>absent</b></p>	<ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul>			
<p><b>Training, Education &amp; Mentorship</b> LCDR Paula Arango-<b>excused</b> LCDR Andrew Felix</p>	<ul style="list-style-type: none"> <li>• Please update the DHPAG directory so we have your most current information.</li> <li>• Many officers have emailed their corrections.</li> <li>• After this meeting please stay on the line for the Stress Management seminar.</li> </ul>			
<p><b>Technical Readiness</b> CDR Amy Strain LCDR Doretha M. Tonkins</p>	<ul style="list-style-type: none"> <li>• Please reach out to me if you were on the MD RAM event at AStrain@hrsa.gov</li> <li>• For Advanced Readiness, email me if you are interested and would like the application. Deadline is December 15, 2019.</li> <li>• January 2020 starts the Hot Wash to discuss the deployments you have been on.</li> </ul>			

	This is a great opportunity for officers to share what you see, learned, do or don't do while you are deployed.			
<b>Data &amp; Evaluation</b> LCDR Charles Brucklier	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>			
<b><u>SUBGROUP REPORTS</u></b> <b><u>(MANAGEMENT)</u></b> Policy LCDR Emily Warnstadt	<ul style="list-style-type: none"> <li>Will be working on the 2020 SOP.</li> <li>Effective immediately the Chair-Elect will be the Policy Chair.</li> </ul>			
<b>Administrative Management</b> LCDR Diane Weidley	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>			
<b>Old Business</b>	<ul style="list-style-type: none"> <li>None</li> </ul>			
<b>New Business</b>	<ul style="list-style-type: none"> <li>Treasurer Report LCDR Angelica Chica.</li> <li>Money collected from contributions and coin sales is \$1,030.56.</li> <li>We had a single coin sale to an officer and \$100 donation.</li> <li>One debit was made for a plaque.</li> <li>Money from sales is used for award plaques for officers.</li> <li>If you would like to purchase a coin, I can email you the form that was previously sent out <a href="mailto:Angelica.Chica@fda.hhs.gov">Angelica.Chica@fda.hhs.gov</a>.</li> </ul>			
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Tuesday, February 11, 2020, from 1400-1500 EST and the WebEx number will be <b>Will be sent out in announcement prior to the meeting.</b> WebEx Meeting Number #: <b>Will be sent out in announcement.</b> If this information changes an e-mail will go out.</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 Diane Weidley		<b>Time Meeting Adjourned:</b> 14:38 (EST)	
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