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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | **Tuesday, February 13, 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. WilliamsLCDR Kari Pinsonneault (Chair-Elect & Chair)LCDR Tiffany H. SmithLCDR Kelli Shaffer – Co-ChairLCDR Tammy ThomasonLCDR Nicolette BennettLT Latasha Turner – Co-ChairLCDR Torrey Darkenwald – (absent)LCDR Paula ArangoLCDR Charles BrucklierLCDR Emily Warnstadt – (absent)LCDR Diane Weidley | **Quorum: Yes**  |
| **Non-Voting Members Present:**LCDR Angelica ChicaLCDR Cynthia ChennaultLCDR Andrew FelixLCDR Doretha M. WilsonLT Johnna BleemLT Theresa ChennaultLT Stephanie HodgesLTJG Alyssa RoweLTJG Darion Smith |
| **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: December 13, 2017: 1st: LCDR Nicolette Bennett2nd: LCDR Kari Pinsonneault |  |  |  |

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| **Agenda Items:** | **Welcome:** LCDR Ruth A. Williams **Roll Call:** LCDR Tiffany H. SmithApprove December 13, 2017, minutes**Operations Subcommittee reports:*** **Communications:**

LCDR Kari Pinsonneault**)**LCDR Kelli Shaffer * **Awards:**

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

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

LCDR Torrey Darkenwald – (absent)* **Training, Education, & Mentorship:** LCDR Paula Arango
* **Data & Evaluations:**

LCDR Charles Brucklier**Management Subcommittee reports:** * **Policy:**
* LCDR Emily Warnstadt – (absent)

**Administrative Management:** * LCDR Diane Weidley
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| **Chair Report:****Chair Report continued:** | * Today’s DHPAG meeting will 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 |  | Reach out by March 9, 2018Goals due by March 23, 2018 |
| **SUBCOMMITTEE REPORTS****(OPERATIONS)****Communications** LCDR Kari Pinsonneault /LCDR Kelli Shaffer | * Meeting with last year’s committee members for a hand off
* HSPAC has e-mail boxes, so the DHPAG email address: dhpag.hspac@gmail.com.  This account can be used for any questions, inquires, etc. for the DHPAG leadership
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| **Awards**LCDR Tammy Thomason | * I am excited to be working as DHPAG Awards Chair. In the meeting I asked for guidance on dispersing the DHPAG awards and working on them now. I received last year’s forms from CDR Harper and received assistance from LCDR Chennault. If there is anything that I can do to improve, please let me know.
* Listserv will be used for announcements.
* Continue to communicate with HSPAC Awards subcommittee for weekly announcements.
* Due dates for DHPAG 2018 self-nominations / nominations awards will be by midnight March 29, 2018.
	+ 2018 Candace M Jones Award Dental Hygienist of the Year
	+ 2018 Junior Dental Hygienist of the Year
 |  |  | March 29, 2018, midnight |
| **Stakeholder & Community Engagement**LCDR Nicolette Bennett/ LT Latasha Turner | * New to the committee and have been briefed by the previous chair and co-chair.
* PPT draft for American Dental Hygienists Association (ADHA) 2018 conference will be available soon and LT Turner can provide more information.
* In 2017, established a key stakeholder relationship with the ADHA. The PPT draft is pending approval by the HSPAC Communications Subcommittee and will be available for the public and during the 2018 ADHA conference (dates will be provided soon). There will be a small table talk (Special Interest Group) at the ADHA Annual Conference. Question was asked by the ADHA about available RDH positions and at this time, USPHS is not hiring, but there are civil service positions available.
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| **SUBCOMMITTEE REPORTS****(OFFICE SUPPORT)****Recruitment (AD HOC) & Technical Readiness**LCDR Torrey Darkenwald – absentLCDR Angelica Chica will speak on LCDR Darkenwald’s behalf. | * The HSPAC Readiness Subcommittee Meetings are scheduled at the same time as our DHPAG calls. I will try to alternate between the two, so I can still get all the information to pass on to our group. Let me know if that works for you or if you have another idea. Here are the updates from today’s call:
	1. Several of the subcommittees are looking for volunteers so if anyone is interested in being on a work group please let me know (examples include website, newsletter, communications).
	2. There will be a RAM event the weekend before the COA symposium- more details coming.
	3. Readiness status- information will be coming out to PAG’s in the near future.
	4. Deployment related awards- RedDOG is working on these.
	5. Advanced Readiness- the pilot categories are PH and PA’s. Currently focused on testing the trainings and requirements and will then roll out to all other categories.
	6. EPP promotions- at this time they are looking at how far to evaluate readiness status to be eligible. This will eventually be applicable to all awards and the goal is to look back 5 years.
* Please let me know if you have any questions or if there were items/questions on the call that I need to be aware of to take back to the Readiness Group. Thank you!
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| **Training, Education & Mentorship**LCDR Paula Arango | * **Introduction:**
	+ I am currently serving as Senior Staff Dental Hygienist/Community Clinical with BOP at the Federal Correctional Institution, Fort Dix, New Jersey. My experience as dental hygienist spans 17 years—including 12 years of active duty with the Commissioned Corps of the USPHS.
	+ My goals are to achieve the required CME to maintain active DH licenses, to complete the CE summary sheet annually for the CV, to provide information and encourage Dental Hygienists to pursue a graduate degree for the benefit of enhancing their professional career and promotion, and to be a mentor for junior officers in career development, deployments, community outreach, volunteer activities, preparation for promotion and to show them how to carry the uniform with pride.
	+ I hope to serve as a role model to other dental hygienists in the Commissioned Corps. In order to expand opportunities for dental hygienists, I would like to provide encouragement for others to pursue a graduate degree and consider non-clinical positions as well as clinical assignments within PHS. I am highly motivated, work well with others, provide results within a timely manner, and take pride in my work.
* **Dental Continuing Education Courses**:
	+ <https://www.dentalcare.com/en-us/professional-education/ce-courses>
	+ "Choose from more than 150 FREE dental continuing education courses - a dental CE library provided exclusively by Procter & Gamble's Crest+Oral-B.
	+ The Procter & Gamble company is an ADA CERP Recognized Provider and is designated as an Approved PACE Program Provider by the Academy of General Dentistry for Fellowship, Mastership, and Membership Maintenance Credit."
* **USPHS Scrubs Project Updates:**
	+ USPHS Scrubs Project, which is now a part of the HSPAC Sneak Peek of Developing Initiatives & Projects for 2018.
	+ Survey, Flyer and Order Form will be distributed by March 2018.
	+ We need everybody to participate! Thank you!
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| **Data & Evaluation**LCDR Charles Brucklier | * ADHA QUESTIONS/SURVEY QUESTIONS:
1. Contact the ADHA or state dental boards and request information regarding the re-instatement of an “in-active” license to determine if there are any clinical hours required.
2. Find out if any state dental boards require clinical hours to maintain an active license.
	1. These answers will give us the foundational data of whether our professional association, ADHA, or any state board of dentistry “requires” or “does not require” clinical hours to have or maintain a dental hygiene license.
3. Make the information concise to present to leadership.
4. Come up with survey questions to present to DHPAG Leadership.
5. Get survey questions vetted before we send the survey out to the DHPAG for input (the second half of the task).
	1. Current Questions:
		1. How many clinical hours per year does the DHPAG think would suffice for a RDH to be competent practicing clinically:
			1. If deployed?
			2. If they volunteer?
		2. How many RDHs are in non-clinical roles?
		3. Of these RDHs, how many are on a deployment team
		4. How many would volunteer to deploy?
6. After accomplishing these items, DHPAG leadership can meet with HSPAC leadership and RedDOG to:
	1. Come to an agreement on technical and advanced readiness.
	2. Discuss our views, as dental hygiene professionals and on what the dental boards require.
7. Analyze/review the results of the pilot programs with PA and PHPAGs.
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| **SUBCOMMITTEE REPORTS****(MANAGEMENT)****Policy**LCDR Emily Warnstadt – absent | * Nothing to report.
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| **Administrative Management**LCDR Diane Weidley | * Keep up with what everyone is doing and nothing to report.
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| **Old Business** | * LCDR Chica already put in in for the DHPAG to receive an award with either the HSPAC or DHPAG and/or both, so what has been included is the SERNO #, EMPID, rank, and name of everyone that volunteered with each subcommittee.
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| New Business | * The new Organizational Chart and DHPAG Roster will be sent out to the voting members.
* LCDR Chica is having difficulty accessing / logging into the ListServ. Cybersecurity access / government e-mail needed on chat box.
* LCDR Nicolette Bennett just a received an e-mail from RedDOG of Case Management opportunities available in March 2018. LCDR Kari Pinsonneault deployed to Atlanta in 2017, so please reach out if you have any questions about her experience.
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| Next Meeting | * Tuesday, April 10, 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.
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| Adjournment | Motion for Adjournment: 1st: LCDR Nicolette Bennett2nd: LCDR Kari Pinsonneault |  | **Time Meeting Adjourned**:1444 (EST) |  |