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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | **Tuesday, December 11, 2018** |
| **Meeting called by:** LCDR Ruth A. Williams, Chair | **Executive Secretary** (LCDR Tiffany H. Smith)**:** |
| **Executive Committee Attendance:** (In Order of Committee Roster)LCDR Ruth A. Williams **– excused**CDR Kari Pinsonneault (Chair-Elect & Chair)LCDR Tiffany H. SmithLCDR Marie-Elena Puleo – Co-Chair **– excused** LCDR Tammy Thomason **– absent**LCDR Nicolette BennettLT Latasha Turner – Co-ChairLCDR Torrey Darkenwald LCDR Paula ArangoLCDR Andrew Felix – Co-Chair **– absent**LCDR Charles Brucklier **– absent**LCDR Emily Warnstadt **– excused**LCDR Diane Weidley | **Quorum (5): Yes**  |
| **Non-Voting Members Present:**CDR Dorinda LeeCDR Mylene SantulanLCDR Olivia BarrowLCDR Cynthia ChennaultLCDR Jennifer CurtisLCDR Doretha M TonkinsLT Theresa ChennaultLT Jen EngLT Alyssa RoweLT Darion Smith |
| **AGENDA TOPIC:** | **DISCUSSION:** | **RECOMMENDATIONS/****ACTIONS:** | **Action Item:** |
| **Open Date** | **Due Date** |
| **Welcome:****LCDR Ruth A. Williams - ABSENT**  | Meeting commenced by Chair-Elect CDR Kari Pinsonneault. |  |  |  |
| **Action on previous meeting minutes:** | Motion to pass Minutes with edits from previous meeting in: October 9, 2018: 1st: LCDR Nicolette Bennett2nd: CDR Kari Pinsonneault |  |  |  |

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| **Agenda Items:** | **Welcome:** LCDR Ruth A. Williams **– excused****Roll Call:** LCDR Tiffany H SmithApprove October 9, 2018, Meeting Minutes:**Operations Subgroup reports:*** **Communications:**

CDR Kari PinsonneaultLCDR Marie-Elena Puleo **– excused*** **Awards:**

LCDR Tammy Thomason **– absent*** **Stakeholder & Community Engagement:**

LCDR Nicolette BennettLT Latasha Turner**Officer Support Subgroup reports:** * **Recruitment (ad hoc) / Technical Readiness:**

LCDR Torrey Darkenwald * **Training, Education, & Mentorship:** LCDR Paula Arango

LCDR Andrew Felix **– absent*** **Data & Evaluations:**

LCDR Charles Brucklier **– absent****Management Subgroup reports:** * **Policy:**

LCDR Emily Warnstadt **– excused****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   |  |  |
| **Chair-Elect Report:** | **DHPAG 2019 Chair and Co-Chair positions:*** **DHPAG Chair:**
	+ CDR Kari Pinsonneault
* **DHPAG Chair-Elect:**
	+ LCDR Jennifer Curtis
* **Executive Secretary:**
	+ LT Michele Gottshall
* **Communications Subgroup Chair:**
	+ LCDR Marie-Elena C. Puleo
* **Awards Subgroup Chair:**
	+ LCDR Tammy Thompson
* **Stakeholder & Community Engagement Subgroup Chair:**
	+ LCDR Nicolette Bennett
* **Recruitment (AD HOC) Subgroup Chair:**
	+ LCDR Doretha M Tonkins
* **Training, Education & Mentorship Subgroup Chair:**
	+ LCDR Paula Arango
* **Technical Readiness Subgroup:**
	+ **Chair:** CDR Amy Strain
	+ **Co-Chair:** LCDR Doretha M Tonkins
* **Data & Evaluation Subgroup Chair:**
	+ LCDR Charles Brucklier
* **Policy Subgroup Chair:**
	+ LCDR Emily Warnstadt
* **Administrative Management Subgroup Chair:**
	+ LCDR Diane Weidley
* If there is anyone interested in joining as a Co-Chair and/or smaller subgroup, please send an e-mail to Kari.Pinsonneault@cms.hhs.gov and information will be discussed voting members on what subgroups need assistance. Active participation is strongly encouraged. We will work with new officers and introduce and provide DHPAG support.
* Questions from LCDR Torrey Darkenwald: Do you want the 2018 DHPAG Chairs to reach out to the incoming DHPAG Chairs to coordinate with transition of information and who will contact the HS PAC subgroups of incoming Chairs? CDR Kari Pinsonneault will send out an e-mail to the HS PAC of the 2019 Chair and Co-Chairs. In addition, a meeting will be scheduled for existing and incoming DHPAG Chairs to discuss and pass off ongoing business.
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| **SUBGROUP REPORTS****(OPERATIONS)** **Communications** CDR Kari Pinsonneault /LCDR Marie-Elena Puleo **– excused** | * Nothing to report. Recent DHPAG Newsletter was sent out on the Listserv.
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| **Awards**LCDR Tammy Thomason **– absent** | * Nothing to report.
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| **Stakeholder & Community Engagement**LCDR Nicolette Bennett/ LT Latasha Turner | * At this time, we are in a holding pattern connecting with the American Dental Hygienist Association (ADHA), which they will be having the ADHA 2019 Annual Conference in Louisville, KY June 21-23, 2019…more to follow.
* Survey Monkey will be sent out in the 1st of the year to get to know all hygienists.
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| **SUBGROUP REPORTS****(OFFICE SUPPORT)****Recruitment (AD HOC) & Technical Readiness**LCDR Torrey Darkenwald | * Two recorded webinars on Clinical Hours and Deployment Roles will soon be available on the MAX.gov website. If you have not already, please register with an e-mail address and password. When the recordings become available, an e-mail with instructions will be disseminated on the Listserv.
* There is a backlog with the Medical Affairs on uploading information into your eOPF. If you have any questions or concerns, please contact Medical Affairs, which there should be a link at their site.
* The DHPAG Advanced Technical Readiness enrollment ends on December 15, 2018, and so far, there were four hygienists that are interested.
* The Readiness website has been updating their website and fixing links to the site. Please contact them if you are having any problems with their site.
* For officers not meeting current height/weight requirements Medical Affairs is not providing guidance or recommendations on weight loss medications. This decision is between the officer and their provider
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| **Training, Education & Mentorship**LCDR Paula Arango/LCDR Andrew Felix **– absent** | **These are the accomplishments from DHPAG Training, Education and Mentoring Subcommittee 2018:*** DHPAG Directory: monthly updates
* DHPAG Discussion Panel "Sending the Elevator Down. Words of Wisdom from the Top Floor" and Panel Discussion Survey
* DHPAG Newsletter Article "Service Access Team (SAT) Response to Hurricane Irma and Maria in Puerto Rico"
* Dental Continuing Education Courses (Choose from more than 150 free courses)
* DHPAG Team Base Program (Professional Development Teams). Our Subcommittee joined the Stakeholder and Community Engagement Subcommittee
* Chair LCDR Paula Arango deployed to Texas and New Mexico with the Unaccompanied Children Reunification Mission and Co-Chair LCDR Andrew Felix deployed (volunteer) with Remote Area Medical (RAM) to Oklahoma
* Chair and Co-chair participated in the 2018 USPHS Symposium - Category Day in Addison, TX
* Thank you and Happy Holidays!
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| **Data & Evaluation**LCDR Charles Brucklier **– absent** | * Started to identify Federally Qualified Health Centers where non-clinical hygienists can work to gain clinical hours. Unfortunately, at this time, they are located in California, but I am trying to reach out to other Divisions within HRSA to identify FQHCs in other States. This may take a while, but it’s a start.
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| **SUBGROUP REPORTS****(MANAGEMENT)****Policy**LCDR Emily Warnstadt **– excused**  | * Nothing to report.
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| **Administrative Management**LCDR Diane Weidley | * Nothing to report.
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| **Old Business** | * none
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| New Business | * none
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| Next Meeting | * Tuesday, February 12, 2019, from 1400-1500 ESTand the WebEx number will be **1-877-267-1577**; WebEx Meeting Number **#**: (\*\*) **000 000 000**. If this information changes an e-mail will go out.
 | \*\*WebEx Meeting Number will be disseminated on the Listserv as soon is the number is assigned. |  |  |
| Adjournment | Motion for Adjournment: 1st: LCDR Diane Weidley2nd: LCDR Paula Arango |  | **Time Meeting Adjourned**: 1423 (EST) |  |