|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | | | **Tuesday, April 10, 2018** | | | |
| **Meeting called by:**  LCDR Ruth A Williams, Chair | | | **Filling in for Executive Secretary (** LCDR Tiffany H. Smith)**:** LCDR Nicolette Bennett | | | |
| **Executive Committee Attendance:** (In Order of Committee Roster)  LCDR Ruth A. Williams  LCDR Kari Pinsonneault (Chair-Elect & Chair)  LCDR Tiffany H. Smith (absent)  LCDR Kelli Shaffer – Co-Chair (absent)  LCDR Tammy Thomason (absent)  LCDR Nicolette Bennett  LT Latasha Turner – Co-Chair (absent)  LCDR Torrey Darkenwald – (absent)  LCDR Paula Arango  LCDR Charles Brucklier  LCDR Emily Warnstadt – (absent)  LCDR Diane Weidley | | | | | **Quorum (5): Yes** | |
| **Non-Voting Members Present:**  CDR Kelly Lucas  CDR Amy Strain  LCDR Angelica Chica  LCDR Cynthia Chennault  LCDR Andrew Felix  LCDR Terry Carnes  LT Stephanie Hodges  LT Tanya Selling  LT Jessica Criss  LTJG Demario Walls | | | | | | |
| **AGENDA TOPIC:** | **DISCUSSION:** | **RECOMMENDATIONS/**  **ACTIONS:** | | **Action Item:** | | |
| **Open Date** | | **Due Date** |
| **Welcome:**  **LCDR Ruth A. Williams** |  |  | |  | |  |
| **Action on previous meeting minutes:** | Motion to pass Minutes with edits from previous meeting in: February 13, 2018:  1st: LCDR Diane Weidley  2nd: LCDR Kari Pinsonneault |  | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Items:** | **Welcome:** LCDR Ruth A. Williams  **Roll Call:** LCDR Nicolette Bennett  Approve February 13, 2018:  **Operations Subcommittee reports:**   * **Communications:**   LCDR Kari Pinsonneault  LCDR Kelli Shaffer (absent)   * **Awards:**   LCDR Tammy Thomason (absent)   * **Stakeholder & Community Engagement:**   LCDR Nicolette Bennett  LT Latasha Turner (absent)  **Officer Support Subcommittee reports:**   * **Recruitment (ad hoc) / Technical Readiness:**   LCDR Torrey Darkenwald – (absent)   * **Training, Education, & Mentorship:** LCDR Paula Arango   LCDR Andrew Felix   * **Data & Evaluations:**   LCDR Charles Brucklier  **Management Subcommittee reports:**   * **Policy:**   LCDR Emily Warnstadt – (absent)  LCDR Ruth A. Williams (speaking for her)  **Administrative Management:**   * LCDR Diane Weidley | 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](mailto:Tiffany.H.Smith@ice.dhs.gov)    **Training, Education, & Mentorship:**  **Data & Evaluations:**  **Policy:**    LCDR Ruth A. Williams (speaking for her)- they have not have a first meeting  **Administrative Management:**  LCDR Diane Weidley   * No updates at this time. |  |  |
| **Chair Report:**  **Chair Report continued:** | * Today’s DHPAG meeting will not be recorded * Welcome everyone to the first 2018 DHPAG meeting and welcome to the new Subcommittee Chairs. * January 2018 HSPAC Leadership meeting.   + Realign leadership and roles. Please review DHPAG bylaws.   + The HSPAC Voting Member PowerPoint presentation (PPT) slides will be sent out on ListServ to communicate and connect with PAG and PAC subcommittees. * Our HSPAC leadership has implemented the use of an online project management tool that they will use to manage deliverables and work products. This will help to keep the HSPAC Chair and CPO informed with all PAC activities. * New voting members, please reach out to past chairs and co-chairs in regard to presenting subcommittee for any continuing projects that may need to be handed off or guidance for the position. * Please compile your goals and e-mail to LCDR Williams, LCDR Pinsonneault, and LCDR Smith. The goals will be discussed during the next meeting. LCDR Williams would like to have a one-on-one conversation with the subcommittee chairs on goals. * Also, for non-voting members who are interested in getting more involved in any of our committees please see the DHPAG Roster and email the Committee Chair directly…don’t be shy we have plenty of room for anyone who is interested. | 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](mailto:Tiffany.H.Smith@ice.dhs.gov) |  | Reach out by March 9, 2018  Goals due by March 23, 2018 |
| **SUBCOMMITTEE REPORTS**  **(OPERATIONS)**    **Communications**  LCDR Kari Pinsonneault  /  LCDR Kelli Shaffer | LCDR Kari Pinsonneault presenting on behalf of the entire committee-   * If you have any information on an article to submit into the newsletter please let us know as soon as possible * All contact for voting members will be in the new publication. LCDR Kari Pinsonneault will send out information on guidelines for submission. |  |  |  |
| **Awards**  LCDR Tammy Thomason | * Score sheet for all nominees- asking for voting members to review and score all nominees **by this Friday.** HSPAC wants all the information on who are the awardees are for category day at COF. Please submit scores to LCDR Thomason. * An email will be sent reminding voting members to have this information in. |  |  | April 13, 2018, midnight |
| **Stakeholder & Community Engagement**  LCDR Nicolette Bennett  /  LT Latasha Turner | * No real updates regarding the ADHA Special Interest Group discussion during the 2018 conference. * We are currently gathering information about opportunities for community service (such as Mission of Mercy and RAM events) across the nation. This information will be shared with DHPAG members via the listserv. * Communicating with AMSUS to identify opportunities for DHPAG participation as well as education opportunities for members. |  |  |  |
| **SUBCOMMITTEE REPORTS**  **(OFFICE SUPPORT)**  **Recruitment (AD HOC) & Technical Readiness**  LCDR Torrey Darkenwald – absent  Charles Brucklier will speak on LCDR Darkenwald’s behalf. | * RedDOG will start monthly readiness checks monthly * Please review and correct any errors now. * You will be held accountable for any errors * Height and weight standards 10/1/2018- officers must report verified HT/WT –process will be communicated in the near future- if you do not report- you will be marked non-compliant-and not meet basic readiness standards. * If you don’t meet weight standards- they will follow the Navy’s guidelines and take body measurements. See the guidelines here: <https://dcp.psc.gov/ccmis/pdf_docs/Body%20Composition%20Assessment%20(BCA)%202016.pdf> |  |  |  |
| **Training, Education & Mentorship**  LCDR Paula Arango | Continue projects and initiatives that they started last year-   * Career development planner * Directory-will be updated quarterly * Mentor/mentee program-discussion panel * **USPHS Scrubs Project Updates:**   + They are waiting on HS PAC before orders can be placed. |  |  |  |
| **Data & Evaluation**  LCDR Charles Brucklier | * Weekly meetings on Friday- working on survey questions for the # hours to maintain a DH license- so they can present this base data on what they feel is the proper number of clinical hours each year. These questions will be vetted by DHPAG leadership and then sent to members. * Looking at data on clinical competencies- this will be rolled into the survey as well. |  |  |  |
| **SUBCOMMITTEE REPORTS**  **(MANAGEMENT)**  **Policy**  LCDR Emily Warnstadt – absent | * Nothing to report. |  |  |  |
| **Administrative Management**  LCDR Diane Weidley | * Nothing to report |  |  |  |
| **Old Business** | * none |  |  |  |
| New Business | * Please email LCDR Diane Weidley if you are attending the COF Symposium in June. * LCDR Arango- for new officer- how they can be added to the listserv? LCDR Weidley can add new members to the listserv. She will send an email with instructions on how to add themselves to the listserv. |  |  |  |
| Next Meeting | * Tuesday, June 12 2018, from 1400-1500 ESTand the call number will be 1-855-828-1770 and/or 1-301-796-7777; Meeting Place ID **#: 747 854 923**; Meeting passcode #: **DHPAG2018.** If this information changes an e-mail will go out. * LCDR Ruth Williams will send out the reminder WebEx calendar invite and LCDR Tiffany will send out the agenda for the next meeting to take place in 2018. |  |  |  |
| Adjournment | Motion for Adjournment:  1st: LT Sylvester Smith  2nd: LCDR Kari Pinsonneault |  | **Time Meeting Adjourned**:  1431 (EST) |  |