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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | | | **Tuesday, December 13, 2016** | | | | |
| **Meeting called by:**  LCDR Angelica Chica, Chair Elect standing in for LCDR Sheila Weagle, Chair | | | **Secretary:** LCDR Suzanne Redmon | | | | |
| **Executive Committee Attendance:** (In Order of Committee Roster)  LCDR Sheila Weagle (ABSENT) excused  LCDR Angelica Chica  LCDR Suzanne Redmon  LCDR Cynthia Chennault  LCDR Jennifer Curtis (ABSENT)  LCDR Tammy Thomason (ABSENT)  LCDR Emily Warnstadt  CDR Mylene Santulan  LCDR Stephanie Lovell  LCDR Juanita Simpson (ABSENT)  CDR Kelly Hughey (ABSENT)  LCDR Kari Pinsonneault (ABSENT)  LCDR Stacy Harper (ABSENT) excused (CDR Amy Strain standing in)  LCDR Nikki Langenderfer (ABSENT) excused (LCDR Arango standing in)  CAPT Lori Goodman (ABSENT)  LCDR Sylvester Smith  LCDR Torrey Darkenwald  LCDR Kelli Shaffer | | | | | **Quorum: yes** | | |
| **Non-Voting Members Present:**  CAPT Kimberly Walker  CDR Monica Rueben  LCDR Paula Arango (standing in for LCDR Nikki Langenderfer)  LCDR Kristi Doss  LCDR Terri Carnes  LCDR Andrew Felix  LT Stephanie Hodges  LT Latasha Miller  LT Tanya Selling  LT Tiffany Smith  LTJG Shea Browning  LTJG Theresa Chennault  LTJG Alyssa Rowe | | | | | | | |
| **AGENDA TOPIC:** | **DISCUSSION:** | **RECOMMENDATIONS/**  **ACTIONS:** | | **RESPONSIBLE PARTY:** | | **Completion Timeframe:** | |
| **Tentative** | **Completed** |
| **Welcome:**  **LCDR Chair Sheila Weagle and Co-Chair LCDR Angelica Chica** | If you are not a member of the DHPAG and attended the meeting, log your attendance by sending your name and rank in order to log your attendance in an email to the DHPAG Secretary, LCDR Suzanne Redmon at [sredmon@bop.gov](mailto:sredmon@bop.gov)  In 2017 the new Secretary will be LT Tiffany Smith. | **A message from LCDR Weagle**,  Good Day All,  The end of the year is quickly upon us!!!!  Tammy is working on the end of year newsletter. The DHPAG Goals for 2016 provided were: Awards: Increase award nominations for the Dental Hygiene Professional Advisory Group 2016 Award Cycle by 10%, by closing date of 2016 application cycle. Career Development Goal: Develop a survey that identifies public health activities that may increase the promotion potential of Dental Hygienist serving in the U.S. Public Health Service. Communications Goal: 1. Compose and publish at least 4 DHPAG newsletters. 2. All that submit content to the DHPAG newsletters will receive a certificate for their contribution to send to their eOPF. Policy: 1. Develop and revise SOP’s per guidance of the HSPAC.  2.    Collect and organize by state all Practice Acts by August 2016  Mentoring: Coordinate efforts onPAG outreach project on emailing welcome letter to DH’s (i.e. trying to get DH’s involved in attending meetings and being more involved in the PAG). R&R/Readiness: Create a dental hygiene survey to determine specific dental hygiene readiness, recruitment, and retention needs.  Warmly,   Sheila | | LCDR Angelica Chica standing in for LCDR Sheila Weagle | |  |  |
| **Action on previous meeting minutes** | Motion to pass Minutes with edits from previous meeting in: October 25, 2016  1st: LCDR Chica  2nd: LCDR Chennault |  | |  | |  |  |
| **Agenda Items:** | Welcome: LCDR Chica for LCDR Weagle  Attendance: LCDR Redmon  Approve October 25, 2016 minutes  Subcommittee reports:   * Awards (LCDR Chennault) * Career Development (LCDR Curtis) * Communications (LCDR Thomason) * Policy & Legislation (Warnstadt) * Readiness/Recruitment/Retention (CDR Santulan) * Mentoring (LCDR Lovell) |  | |  | |  |  |
| **Chair Report**  **COMMITTEE REPORTS**    **Awards**  (LCDR Cynthia Chennault) | LCDR Chica (standing in for Chair LCDR Sheila Weagle):   * This is the last call for LCDR Sheila Weagle. In 2017 I will be the new Chair, and I would like to welcome LT Ruth Williams as the new 2017 Co-Chair, and welcome the new 2017 Secretary LT Tiffany Smith. * The HSPAC has announced new transitions for Uniform Policies for all PAGs to be in line with the HSPAC and one of the changes will be the amount of voting members per PAG. The decrease in the amount of voting members will be phased in.   Nothing new except information from the awards call last Tuesday, Dec. 6, 2016, 80% increase in call participation. LCDR Stacy Harper is holding another Q&A session at the beginning of January 2017, and an email will go out with the date and time.  Awards Objectives: Increase award participation by 10%, and we did not meet this goal, however, we stayed steady and did not have a decrease. We will use feedback to improve and motivate. |  | | Award Subcommittee LCDR Chennault and LCDR Stacy Harper | |  |  |
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| **Career Development**  (LCDR Kari Pinsonneault / LCDR Jennifer Curtis) | No reply |  | | Career Development Subcommittee | | Next Call to report progress |  |
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| **Communications**  (LCDR Kelli Shaffer for LCDR Tammy Thomason ) | Newsletter is coming along, Cynthia please have Stacy send Q&A information for the newsletter. Please send the information for any DHPAG members leaving the PAG or any new members to the PAG, as well as any committee reports and/ or accomplishments, for the newsletter. Also, anyone that wants to submit an article please send an email to the following address:  [K1Shaffer@bop.gov](mailto:K1Shaffer@bop.gov)  Please read Cynthia’s awards article and Mylene’s RR&R article.  The deadline for submission of information to the newsletter is Dec. 21, 2016. |  | | Communications Subcommittee | | Next Call to report progress |  |
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| **Mentoring**  (LCDR Stephanie Lovell) | LCDR Lovell: Letters have been mailed to all of the RDH’s welcoming them to the DHPAG which brought a few new RDH DHPAG participants. Since I took over after later in the year I am unclear on the committee objectives. (LCDR Chica states The objectives will be sent out.) |  | | Mentoring Subcommittee | | Next Call to report progress |  |
| **Policy and Legislation**  (LCDR Emily Warnstadt) | SOP's have not been standardized as of yet. HS Policy cancelled our last meeting.  As far as Practice Acts we discarded the collection of those as they are listed by state at ADHA The Subcommittee is looking into   creating an outreach survey and see how and for what use DH’s have for the Practice Acts, would it be best to only compile Practice Acts for the state’s in which PHS facilities are in and then have a link to the ADHA’s website for a comprehensive list. |  | |  | | Next Call  to report progress |  |
| **Readiness/ Recruitment/ Retention**  (CDR Mylene Santulan) | CDR Santulan states the RR&R subcommittee completed 3 of 5 of their annual goals, liaison’s developing questionnaires and community opportunity assignment resource. This is my last call as a voting member, and I would like to say Thank you to all of the 2015 Career & Development members, and to all of the 2016 RR&R members. |  | |  | |  |  |
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| **Old Business** |  | |  |  |  |  |
|  | Be sure you are all updated for promotion!! Don’t get passed by because your medical exam expires. [*http://dcp.psc.gov/ccmis/promotions/promotions.aspx*](http://dcp.psc.gov/ccmis/promotions/promotions.aspx) | | |  |  |  |
|  | Check out your DHPAG website! [*http://usphs-hso.org/?q=pags/dhpag*](http://usphs-hso.org/?q=pags/dhpag) | | |  |  |  |
| **New Business** | For the Dec 2016 meeting I stated the following:          New changes to decrease our Voting Members (VM) will be phased in throughout 2017          LCDR Weagle sent out an e-mail asking current VM whose terms were not due to expire if they wanted to stay on or volunteer to come off as VM, several members volunteered to come off as VM          Our new Co-Chair is LT Ruth Williams, FDA          Our new Secretary is LT Tiffany Smith, ICE          I will send an e-mail out soon with new call-in number and calendar invites for our meetings for 2017.  We will be using WebEx (FDA application)           A huge thanks to everyone that has participated in our PAG as a VM, Chair, Co-chair, or volunteer!  We are going to continue with the momentum that LCDR Weagle has set as our foundation and move forward with accomplishing our mission together as a family.  My belief is the following: It doesn’t matter what your title is or if you are VM or not, what matters is that you contribute and participate in our PAG.  We are a family and as such we will continue to call-in/meet bi-monthly to feel the pulse of everyone’s efforts from the boots on the ground doing clinical work to those of us who are no longer in that realm so that we can see how and what we are doing collectively is contributing to the mission of the CC. I look forward to working alongside all of our members in FY 2017. | LT Tiffany Smith attended AMSUS 2017 and wants to share her experience: AMSUS is every year the week after Thanksgiving. Only 1 other RDH was there, LCDR Angelica Chica. If you attend AMSUS you could earn CE credits and this year there were up to 19.25 Continuing Education Credits available as well as other courses. There was an oral health track session that had speakers from USPHS, Army, Air Force, Navy, and the French Armed Forces, as well as RADM Makrides in attendance. A special coin was given out to all presenters and certificates of participation. Everyone should attend! | |  |  |  |
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| Next Meeting | Calls for 2017 TBA  (2016 calls were on a Tuesday, from 1400-1500 ESTand the call numbers were 1-770-488-3600 or 1-855-644-0229). If this information changes an email will go out.  LCDR Chica stated as she is 2017 PAG Chair she will send out 2017 new call-in information and calendar invites for by-monthly meetings through the listserv. | |  |  |  |  |
| Adjournment | Motion for Adjournment:  1st LCDR Chica  2nd LCDR Warnstadt | |  | Time Meeting Adjourned:  1505(EST) |  |  |