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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | **Tuesday, May 9, 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 LT Tiffany H. SmithLCDR Tammy Thomason - **(ABSENT) – excused** LCDR Kelli Shaffer – Co-Chair - **(ABSENT) – excused**LCDR Stacy HarperLCDR Stephanie Lovell LCDR Torrey DarkenwaldLCDR Jennifer Curtis LCDR Kari Pinsonneault – Co-ChairLCDR Charles BrucklierLCDR Emily Warnstadt - **(ABSENT) – excused** | **Quorum: Yes**  |
| **Non-Voting Members Present:**CDR Dorinda BallCDR Lynn FieldCDR Mylene SantulanLCDR Kristi DossLCDR Andrew FelixLCDR Marie-Elena Puleo **(ABSENT) – excused**LCDR Doretha WilsonLT Theresa ChennaultLT Latasha Turner LT Tanya SellingLT Sylvester SmithLTJG Alyssa RoweLTJG Demario Walls |
| **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: March 7, 2017 1st: LCDR Jennifer Curtis 2nd: LCDR Stephanie Lovell  | * Correction made as of May 9, 2017, on page 11 of “Next Meeting” of March 7, 2017, Meeting Minutes…correct Meeting Number is 815 141 355 for May 9, 2017, meeting. In addition, Tuesday’s, May 9, 2017, Meeting Agenda has been updated.
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| **Agenda Items:****Agenda Items continued:** | **Welcome:** LCDR Angelica Chica **Roll Call:** LT Tiffany H. SmithApprove March 7, 2017, minutes**Operations Subcommittee reports:*** **Communications:** (LCDR Tammy Thomason - **(ABSENT) – excused**) / LCDR Kelli Shaffer - **(ABSENT) – excused**)
* **Awards:** (LCDR Stacy Harper)
* **Stakeholder & Community Engagement:** (LCDR Stephanie Lovell)

**Officer Support Subcommittee reports:** * **Recruitment (ad hoc) / Technical Readiness:** (LCDR Torrey Darkenwald)
* **Training, Education, & Mentorship:** (LCDR Jennifer Curtis / LCDR Kari Pinsonneault)
* **Data Evaluations:** (LCDR Charles Brucklier)

**Management Subcommittee reports:** * **Policy:** (LCDR Emily Warnstadt - **(ABSENT) – excused**)
* **Administrative Management:** (LT Ruth A. Williams)
* GUEST SPEAKER (canceled): CDR Evelyn Seel, HSPAC Analytics Subcommittee Liaison Working Group – Canceled, due to duty station call, so will be rescheduled.
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| **Chair Report:****Chair Report continued:** | * **Conferences coming up:**
* **COA** 2017---June 5-9, 2017, (\*June 5th is Pre-Conference events/presentations)
	+ Remote Area Medical (RAM) Event the weekend before conference starts date, June 2-4, 2017. TDY self-funded mission. Please contact LCDR Chica this week (ASAP) if you are interested in going.
	+ Here is the link: <http://symposium.phscof.org/>
	+ Welcome all dental hygienist attending the meeting that will be participating with RAM.
	+ LT Tiffany H. Smith attended the May 3, 2017, Dental Category All Hands Call, which was stated that 13 registered dental hygienists have signed up for the event.
* Health Services Category. Career Development Subcommittee, Career Progression and Guidance Team presents: The New CE Summary Sheet: A Primer. Wednesday, May 24, 2017, 1300-1400 EDT. Call-in #: 1-712-832-8310; Participant passcode: 6891743; Adobe Connect: <https://hrsa.connectsolutions.com/r1mufaqjgpi/>
* Health Service Category. DHPAG presents: Military Field Dental Training (Webinar). Thursday, May 18, 2017, 1500 EST. Call-in #: 1-855-828-1770; Participant passcode: 744 406 120; <https://fda.webex.com/fda/j.php?MTID=m64b1facde8fd2e8df11ea7523c36fbaa> Password, if prompted: 010203
* Starting now, I will start to record all DHPAG meeting, so that people that are not able to attend will have access to the meeting.
* Welcome new DHPAG family member LCDR Charles Brucklier, who will oversee the Data Evaluations Subcommittee.
* Bundled e-mails will be sent out to keep all informed of potential job vacancies / webinars.
* E-mail has been sent out for the requirements on signing in with PIV/CAC card to access of eOPF.
* Selling the DHPAG coin for $10.00/coin helps raise money to purchase the Junior Dental Hygienist of the Year and Candace Jones Awards. After purchasing the plaques, $48.06 is the balance. We need to come up with some ideas to pay for the awards or ask the winners to pay for their own award.
 | 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, LT Tiffany H. Smith at Tiffany.H.Smith@ice.dhs.gov |  |   |
| **SUBCOMMITTEE REPORTS****(OPERATIONS)****Communications** (LCDR Tammy Thomason / LCDR Kelli Shaffer) - **(ABSENT) – excused**LCDR Chica stood in for subcommittee. | 1. Four newsletters for the year (add pictures with each article).
2. **Deadlines:**
3. May 15th for June newsletter
	1. If you are planning to submit an article, please let us know, so that we can reserve a spot in the newsletter.
	2. If you know of any Community Events, upcoming conferences, or continuing education courses after June, please e-mail us to add in the June Newsletter.
	3. Publishing an article, is a great benefit to add to your CV for promotion purposes. In addition, a certificate will be given for a published article.
4. Aug 17th for Sept newsletter
5. Oct 16th for Nov newsletter
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| **Awards**(LCDR Stacy Harper) | * Congratulations to the 2017 Dental Hygiene DHPAC Award Winners:
* **Junior Dental Hygienist of the Year Award:** LCDR Jennifer Huff
* **Candace Jones Award:** CDR Mylene Santulan
* For those who did apply for either one of these awards, but were not selected, please consider applying again next year. For other who have never applied for either award, consider self-nominating yourself or another USPHS dental hygienist. At the very least, you will gain experience and practice in writing an award
* DHPAG coin sales fund the plaques each year for the award winners. Our funds are getting low. Please consider purchasing coins for yourself or co-workers. Contact LCDR Angelica Chica at Angelica.Chica@fda.hhs.gov to order coins. The cost is $10.00 per coin.
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| **Stakeholder & Community Engagement**(LCDR Stephanie Lovell)  | * E-mailed HSPAC Analytics on 04.14.2017, asking for help in sending two surveys to members and setting up some type of database in which members could input community outreach events open, which would also include the point of contact for all mobile dental programs in every state.
* Response received on 05.02.2017, wanting to know what we are trying to inform with these questions and the purpose for gathering data.
* Secondary response from HSPAC Analytics received stating that the HSPAC does not have the money or platform to host the data base and that it would only be possible if one of our members had an existing web-based infrastructure and that we would have to have the talent & knowledge to build the database.
* **Survey 1**
1. Are you a member of ADHA?
2. If no, what is keeping you from becoming a member? Cost, perceived benefit etc.
3. Do you plan on attending the annual ADHA conference held June 14-19 in Jacksonville, FL?
* **Survey 2**
1. Are you a member of COA?
2. Do you plan to attend the COA Symposium?
3. Would you be interested in room sharing?
4. Do you plan to participate in the Remote Access Medical event?
5. Would you be interested in performing some type of dental outreach at the event i.e. School fluoride varnish or education event?
* Will send e-mail to LCDR Chica to help work out the kinks as stated above.
* Received another response back from the Analytics committee & they advised that they had 2 purposes:
	1. Identify sources of data that have been gleaned from HSOs and that are relevant to informing officer profiles.
	2. Serve as consultants when groups need assistance in formatting surveys to glean higher-fidelity data.
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| **SUBCOMMITTEE REPORTS****(OFFICE SUPPORT)****Recruitment (AD HOC)** (LCDR Torrey Darkenwald) | * Nothing to report at this time.
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| **Training, Education & Mentorship**(LCDR Jennifer Curtis / LCDR Kari Pinsonneault) | * The 2nd annual DHPAG panel is scheduled for Thursday, June 1, 2017, at 1200 CST. Speakers are:
* LCDR Charles Brucklier, RDH Project Officer, Health Resources and Services Administration, Bureau of Primary Health Care
* CAPT Candace Y Hander, ACC, Senior Health Services Manager, FDA, Center for Drug Evaluation and Research
* LCDR Stacy Harper, RDH, MPH Public Health Advisor
* We are working on a directory of RDHs which will be distributed and updated annually.
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| **Technical Readiness**(LCDR Torrey Darkenwald) | * DHPAG presents Military Field Dental Training (Webinar) on Thursday, May 18, 2017, in partnership with USAF 59th Dental Squadron. Call-in #: 1-855-828-1770; Participant passcode: 744 406 120; and <https://fda.webex.com/fda/j.php?MTID=m64b1facde8fd2e8df11ea7523c36fbaa>; (password #: 010203, if prompted).
	+ Type of hours and skills needed for RDH Readiness.
* Recommend RDH’s to sign up for RAM who do not hold clinical positions to attain technical readiness…obstacle 80 hours / year.
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| **Data & Evaluation**(LCDR Charles Brucklier) | * Nothing to report at this time.
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| **SUBCOMMITTEE REPORTS****(MANAGEMENT)****Policy**(LCDR Emily Warnstadt) - **(ABSENT) – excused**LT Tiffany H. Smith stood in for LCDR Warnstadt. | * SOP template is in review. Once recommendation have been approved by the Voting members (HSO) it will be released to the PAGs.  The HS PAC Policy Subcommittee is also currently reviewing and modifying the 2011 HSO Resource Directory to be in place by Sept 2017.
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| **Administrative Management**(LT Ruth A. Williams) | * Nothing to report at this time.
* If need assistance with any of the subcommittees, please let me know.
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| **Old Business** | * Nothing to report at this time.
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| New Business | * Reminder: meetings will not be recorded and distributed through Listserv.
* Moving forward, how do we raise money to pay for award winners plaques, which is about $100.00 / plaque.
	+ Suggestions: Donations, sell a product i.e. COA and JOAG, fundraising with Federal government (USPHS clothing).
* LTJG Rowe…under the DHPAG website, the contact person for the DHPAG coin is LCDR Sheila Weagle. Name will need to be updated to LCDR Angelica Chica.
* LCDR Kari Pinsonneault…will the Military Field Dental Training, Thursday, May 18, 2017, Webinar be recorded and shared?
* LT Latasha Turner…during the COA meeting, is it possible to have a RDH lunch and/or dinner meeting? Who will be the point of contact?
* LT Theresa Chennault…question about RDH licensing during RAM event. LCDR Chica…TN is an open license state; unrestricted license is needed for RAM; have license available during event. If still interested in attending, please let me know ASAP.
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| Next Meeting | * Tuesday, July 11, 2017, from 1400-1500 ESTand the call number will be 1-855-828-1770; meeting number: 815 141 355#; meeting passcode: 2017. If this information changes an e-mail will go out.
* LCDR Angelica Chica will send out the calendar invites for bi-monthly meetings through the Listserv.
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| Adjournment | Motion for Adjournment: 1st LCDR Jennifer Curtis2nd LCDR Kari Pinsonneault |  | Time Meeting Adjourned:1456 (EST) |  |