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| **­­Dental Hygiene Professional Advisory Group (DHPAG)** | **Tuesday, October 9, 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. WilliamsCDR 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 Arango **– absent**LCDR Andrew Felix – Co-Chair **– absent**LCDR Charles Brucklier **– absent**LCDR Emily WarnstadtLCDR Diane Weidley | **Quorum (5): Yes**  |
| **Non-Voting Members Present:**CDR Mylene SantulanLCDR Terry Jo CarnesLCDR Doretha TonkinsLT Holly DaverinLT Jen Eng |
| **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: August 14, 2018: 1st: LCDR Ruth A Williams2nd: LCDR Torrey Darkenwald |  |  |  |

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| **Agenda Items:** | **Welcome:** LCDR Ruth A. Williams **Roll Call:** LCDR Tiffany H SmithApprove August 14, 2018:**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 **– absent**

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

LCDR Charles Brucklier **– absent****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 Tiffany H. Smith at Tiffany.H.Smith@ice.dhs.gov   |  |  |
| **Chair Report:** | * Please attend the next HSPAC All-Hands 2-hour meeting on October 12, 2018, and have your questions ready and ask questions for further clarifications about needed clinical hours in a non-clinical role in Advanced Technical Readiness.
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| **SUBGROUP REPORTS****(OPERATIONS)** **Communications** CDR Kari Pinsonneault /LCDR Marie-Elena Puleo **– excused** | * Thank you for all nominations for the upcoming voting member positions. Announcements will be made of the new voting members in December 2018 during the next DHPAG teleconference.
* Please submit an article by the deadline of October 26, 2018, for the 2018’s final newsletter for the year, which will be published on November 19, 2018. Submitting an article is a great way to have a publication for your CV.
* Bylaws have been updated and are waiting for approval. Terminology has changes where the PACs will use committee and the PAGs will now use subgroup. It will take some time to get use to the change.
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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 | * An e-mail was disseminated in August 2018 for community / volunteer opportunities with the Mission of Mercy, Remote Area Medical, and VA Stand Down events) for 2018-2019.
* The VA Stand Down is a community service event for homeless vets, which last typically 1-3 days for each event around the nation. They provide services and supplies to homeless vets including food, shelter, clothing, health screenings, benefits counseling, and referrals to other assistance programs including substance abuse and mental health counseling. If you are interested in learning more about the VA Stand Down in your community, contact the VA POC. This can be found at: <https://www.va.gov/homeless/events.asp>
* The ADHA 2019 Annual Conference is in Louisville, KY June 21-23, 2019. Anyone attending next year and is interested in presenting, please contact LCDR Nicolette Bennett at nbennett@hrsa.gov or LT Latasha Turner at Latasha.Turner@hhs.gov.
* Don’t forget to fill out and submit the “Request for Approval of Outside Activity” form, please see website address for the HHS-520 form: <https://dcp.psc.gov/ccmis/PDF_docs/HHS-520.pdf>
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| **SUBGROUP REPORTS****(OFFICE SUPPORT)****Recruitment (AD HOC) & Technical Readiness**LCDR Torrey Darkenwald | * The September 30, 2018, deadline for uploading the PHS 7044-1 Verified Weight Report through the electronic Document Upload (eDOC-U) under the “Readiness” category has surpassed. This form is baseline that is needed to maintain basic readiness. When entering information into eDOC-U that includes decimal points and having difficulty entering information contact RedDOG.
* If you are up for promotion, it is important to have all immunizations uploaded into eDOC-U and will need to be uploaded no later than October 31, 2018, to maintain basic readiness.
* Reminder that the Readiness website has been updated and if you have any questions for requirements, please contact LCDR Torrey Darkenwald at Torrey.Darkenwald@ihs.gov.
* The webinar for Advanced Technical Readiness will be available for training credit, so it can be included on your CV.
* Next DHPAG Advanced Technical Readiness enrollment will be from November 15 – December 15, 2018. Please include a copy of your Field Readiness Badges to apply.
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| **Training, Education & Mentorship**LCDR Paula Arango **– absent**/LCDR Andrew Felix **– absent** | * Nothing to report.
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| **Data & Evaluation**LCDR Charles Brucklier **– absent** | * Nothing to report.
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| **SUBGROUP REPORTS****(MANAGEMENT)****Policy**LCDR Emily Warnstadt  | * 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 |  |  |  |  |
| Next Meeting | * Tuesday, December 11, 2018, from 1400-1500 ESTand the WebEx number will be **1-877-267-1577**; WebEx Meeting Number **#**: **992 045 680**. If this information changes an e-mail will go out.
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| Adjournment | Motion for Adjournment: 1st: LCDR Diane Weidley2nd: LCDR Nicolette Bennett |  | **Time Meeting Adjourned**:1422 (EST) |  |