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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | | | **Tuesday, October 08, 2019** | | | |
| **Meeting called by:**  CDR Kari Pinsonneault, Chair | | | **Executive Secretary** LCDR Michele Gottshall**:** | | | |
| **Executive Committee Attendance:** (In Order of Committee Roster)  CDR Kari Pinsonneault  LCDR Jennifer Curtis (Chair-Elect)  LCDR Michele Gottshall  LCDR Marie-Elena Puleo **–excused**  LCDR Tammy Thomason **– absent**  LCDR Nicolette Bennett**-absent**  LCDR Doretha M. Tonkins  LCDR Paula Arango  CDR Amy Strain  LCDR Charles Brucklier  LCDR Emily Warnstadt  LCDR Diane Weidley | | | | | **Quorum (5): Yes** | |
| **Non-Voting Member Present:**  CAPT Sherlene Jacques  CAPT Kim Walker  CDR Kelly Moore  LCDR Torrey Darkenwald  LCDR Rochelle Hampton  LCDR Jamie Martinez  LCDR Tanya Selling  LT Natasha Bennett  LT Erin Heap  LT Keasha Myrick  LT Cindy Pallack  LT Sascha Randolph  LT Jerome Simpson  LT Darion Smith  LT Sylvester Smith  LT Demario Walls | | | | | | |
| **AGENDA TOPIC:** | **DISCUSSION:** | **RECOMMENDATIONS/**  **ACTIONS:** | | **Action Item:** | | |
| **Open Date** | | **Due Date** |
| **Welcome:**  **CDR Kari Pinsonneault** | Meeting commenced by Chair CDR Kari Pinsonneault. |  | |  | |  |
| **Action on previous meeting minutes:** | Motion to pass Minutes with edits from previous meeting in: February 12, 2019:  1st: LCDR Diane Weidley  2nd: LCDR Nicolette Bennett |  | |  | |  |

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| **Agenda Items:** | **Welcome:** CDR Kari Pinsonneault  **Roll Call:** LT Michele Gottshall  Approve February 12, 2019, Meeting Minutes:  **Operations Subgroup reports:**   * **Communications:**   LCDR Marie-Elena C. Puleo**– excused**  LT Keasha Myrick   * **Awards:**   LCDR Tammy Thomason **–absent**   * **Stakeholder & Community Engagement:**   LCDR Nicolette Bennett**-absent**  **Officer Support Subgroup reports:**   * **Recruitment (ad hoc):**   LCDR Dorthea M. Tonkins   * **Training, Education, & Mentorship:** LCDR Paula Arango * **Technical Readiness**   CDR Amy Strain  LCDR Dorthea M. Tonkins   * **Data & Evaluations:**   LCDR Charles Brucklier  **Management Subgroup reports:**   * **Policy:**   LCDR Emily Warnstadt  **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 Michele Gottshall mbedford@bop.gov. |  |  |
| **Chair Report:** | * If there are any changes to your email within the subgroup, please let LCDR Gottshall and your Chair know. * Please to continue to follow your chain of command as we discussed in our last meeting. * Please ensure you can make the meetings. You must remain active in the subgroups or you will be removed. Corps is voluntary and they want officers to be active. * Opening nominations were sent out for positions that will start in 2020. * Co-Chair and team member positions are 1-year term, but Chair positions are 3 years. * The Executive Secretary position is 1-year term. * Co-Chairs, if you want to stay on for an additional year, please let your chair know. |  |  |  |
| **SUBGROUP REPORTS**  **(OPERATIONS)**  **Communications**  LCDR Marie-Elena Puleo **–excused**  LT Keasha Myrick | * November 30, 2019 is the deadline for fall/winter submissions. * We will be starting to spotlight 1 officer from OBC. |  |  |  |
| **Awards**  LCDR Tammy Thomason**-absent** | * Nothing to report. |  |  |  |
| **Stakeholder & Community Engagement**  LCDR Nicolette Bennett | * Nothing to report. |  |  |  |
| **SUBGROUP REPORTS**  **(OFFICE SUPPORT)**  **Recruitment (AD HOC)**  LCDR Doretha M. Tonkins | * Officer survey were sent out. Look for them in your email. |  |  |  |
| **Training, Education & Mentorship**  LCDR Paula Arango | * Two projects are currently in progress. * Dental hygienists are going on a deployment to Dominican Republic. |  |  |  |
| **Technical Readiness**  CDR Amy Strain  LCDR Doretha M. Tonkins | * September 25th-held an informative informal session on what to expect on 30 ship deployments. CAPT Santulan and LT Walls were the main “surprise” speakers. Thank you all for participating. Outcomes were that this was a great way to share information-more session to come, and emergence of living documents that we hope to continue to share, and a “Hot Was” discussion related to the ship deployments after all officers return home. * Deployment and DHPAG webinar @3pm EST October 15th-Kari-can you send out a link to your webinar platform on this. * Advanced Readiness Officers were notified. The committee will be reaching out in the next couple of weeks with additional information to those selected officers. Please try to make it to the DHPAG webinar nest week. * Survey will be sent out soon and if you deployed in 2019, you will need to respond in order to receive a letter of appreciation from the DHPAG Chair. * Also looking or 2020 additional members [plans for next year-current activities to continue and to be finetuned-mostly meet 1x a month with additional times before activities] |  |  |  |
| **Data & Evaluation**  LCDR Charles Brucklier | * Nothing to report. |  |  |  |
| **SUBGROUP REPORTS**  **(MANAGEMENT)**  **Policy**  LCDR Emily Warnstadt | * SOPs are currently being worked on. * Two are still out, just waiting to get them back. Deadline was September 06, 2019. |  |  |  |
| **Administrative Management**  LCDR Diane Weidley | * Nothing to report. |  |  |  |
| **Old Business** | * None |  |  |  |
| New Business | * HSPAC added an Adhoc meeting. * We have been asked for projects with short term. Call has been forwarded to you all. * Deployment competencies have been submitted. * Remember promotion board looks for your activities that support PHS such as certificate of appreciation. * Open positions are Chair-Elect, Policy Chair and Executive Secretary. Co-Chair must submit a request for a subgroup to stay on. * There continues much discussion about the DHPAG to move to the DPAG and that will continue. * Also as stated previously, please follow your chain of command before speaking outside PHS and the PAG. * 1 SOP pending from 1 group. |  |  |  |
| Next Meeting | * Tuesday, December 10, 2019, from 1400-1500 ESTand the WebEx number will be **1-877-267-1577**; WebEx Meeting Number **#**: 999 718 170. If this information changes an e-mail will go out. | \*\*WebEx Meeting Number has been disseminated on the Listserv. |  |  |
| Adjournment | Motion for Adjournment:  1st: LCDR Jennifer Curtis  2nd: LCDR Diane Weidley |  | **Time Meeting Adjourned**:  14:43 (EST) |  |