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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | **Tuesday, January 10, 2017** |
| **Meeting called by:**  LCDR Angelica Chica, Chair | **Executive Secretary:** LT Tiffany H. Smith |
| **Executive Committee Attendance:** (In Order of Committee Roster)LCDR Angelica ChicaLT Ruth A. Williams (ABSENT) - excusedLT Tiffany H. SmithLCDR Tammy Thomason (ABSENT) – excused LCDR Kelli Shaffer – Co-Chair (ABSENT) – excused LCDR Stacy HarperLCDR Stephanie LovellLCDR Torrey DarkenwaldLCDR Jennifer Curtis (ABSENT)LCDR Kari Pinsonneault – Co-ChairLCDR Emily Warnstadt  | **Quorum: Yes**  |
| **Non-Voting Members Present:**CDR Mylene Santulan CDR Amy StrainLCDR Cynthia ChennaultLT Holly DaverinLT Stephanie Hodges |
| **AGENDA TOPIC:** | **DISCUSSION:** | **RECOMMENDATIONS/****ACTIONS:** | **Action Item:** |
| **Open Date** | **Due Date** |
| **Welcome:****LCDR Angelica Chica**  |  |  |  |  |
| **Action on previous meeting minutes:** | Motion to pass Minutes with edits from previous meeting in: December 13, 2016 1st: LCDR Angelica Chica2nd: LCDR Torrey Darkenwald | Update will include the update to the attendance for a non-voting member LT Latasha Miller. The December meeting minute’s final submission with new change has been submitted on January 10, 2017, to the Chair and Co-Chair. |  |  |

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| **Agenda Items:** | Welcome: LCDR Angelica Chica Attendance: LT Tiffany H. SmithApprove December 13, 2016 minutesSubcommittee reports:* Communications: (LCDR Tammy Thomason / LCDR Kelli Shaffer) – both absent. LCDR Angelica Chica spoke on their behalf.
* Awards: (LCDR Stacy Harper)
* Stakeholder & Community Engagement: (LCDR Stephanie Lovell)
* Training, Education, & Mentorship: (LCDR Jennifer Curtis (ABSENT) / LCDR Kari Pinsonneault)
* Technical Readiness: (LCDR Torrey Darkenwald)Data Evaluations: (OPEN)Policy: LCDR Emily Warnstadt
* Administrative Management: (OPEN)
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| **Chair Report:****Chair Report continued:** | * The PAC and PAG are starting off the year moving fast with, lots of changes being implemented this year with the new approved PAG bylaws.
* The 2017 DHPAG Organizational Chart has been handed out to the voting members for their review and input.
* There are two OPEN Subcommittees positions available 1) Data Evaluations and 2) Administrative Management. There has been some interest expressed by some non-voting members, please e-mail DHPAG Chair so that she can connect you with the Subcommittee Chair you are interested in volunteering with.
* Four operational goals for 2017 were sent out via e-mail on January 4, 2017.
	1. Implement the newly aligned HS category organizational structure / PAG ByLaws and initiatives.
	2. Increase integration / collaborations between our PAG and our HS Category; #WeAreCorpsSTRONG.
	3. Identify and enhance Stakeholder & Community Engagement relationships.
	4. Continue to grow participation and involvement within our PAG.
* Every DHPAG Subcommittee Chair and Co-Chair should meet with the respective PAC Subcommittee Chair so that the PAC/PAG mission and goals are in alignment Chair and Co-Chair of each of your designated subcommittee for collaboration with HS PAC (e.g., HS PAC Awards and DHPAG Awards, etc.). If you do not know who the HS PAC subcommittee member is, please e-mail me and I will send you the information.
* The new HS PAC Chair is CDR Josef Rivero and CAPT Jeanean Willis Marsh is the HS Chief Professional Officer.
* During the first six months, CDR Rivero would like to build upon the infrastructure set up by the new bylaws. There is plenty of opportunity to volunteer with any of our subcommittees, so please let the Chair of the subcommittee know if you are interested.
 | Next March 7, 2017, DHPAG Minutes include: 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 e-mail to the DHPAG Executive Secretary, LT Tiffany H. Smith at Tiffany.H.Smith@ice.dhs.gov |  |  |

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| **Chair Report continued:** | * Main thing to bring to the table…How do we add value to our category and contribute to the USPHS mission? This will be evaluated by Subcommittee goals.
* Please e-mail your Subcommittee goals for 2017 to LCDR Chica, LT Williams, and LT Smith.
* HS PAC is developing a calendar of events (includes our goals and presenters) to help keep us on track of obtaining our goals for the year, more information to come as this calendar gets implemented.
* All communications / presentations through Social Media will need to be cleared by HS PAC Subcommittee; guidance will continue to flow from our PAC.
* Technical Readiness – What skills and positions will need to be developed? (e.g., presentations on infection control or how to operate a NOMAD when deployed clinically). LCDR Darkenwald will head this subcommittee and will be implemented by yearend.
* Discipline Mentorship (to be implemented in the last six months of the calendar year according to PAC); are we using it and is it helpful?
* Stakeholder & Community Engagement – How are we collaborating with other disciplines / sister service engagements (AMSUS)? What is our relationship with ADHA and who is a member?

Final notes: HS PAC 2017 All-Hands communication meeting will be held on February 3, 2017. E-mail me if you do not have the information. |  | January 10, 2017 | Goals Due: March 2, 2017  |

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| **Chair Report continued:** | * Recent e-mails have been sent out about the current HSO CE Summary and CV, so if you do not have that information please e-mail me.
* Do not forget to fill out and submit the PHS-1637-1 PHS Commissioned Officer’s Request for Dependency Determination to the Compensation Branch. Here is the link: <https://dcp.psc.gov/ccmis/PDF_docs/Fillable805PHS-1637-1.pdf>
* Open registration is now available for the 2017 USPHS Scientific & Training Symposium from June 6-9, 2017, in Chattanooga, TN. If money is a concern, sign up for the Junior Officer Scholarship and/or share a room, but please attend because it should be a great conference. Here is the link: <http://symposium.phscof.org/>
* This year, I would like to put an emphasis on more recognition for our DHPAG family, which includes nominations for awards by setting goals. In addition, we should all keep track each month of the impact to the USPHS mission.
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| **SUBCOMMITTEE REPORTS****(OPERATIONS)****Communications** (LCDR Tammy Thomason / LCDR Kelli Shaffer) – Both ABSENT / excused.LCDR Angelica Chica gave report. | * The January 2017 newsletter has been held up for distribution, so the projected distribution month will be in February 2017.
* CDR Tammy Thomason would like to thank LCDR Kelli Shaffer for all of her assistance.
* The deadline for last submission of articles for the newsletter is February 3, 2017. Please submit the article to LCDR Shaffer via e-mail to the following address:

K1Shaffer@bop.gov |  |  |  |
| **Awards**(LCDR Stacy Harper) | * Last year, the call for award nominations was distributed on February 1st.  Applications were due on March 8th.  This year we will be aligning with HSPAC award committee per LCDR Angelica Chica.  LCDR Harper will contact CDR Amy Strain, Awards chair of the HSPAC Awards subcommittee, to align and information will be passed on regarding due dates for 2017.
* LCDR Harper will be holding another Dental Hygiene Awards Q&A on January 27th.    The flyer was submitted to be included in the January 2017 DHPAG newsletter, but instead will be put on the listserv this week.
* LCDR Stacy Harper would like to thank LCDR Cynthia Chennault for all that she has done for the DPAG Awards subcommittee the past two years.
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| **Stakeholder & Community Engagement**(LCDR Stephanie Lovell) | Nothing to report at this time. |  |  |  |
| **SUBCOMMITTEE REPORTS****(OFFICE SUPPORT)****Recruitment (AD HOC)** (LCDR Torrey Darkenwald) | Nothing to report at this time. |  |  |  |
| **Training, Education & Mentorship**(LCDR Jennifer Curtis (ABSENT) / LCDR Kari Pinsonneault) | Nothing to report at this time. |  |  |  |
| **Technical Readiness**(LCDR Torrey Darkenwald) | Nothing to report at this time. |  |  |  |
| **Data & Evaluation**(OPEN) | OPEN VOTING MEMBER POSITION |  |  |  |
| **SUBCOMMITTEE REPORTS****(MANAGEMENT)****Policy**(LCDR Emily Warnstadt) | Standardizing SOP’s in the HS PAC, should be finalized within the next month or two and information will be disseminated once complete. |  |  |  |
| **Administrative Management**(OPEN) | OPEN VOTING MEMBER POSITION |  |  |  |
| **Old Business** | NONE |  |  |
| New Business | * Question from CDR Amy Strain: She expresses an interest in the Tier 1 Rapid Deployment Forces (RDF) team, but would like further clarification / requirement about the minimum of 80 clinical hours each year needed for a clinical deployment role.
* LCDR Angelica Chica’s response: License does not need clinical hours but CE hours for an active license; which includes training in the field (e.g., infection control, etc.) and volunteering to maintain skills, but makes sure to keep a log of hours for Readiness deployment. Do not know if RedDog monitors hours. This could be something for DHPAG Technical Readiness to further evaluate.
 |  | OPEN ITEM |  |
| Next Meeting | * Tuesday, March 7, 2017, from 1400-1500 ESTand the call number will be 1-855-828-1770. If this information changes an e-mail will go out.
* LCDR Angelica Chica stated will send out the calendar invites for by-monthly meetings through the Listserv.
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| Adjournment | Motion for Adjournment: 1st LCDR Angelica Chica2nd LCDR Kari Pinsonneault |  | Time Meeting Adjourned:1508 (EST) |  |