



## Social Work Professional Advisory Group

### General Meeting

#### Minutes

17 January 1300-1400 HRS EST

Conference Dial in: (866) 880-0098; Passcode: 6699159#

- I. Welcome/Attendance
- II. (12/20/18) Minutes Review (**Motions: 1<sup>st</sup> CAPT Julie Niven; 2<sup>nd</sup> CDR Tricia Booker**)
- III. SWPAG Chair
  - Discussion of Initiatives and Theme for this year
    - i. Theme: “SWPAG Rising to the Top”
    - ii. Initiatives:
      1. Healthy Mind Initiative
        - a. Goals: Promote Mental Health Awareness & Strategies to the target population; Provide Community Outreach Events; Provide guidance on how to seek professional support & resources
        - b. Target Population: Black Community (possible partnership with BCOAG)
      2. Recruitment & Retention Subcommittee Task: Creating marketing materials for networking, etc.
      3. Social Work Support Group
        - a. Facilitators would provide a 30 minute presentation regarding various topics on self-care.
        - b. Certificates of participation would be provided.
        - c. Facilitators would be asked to submit presentation topics with a brief summary/objective for review and approval.
        - d. Frequency: Monthly or Bi-Monthly, Feb/Mar tentative start
        - e. Lead: CDR Holly Berilla
  - Social Work Month Events
    - i. George Mason Social Work Month Event (Lead: LT Jennifer Weekes)
      1. Behavioral Health Focus; March 26<sup>th</sup> tentative date of event
    - ii. Encourage all SWPAG Members to coordinate Social Work Events at their detailed locations and submit pictures/write-ups about their events.
    - iii. Social Event for Social Work Month in the DMV area (TBA)
  - Subcommittees (Reorganization/Subgroups **UPDATED ROSTER BELOW**)
    - i. HSOPAC discussed changing the verbiage to Subcommittee to Subgroup (pending finalization of the bylaws)
  - HSPAC Bylaws
    - i. HSO provides uniformed bylaws, once finalized SWPAG will no longer have their own bylaws. This tab will be updated on the website accordingly when the uniformed bylaws have been approved.
  - AMSUS
    - i. Committee removal due to difficulty with securing presenters and participates due to cost.

- ii. CDR Caldwell is looking at other venues for our conference.
  - Updating Roster
    - i. Email sent out to SWPAG Members for updated contact info (POC: CDR Dan Stanley)
- IV. SWPAG Subgroup Initiatives (SEE ROSTER & INITIATIVES BELOW)**
- V. General Membership Discussion/Questions**
- VI. Meeting Adorned: (Motions: 1<sup>st</sup> LCDR Mark Durham ; 2<sup>nd</sup> CDR Kymberly Spady-Grove)**

**ATTENDANCE**

CDR Deloris Caldwell	LCDR Lorener Brayboy	LT Dierdra Oretade-Branch	CDR Tricia Booker
CAPT Julie Niven	CDR Kymberly Spady-Grove	LT Jamillah Bynum	LCDR Monique Richards
CDR William Bolduc	CDR Dan Stanley	LCDR Mark Durham	CDR Kelly Kristin
LCDR Kari Harris	LCDR Tyson Baize	CDR Joel Nelson	CDR Tricia Booker
LCDR Elliott Hill	LT Angela McClendon	LCDR Renee Cannon	CDR Gina Ligonde
CDR Sean Allain	LT Delice Echols	LT Tiffany Pham	LT Tashonne Timson
LCDR Mindy Davis			

**NOTE: Please email your attendance to Executive Secretary Oretade-Branch at [doretade@bop.gov](mailto:doretade@bop.gov)**

## SWPAG SUBGROUPS

### OPERATIONS

<p><b>Communications</b>  <i>Chair:</i> CAPT Julie Niven  <i>Co-Chair:</i>                  LCDR Lorener Brayboy</p>	<ul style="list-style-type: none"> <li>• Newsletter moving to a quarterly frequency</li> <li>• <u>Continued Newsletter Sections:</u> Articles of interest; USPHS Merchandise; Clinical Toolbox; Advocates Leaders/Champions Section</li> <li>• Upcoming newsletter will include bios of new SWPAG Leadership and Highlight SW Month 2019 “Elevate” theme and other SW Month Events</li> <li>• Please send bios/photos by March 18<sup>th</sup>; Chairs also send info about your Co-Chairs</li> <li>• Submit your SW Month Events details to CAPT Julie Niven for the newsletter as soon as possible</li> </ul>
<p><b>Awards</b>  <i>Chair:</i> CDR Kymberly Spady-Grove  <i>Co-Chair:</i>                  CDR Preston Shumaker</p>	<ul style="list-style-type: none"> <li>• Nomination for Jr. and Sr. Social Worker of the Year are now being accepted. Previous email has been sent out to the PAG with the nomination forms and further information.</li> </ul>
<p><b>Stakeholder &amp; Community Engagement</b>  <i>Chair:</i> LT Jamillah Bynum  <i>Co-Chair:</i> CDR Sony Fermin</p>	<ul style="list-style-type: none"> <li>• Change in leadership new chair and co-chair of the subgroup</li> <li>• POC for the Healthy Mind Initiative</li> <li>• <b>MEMBER RECRUITMENT:</b> Reach out to LT Bynum or CDR Fermin if interested in helping out in the subgroup</li> <li>• SWPAG and DC COA WinterHaven Veterans Standdown, accepting volunteers (flyer sent through this week SWPAG Announcements)</li> </ul>

### OFFICER SUPPORT

<p><b>Training, Education, and Mentorship</b>  <i>Chair:</i>                  LCDR Monique Richards  <i>Co-Chairs:</i>                  LCDR Monique Worrell                  CDR Kimberley Jones</p>	<ul style="list-style-type: none"> <li>• Hosting 3 Webinars in collaboration with the DoD Consortium</li> <li>• Webinars: In the process of vetting topics and speakers</li> <li>• New Team Leads for Mentorship (See initiatives listed below for more information)</li> </ul>
<p><b>Readiness</b>  <i>Chair:</i> CDR Tricia Booker  <i>Co-Chair:</i>                  LCDR Kari Harris</p>	<ul style="list-style-type: none"> <li>• Adding readiness tips in the SWPAG Newsletters</li> <li>• Keeping the PAG up to date regarding any new readiness standards/policies</li> <li>• Becoming more active on Facebook page</li> </ul>
<p><b>Data and Evaluation</b>  <i>Chair:</i>                  LCDR Allah-Fard Sharrieff  <i>Co-Chair:</i>                  CDR Alys Jackson</p>	<ul style="list-style-type: none"> <li>• <b>NOTHING TO REPORT</b></li> </ul>

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**MANAGEMENT**

<p><b>Policy</b>  <i>Chair:</i>          CDR William Bolduc  <i>Co-Chair:</i>          CDR Karen Hearod</p> <p>• <b>Appointment Standards</b>  <i>Team Lead:</i>          LCDR Mark Durham          CDR Tina Bryant</p>	<ul style="list-style-type: none"> <li>• VA Billets advocacy to propose Social Work Positions at the Department of Veteran Affairs</li> <li>• Special Pay – advocacy for special pay/retention bonus for Social Workers</li> <li>• Basic White Paper was previously submitted to SWPAG Leadership; Working on a Part II to highlight Social Workers Roles/Work being done</li> <li>• Collaborate with HSPAC Policy Committee to streamline policies</li> <li>• Working on MOU regarding obtaining clinical hours at other agencies</li> </ul> <p>• CDR Tina Bryant is the NEW co-chair</p>
<p><b>Administrative Management</b>  <i>Chair:</i> CDR Dan Stanley  <i>Co-Chair:</i> CDR Cole Weeks</p> <p>• <b>Membership</b>  <i>Team Lead:</i>          CDR LaMar Henderson</p> <p>• <b>Treasurer/Coin Sales</b>  <i>Team Leads:</i>          CDR Sheila Houghton-Antonucci          CDR Nancy Mautone-Smith          CDR Teresa Baptiste</p>	<ul style="list-style-type: none"> <li>• Currently updating the roster</li> <li>• Some members of the subgroup are helping with the George Mason University SW Month Event</li> <li>• Seeking info from HSOPAC regarding new Call to Action Social Workers</li> </ul> <p>• <b>NOTHING TO REPORT</b></p> <ul style="list-style-type: none"> <li>• SWPAG T-Shirt Contest going on now (see more info in SWPAG Announcements sent out this week or SWPAG Facebook page)</li> <li>• SWPAG Coin Order Form available online  <a href="https://dep.psc.gov/OSG/hso/pags-swpag-coin.aspx">https://dep.psc.gov/OSG/hso/pags-swpag-coin.aspx</a></li> </ul>

**AdHOC SUBGROUP**

<p><b>Recruitment and Retention</b>          Chair: LCDR Robert VanMeir          Co-Chair: LCDR Tanya Barragan</p>	<ul style="list-style-type: none"> <li>• <b>NOTHING TO REPORT</b></li> </ul>
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**2019 SWPAG GROUP GROUP INITIATIVES**

<b>Subgroup Title</b>	<b>2019 Initiatives</b>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Quarterly SWPAG Newsletters</li> </ul>
<b>Awards</b>	<ul style="list-style-type: none"> <li>• 2019 Jr. and Sr. Social Worker of the Year</li> <li>• 2019 Letters of Appreciation</li> </ul>
<b>Stakeholder &amp; Community Engagement</b>	<b>NOTHING REPORTED</b>
<b>Training, Education, and Mentorship</b>	<ul style="list-style-type: none"> <li>• Collaboration with DoD Consortium in the production of 3 webcast</li> <li>• Summer/Fall 2019 SWPAG Training and Education independent Webcast</li> <li>3 year Mentorship initiatives spanning 2019; 2020; and 2021 Operational years</li> <li>• Recruit Action Officers to support specific projects on Mentoring subgroup</li> <li>• Ensure Maximum Matching for Social Workers to be matched with mentor using Regional Mentoring Representatives</li> <li>• Reach out to 100% of Social Workers to query Officer Development needs</li> <li>• Develop speaker panel of SMEs/Coaches/Sr. Officers to serve on speakers panel</li> <li>• Establish Leadership Lunch N Learns using speakers panel-based on Officer Development needs assessment</li> <li>• Incorporate Mentoring Readiness Briefing into OBC</li> <li>• 7. Establish Toolkit detailing "how to" FAQs for establishing Community Based initiatives (Supporting Better Health Through Better Partnerships-SG Initiative)</li> </ul>
<b>Recruitment and Retention</b>	<ul style="list-style-type: none"> <li>• The development of the SWPAG R &amp; R recruitment brochure for recruitment activities.</li> <li>• The development of the Facebook SWPAG Spotlight member of the month. We will highlight one member (who was nominated) with a picture and bio, this would be a great bullet point for their CORE. Also each new CAD social worker will be featured.</li> </ul>

	<ul style="list-style-type: none"> <li>• Certificates of Appreciation of Service. Send to PHS SW at 1 year, 5 year, 10 year, 15 year, and 20 years.</li> <li>• Encourage the use of the USPHS SW PP to be used for recruitment purposes at local social work programs. This tool can be used by any PHS SW to introduce PHS careers as an opportunity for new social workers.</li> <li>• The second virtual job fair: IHSC and BOP.</li> <li>• To develop a video entitled “Voices from the Field”. This would be a project that we partner with the local DoD mulita-media department to put together a video with PHS Social Workers talking about their experiences, their jobs, why they chose PHS, and words of wisdoms to new PHS SW Officers.</li> <li>• Write articles for SWPAG Newsletter and give local talks about mental health issues.</li> </ul>
<b>Readiness</b>	<ul style="list-style-type: none"> <li>• Continue with adding readiness tips in the SWPAG Newsletters</li> <li>• Keep PAG abreast of readiness standards and changes pushed out by the HSO PAG and continue to work conjunctively with HSO PAG Readiness committee</li> <li>• Use social media as a tool to also give readiness tips</li> </ul>
<b>Data and Evaluation</b>	<b>NOTHING REPORTED</b>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Continue working on the Social Worker White Paper, more specifically highlighting Social Worker Roles</li> <li>• Streamline Policies in line with HSPAC</li> </ul>
<b>Appointment Standards</b>	<b>NOTHING REPORTED</b>
<b>Administrative Management</b>	<ul style="list-style-type: none"> <li>• Update the navigation and content of the Social Work Roster</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Our overall initiative will be to support other subgroups and the overall PAG in assuring that members feel supported and valued. We will</li> </ul>

	<p>also continue to build membership by reaching out to potential, new, or past members to encourage their participation.</p> <ul style="list-style-type: none"> <li>• Ongoing management of the SWPAG Roster. Will continue to send roster out quarterly to solicit updates.</li> <li>• Considering updating the roster format (content and appearance).</li> <li>• Currently reaching out to the current CPO and inquiring how to obtain more detailed information for new call to active duty social workers.</li> <li>• Assisting with the development of the Social Work Month celebration conference at George Mason University.</li> </ul>
<p><b>Treasurer/Coin Sales</b></p>	<ul style="list-style-type: none"> <li>• Official SWPAG Coin sales continue. Simply click on "Coin" under the "Quick Links" section of the SWPAG website to access the order form.</li> <li>• T-shirt Design Contest has started. See the current SWPAG newsletter for more details.</li> </ul>