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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | **Tuesday, November 7, 2017** |
| **Meeting called by:**  LCDR Angelica Chica, Chair | **Executive Secretary:** LCDR Tiffany H. Smith |
| **Executive Committee Attendance:** (In Order of Committee Roster)LCDR Angelica ChicaLCDR Ruth A. Williams - **(ABSENT)**LCDR Tiffany H. SmithLCDR Tammy Thomason - **(ABSENT)** LCDR Kelli Shaffer – Co-Chair - **(ABSENT)** CDR Stacy HarperLCDR Stephanie Lovell - **(ABSENT)**LT Latasha Turner – Co-ChairLCDR Torrey DarkenwaldLCDR Jennifer Curtis LCDR Kari Pinsonneault – Co-Chair - **(ABSENT)**LCDR Charles Brucklier - **(ABSENT)**LCDR Emily WarnstadtLCDR Diane Weidley – Co-Chair | **Quorum: Yes**  |
| **Non-Voting Members Present:**CDR Dorinda BallLCDR Paula ArangoLCDR Nicolette BennettLCDR Cynthia ChennaultLCDR Andrew FelixLT Tanya SellingLT Sylvester SmithLTJG Valerie FavelaLTJG Alyssa Rowe |
| **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: July 11, 2017: 1st: LCDR Torrey Darkenwald2nd: LCDR Emily Warnstadt |  |  |  |

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| **Agenda Items:****Agenda Items continued:** | **Welcome:** LCDR Angelica Chica **Roll Call:** LCDR Tiffany H. SmithApprove July 11, 2017, minutes**Operations Subcommittee reports:*** **Communications:** LCDR Tammy Thomason - **(ABSENT)** / LCDR Kelli Shaffer - **(ABSENT)**
* **Awards:** CDR Stacy Harper
* **Stakeholder & Community Engagement:** LCDR Stephanie Lovell - **(ABSENT)** / LT Latasha Turner

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

**Management Subcommittee reports:** * **Policy:** LCDR Emily Warnstadt
* **Administrative Management:** LCDR Ruth A. Williams - **(ABSENT)** / LCDR Diane Weidley
* **GUEST SPEAKER:** LCDR Paula M. Arango on USPHS Clinical Uniform Project
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| **Chair Report:****Chair Report continued:** | * Today’s DHPAG meeting was not recorded.
* The September 2017 DHPAG Meeting was cancelled, due to Hurricane Harvey, Irma, and Maria.
* A few dental hygiene officers have deployed or will be deploying soon:
	+ LCDR Charles Brucklier
	+ LCDR Kari Pinsonneault
	+ LCDR Paula M. Arango
* LCDR Torrey Darkenwald will discuss the 80 clinical hours required for technical readiness.
* The 2017 COER due dates have changed:
	+ Due to Rater on 11/08/2017
	+ Due to Reviewer on 11/29/2017
* Make sure Basic Readiness documentation is submitted into the eOPF (e.g., upload Flu vaccines, updated CV, etc.) prior to the due date of 12/31/2017.
* New Voting Member (VM) announcements will be approved by e-mail.
	+ There were several self-nominations for the 2018 VM positions, which gives great leadership opportunity of chair / co-chair positions. Volunteers are always needed and is a step in the right direction for future VM positions.
* Requesting Subcommittee Chairs and Co-Chairs to submit 2017 Accomplishments to LCDR Chica, LCDR Williams, and LCDR Smith by 11/09/2017, so it can be submitted to HSPAC.
	+ Please include SERNO #, EMPID, rank, and name of everyone that volunteered with each subcommittee.
* Letter of Appreciation were sent out last month. If you did not receive one, please notify LCDR Chica.
* Motion approved by VM’s in favor of final DHPAG December meeting.
* Meeting with RedDOG has been difficult, due to active deployments
 | 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 Tiffany H. Smith at Tiffany.H.Smith@ice.dhs.gov |  |  |
| **SUBCOMMITTEE REPORTS****(OPERATIONS)****Communications** LCDR Tammy Thomason - **(ABSENT)** /LCDR Kelli Shaffer - **(ABSENT)**  | * Nothing to report.
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| **Awards**CDR Stacy Harper | * Nothing to report; last year as Chair, so thank you.
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| **Stakeholder & Community Engagement**LCDR Stephanie Lovell - **(ABSENT)** / LT Latasha Turner  | * Established a key stakeholder relationship with the American Dental Hygienists Association (ADHA) paving the way for future collaboration in the way for a USPHS Special Interest Group at the ADHA Annual Conference and creating a USPHS liaison role.
	+ Set-up a table at the 2018 ADHA Conference to provide more information on USPHS / DHPAG; and / or possibly submit an article with their ACCESS Magazine.
	+ Suggest presenting at the 2019 ADHA Conference.
	+ Become a member / advocate for ADHA.
* Baltimore RAM (Remote Area Medical) Mission October 11-13, 2017, was a success, so please look forward to future RAM missions.
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| **SUBCOMMITTEE REPORTS****(OFFICE SUPPORT)****Recruitment (AD HOC)** LCDR Torrey Darkenwald | * Please refer to the Technical Readiness report.
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| **Training, Education & Mentorship**LCDR Jennifer Curtis / LCDR Kari Pinsonneault - **(ABSENT)** | * Nothing to report; last year as Chair (LCDR Curtis), so thank you.
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| **Technical Readiness**LCDR Torrey Darkenwald | * Refer to “Old Business” section (next page).
* HSPAC is currently working on the Advanced Technical Readiness process.
* Working with ADHA for state hours and re-licensing requirements.
* The DHPAG needs to decide what the requirements should be if current position is not in a clinical role or able to access hours in present position.
* Setting up a foundation.
* Sending out Survey with the help of LCDR Chica and LCDR Brucklier.
	+ Keep subcommittees involved in discussion.
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| **Data & Evaluation**LCDR Charles Brucklier - **(ABSENT)** | * Nothing to report.
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| **SUBCOMMITTEE REPORTS****(MANAGEMENT)****Policy**LCDR Emily Warnstadt | * Still working on the SOP (Standard Operating Procedures) for the DHPAG.
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| **Administrative Management**LCDR Ruth A. Williams - **(ABSENT)** /LCDR Diane Weidley | * Nothing to report.
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| **GUEST SPEAKER:** LCDR Paula M. Arango on USPHS Clinical Uniform Project | * Presented the USPHS Clinical (scrub) Uniform to U.S. Surgeon General, VADM Jerome Adams, RADM Nicholas Makrides, CPO Dental Category, and CAPT Jeanean Willis Marsh, CPO HSO Category.
* Continue to update DHPAG with quote from vendor on pricing and pending approval of uniform.
* Will discuss later on how it will be disseminated with other disciplines.
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| **Old Business****Old Business cont.** | * This year during the COF conference, the HSO Category Day Round Table discussion had two RDH CAPT’s, and we tackled the DHPAG 80 clinical technical readiness required hours for discipline specific deployment. We have come up with a game plan to address this issue among RDHs that are in non-clinical roles. We will be conducting a survey to assess:
	+ How many non-clinical duty stations allow RDH’s to obtain 80 clinical hours each year? Would it be hard to obtain and/or is 80 hours excessive?
	+ State license requires CEU’s and hours.
		- LCDR Charles Brucklier, LCDR Torrey Darkenwald, and LT Turner can help with survey.
* Is there a list of RDH Clinical Billets available on-line? In the past, there was a list available, so we will have to see if it can be obtained.
 |  | **OPEN** – Technical Readiness (survey / RedDOG/ hours needed) | **Projected due date:** Dec. 2017**CLOSED:** our billet system is not set-up to determine clinical billets for each agency. |
| New Business | * Question from the field (LCDR Curtis):
	+ What is the transition for VM leaving and coming on board and what are the list of duties and expectations?
	+ LCDR Chica will address at the next meeting in December 2017.
	+ Below was the VM timeframe to submit nominations:
* **Communications Chair**: July 31st – September 8th
* **Awards Chair:** July 31st – September 8th
* **Stakeholder & Community Engagement Chair:** July 31st – September 8th
* **Training, Education & Mentorship Chair:** July 31st – September 8th
* **Administrative Management Chair:**July 31st – September 8th
* **DH PAG Chair-Elect**: October 16th – November 3rd
 |  | **OPEN** | **CLOSED:** Dec. 2017 |
| Next Meeting | * Tuesday, December 12, 2017, from 1400-1500 ESTand the call number will be 1-855-828-1770 and/or 1-301-796-7777; meeting number: 810 941 682#; meeting passcode: 2017. If this information changes an e-mail will go out.
* LCDR Angelica Chica will send out the calendar invite for the December end of Year meeting. This will be the last meeting she will Chair. Jan 2018 LCDR Ruth Williams will be our new DHPAG Chair and the Chair Elect will be announced soon!
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| Adjournment | Motion for Adjournment: 1st LCDR Angelica Chica2nd LCDR Emily Warnstadt |  | **Time Meeting Adjourned**:1453 (EST) |  |