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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | **Tuesday, June 12, 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. WilliamsCDR Kari Pinsonneault (Chair-Elect & Chair)LCDR Tiffany H. Smith – (absent)LCDR Marie-Elena Puleo – Co-Chair – (absent)LCDR Kelli Shaffer – Co-Chair LCDR Tammy ThomasonLCDR Nicolette BennettLT Latasha Turner – Co-Chair LCDR Torrey Darkenwald LCDR Paula ArangoLCDR Andrew Felix – Co-ChairLCDR Charles Brucklier – (absent)LCDR Emily Warnstadt – (absent)LCDR Diane Weidley | **Quorum (5): Yes**  |
| **Non-Voting Members Present:**CAPT Sherlene JacquesCAPT Kimberly Walker CDR Nadine BrownCDR Mylene SantulanLCDR Khateeja BrahimLCDR Jennifer CurtisLCDR Belinda SlaughterLT Shea BrowningLT Theresa ChennaultLT Holly DaverinLT Jen EngLT Stephanie HodgesLT Sylvester SmithLTJG Darion SmithLTJG Valerie FavelaLTJG 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: April 10, 2018: 1st: LCDR Paula Arango2nd: LCDR Torrey Darkenwald |  |  |  |

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| **Agenda Items:** | **Welcome:** LCDR Ruth A. Williams **Roll Call:** LCDR Nicolette BennettApprove April 10, 2018:**Operations Subcommittee reports:*** **Communications:**

CDR Kari PinsonneaultLCDR Kelli ShafferLCDR Marie-Elena Puleo – (absent)* **Awards:**

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

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

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

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

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

LCDR Emily Warnstadt – (absent)**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 Report:** | * It was great to reconnect to my fellow hygienists during the Symposium in Dallas, TX last week. We had a great turn out of over 20 hygienists that attended the conference. There were some great suggestions to consider having a DHPAG booth at the next conference to sell our coins and other items. I encouraged continued active participation to help make these great ideas come to fruition as well as any other suggests to stay involved in our PAC and Communities.
* Also during Category Day when the Assistant Secretary of Health (ADM Brett Giroir) stopped in with the Surgeon General (VADM Jerome Adams) to let us know how important our HSO PAC is to the Corps. It was then that he specifically mentioned Dental Hygiene and another professional advisory groups as examples of the different PAGS within our PAC that have an important role in the Corps…
* Finally, during Category Day this year DH Awards winners were announced and were presented with Certificates and they will be receiving their award plaques soon.
* Candace M Jones Award Winner:
	+ CDR Stacy Harper
* Junior Dental Hygienist of the Year Award Winner:
	+ LT Latasha Turner
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| **SUBCOMMITTEE REPORTS****(OPERATIONS)** **Communications** CDR Kari Pinsonneault /LCDR Kelli Shaffer/LCDR Marie-Elena Puleo – absent | * PAG have been sending out PAC emails to DHPAG members, most officers are getting duplicate or triplicate emails. Discussion about whether PAG members wanted to continue receiving the forwarded emails. Response- many were receiving the same email 2-4 times. Kari will send out a link to sign-up for the HSPAC listserv.
* If you have any information on an article to submit into the newsletter please let us know as soon as possible. This could include topics on international opportunities, opportunities to connect with each. Do you have an idea for a topic? Submit it.
* How are we updating the website? Kari will work on that and provide an update via email. They can make updates as requested on the web site, but the other systems that HHS have been implementing, is so new it isn’t being updated regularly.
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| **Awards**LCDR Tammy Thomason | * Awards were presented at the COF symposium (did not catch the recipients names).
* They ordered the plaques, which will be delivered once they are ready.
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| **Stakeholder & Community Engagement**LCDR Nicolette Bennett/ LT Latasha Turner | * We have been in contact with the ADHA regarding the annual conference in Ohio this month.  They have been very slow to respond to our emails. They would like us to present on Saturday, June 23rd, a 30-minute time slot (mini presentation) to provide information on our careers in public health/federal government, not just as PHS Officers. On Saturday, there will be a session for mock interviews and resume reviews. This would be an opportunity for us to provide guidance to those who are interested in public health and to help determine how to highlight the resume or any suggestions for interviews. If any officers are interested in participating, please email LT Turner (Latasha.Turner@hhs.gov) or LCDR Nicolette Bennett (nbennett@hrsa.gov).
* Mission of Mercy does not have a central organization that tracks events throughout the US. Individuals interested in volunteering have to check with their state dental association.
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| **SUBCOMMITTEE REPORTS****(OFFICE SUPPORT)****Recruitment (AD HOC) & Technical Readiness**LCDR Torrey Darkenwald | * In April they started monthly checks, please check your report more frequently than you did before.
* Submission for HT and WT- even if you don’t fit into the standards-you still need to submit your information at this point. The penalty right now will be for NOT supplying your information.
* Advanced readiness component- They are testing this for the PA group- they are looking at clinical competencies and clinical hours. Within this survey, they will have specific components for DH officers-how many are working outside of a clinical role—how easy is it to get these clinical hours in? They are basing this on 120 hrs. (which is the clinical requirement for PA’s to maintain their license) —They are looking for how many are going to have trouble getting these hours in. Please respond to this survey. This is for advanced readiness not basic readiness.
* Readiness is looking for volunteers.
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| **Training, Education & Mentorship**LCDR Paula Arango/LCDR Andrew Felix | * **Congratulations to all of our Officers that got promoted!**
* **Reminder: Claim the CE credit from the USPHS Symposium last week. LCDR Williams sent the list of all of the courses that are eligible for dental CE credit.**
* Continue projects and initiatives that they started last year.
	+ **Career development planner: upcoming meeting by end of June.**
	+ **Directory-will be updated quarterly: send new rank and any changes to maintain the directory updated.**
	+ **Mentor/mentee program-discussion panel: networked at the USPHS Symposium with the CAPT’s Dental Hygienists to participate at the discussion panel by middle of August.**
	+ **Meeting with the Training, Education & Mentorship subgroup by early next week.**
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| **Data & Evaluation**LCDR Charles Brucklier – absent | * Nothing to report.
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| **SUBCOMMITTEE REPORTS****(MANAGEMENT)****Policy**LCDR Emily Warnstadt – absent  | * 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 | * The DHPAG family would like to thank everyone who attended today’s meeting. Your patience and understanding was greatly appreciated while we overcame the technical difficulties of joining the teleconference.
* Thank you LCDR Kari Pinsonneault for re-scheduling today’s WebEx Meeting.
	+ Access Information:
		- Please call the following number:
		- WebEx: 1-877-267-1577
	+ Follow the instructions you hear on the phone.
		- Your WebEx Meeting Number: 995 051 610
* In addition, thank you LCDR Nicolette Bennett for taking notes during the meeting. Unfortunately, I, LCDR Tiffany H. Smith had my own difficulties of connecting to the teleconference. The final notes were completed by LCDR Tiffany H. Smith.
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| Next Meeting | * Tuesday, August 14, 2018, from 1400-1500 ESTand the WebEx number will be **1-877-267-1577**; WebEx Meeting Number **#**: **996 817 231**. If this information changes an e-mail will go out.
* LCDR Kari Pinsonneault will send out the updated WebEx calendar invites 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 Ruth A. Williams2nd: CDR Kari Pinsonneault |  | **Time Meeting Adjourned**:1457 (EST) |  |