**April 25, 2023, Meeting Minutes**

**Meeting Time: 1100-1200 Alaska/1200-1300 PT/1300-1400 MT/1400-1500 CT/1500-1600 ET**

(\*Reminder: please check-in in the chat box during the meeting for your attendance)

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| **Name / Email** | **Title** | **Duty Station** | **Role** | **Attendance** |
| VACANT | ------- | ------- | Executive Sponsor | ------- |
| CAPT Megan WohrMegan.Wohr@ihs.gov | Chief of Pharmacy | PIMC | Senior Advisor | Present |
| CAPT David Lau David.Lau1@fda.hhs.gov | Supervisory CSO | FDA | Senior Advisor | Present |
| Ms. Alberta BecentiAlberta.Becenti@ihs.gov | National Consultant, Health Promotion/Disease Prevention | Indian Health Service, Rockville MD | IHS/Tribal Liaison | Excused |
| CAPT Michael VerdugoMichael.Verdugo@fda.hhs.gov | Lead, Commissioned Corps Management Group | FDA | Subject Matter Expert | Present |
| CAPT Jing Lijing.li3@fda.hhs.gov | Supervisory Regulatory Officer | FDA / CTP | NCSAW Chair | Present |
| CDR Gayle TuckettGTuckett@hrsa.gov | Public Health Analyst/Program Specialist | HRSA | NCSAW Co-Chair | Present |
| LCDR Kristin Allmaras Kristin.allmaras@ihs.gov | Clinical Pharmacist | Red Lake Hospital | Executive Secretary | Present |
| LCDR Sarah Hillestad sarah.m.hillestad@ice.dhs.gov | Lead Pharmacist | Elizabeth Detention Center (ICE) | Asst. Executive Secretary | Present |
| LCDR Stacey Nelsonstacey.nelson@ihs.gov | Pharmacist | Cass Lake Service Unit | CommunicationsLead | Present |
| CDR Linzi Allenlinzi-allen@cherokee.org | Pharmacist | Cherokee Nation Outpatient Health Center | Communications Co-Lead | Present |
| CDR Niki Haney nshaney@cnhsa.com | Lead Clinical Applications Coordinator | Choctaw Nation  | Documentation and Informatics Lead | Excused |
| LT Felisha BegayFalisha.Begay@fda.hhs.gov | Consumer Safety Officer | FDA | Documentation and Informatics Co-Lead | Present |
| VACANT: Co-Lead CDR Ashley Burns ashley.burns@fda.hhs.gov | Consumer Safety Officer - Pharmacist | FDA | ACTING Funding Resources Lead  | Present |
| LCDR Diane RichardsonDiane.Richardson@fda.hhs.gov | ------- | FDA | ACTING Funding Resources Co-Lead | Present |
| CAPT Amit Patelamit.patel@ihs.gov | Pharmacist | PIMC | Metrics and Outcomes Lead | Present |
| LCDR Monica OrsbornMonica.orsborn@ihs.gov | Pharmacy Clinical Services Coordinator  | Fort Belknap Service Unit  | Metrics and Outcomes Co-Lead | Present |
| LCDR Jennifer Weekes jennifer.d.weekes@ice.dhs.gov | Supervisory Behavioral Health Provider - HSO | ICE Service Corps | Prevention Resources Lead/PACE Liaison Lead | Present |
| LCDR Elise Ngamenielise.ngameni@ice.dhs.gov | Supervisory Nurse Practitioner | ICE Service Corps | Prevention Resources Co-Lead | Present |
| CDR Misti HouckMisti.Houck@ihs.gov | Chief Pharmacist | Nashville Area IHS - Catawba  | Provider Resources Lead | Excused |
| CDR Tana Triepke tana.triepke@ihs.gov | Pharmacy Clinical Coordinator | IHS Spirit Lake Health Center | Provider Resources Co-Lead | Excused |
| LCDR Christine Corser Christine.corser@fda.hhs.gov | Science Policy Analyst  | FDA  | Training Resources Lead | Excused |
| LCDR David Fossdavid.foss@fda.hhs.gov | Regulatory Review Office | FDA | ACTING Training Resources Co-Lead  | Present |

**CALL TO ORDER** by CDR Tuckett at 1503 EST

**REVIEW AND APPROVAL OF LAST MEETING’S MINUTES**:

CAPT Li opened the floor for corrections, none.

CDR Tuckett motioned to approve minutes as submitted.

CDR Burns, second.

Motion carried, all in favor, no opposition.

**STANDING ITEMS**

1. Subgroup Activity Reports
	1. Communications (Nelson, Allen)
		1. Subcommittee meeting last week (4/18), requesting volunteers to begin the next TERT publication; please send articles to CDR Allen, LCDR Nelson and CAPT Verdugo by May 5th for consideration for inclusion.
		2. Last TERT newsletter was released March 23rd
	2. Documentation/Informatics (Haney, Begay)
		1. No update
	3. Funding Resources (Burns, Richardson)
		1. Reports that Burns and Richardson are unavailable in May
	4. Metrics/Outcomes (Patel, Orsborn)
		1. Work continues on data presentation with tentative completion date of May 2023
			1. Once completed, will like to secure a timeslot to present the presentation during NCSAW monthly meeting
		2. Reports that Patel is unavailable in May
	5. Prevention Resources (Weekes, Ngameni)
		1. Report



* 1. Provider Resources (Houck, Triepke)
		1. Plan to present vaping toolkit in May
	2. Training Resources (Corser, Foss)
		1. Poster abstract was approved for COF Symposium. Small workgroup to complete poster.
		2. Presenting to PharmPAC on 5/4. Dental PAC presentation rescheduled.
		3. Pending leadership input on PHS information to include in grant request for Train-the-Trainer program with Purdue and UCSF.
		4. Question to NCSAW: Webpage currently housed on PharmPAC website - once chartered, are there plans to move to a STUAC website under the Chartered Advisory Groups section on the USPHS Initiatives and Groups page?
			1. Ad hoc meeting requested to discuss webpage logistics and responsibilities
1. Leadership Update (CAPT Verdugo, CAPT Lau, CAPT Wohr, Ms. Becenti, CAPT Li)
	1. Senior Advisor(s) Updates – CAPTs Lau and Wohr
		1. CAPT Lau: please reach out to CAPT Lau for various volunteer opportunities; re-starting JOAG Journeyman series, more opportunities for volunteering, engagement, and sharing NCSAW initiatives!
	2. Charter Status Update – CDR Tuckett
		1. Charter is in final stages for approval
	3. Award Submission – CDR Tuckett
		1. Thank you to LCDR Allmaras for drafting the award nomination
		2. Award nomination due Friday, April 28th
	4. SME Update(s) – CAPT Verdugo
		1. American Public Health Association in Atlanta in November 2023
			1. Please reach out if you have interest in attending: [https://www.apha.org/events-and-meetings/annual](https://www.zoomgov.com/fe-static/web_client/9zdhk1t/html/externalLinkPage.html?ref=https://www.apha.org/events-and-meetings/annual)
			2. Issued a call for short films with a focus on social and ethical challenges – due May 31st
				1. Please contact CAPT Verdugo if interested
				2. More information: [https://apha.confex.com/apha/2023/ff2.htm](https://www.zoomgov.com/fe-static/web_client/9zdhk1t/html/externalLinkPage.html?ref=https://apha.confex.com/apha/2023/ff2.htm)
	5. IHS/Tribal Liaison Update(s) – Ms. Becenti
2. PACE Update(s) (LCDR Weekes)
	1. No current updates
3. Asthma Resources (CDR Allen)
	1. CDR Allen provided review of various Max.gov practice resources, including a subject matter expert and Advancing Pharmacy Practice resources toolkit: [https://community.max.gov/x/uYDvfw](https://www.zoomgov.com/fe-static/web_client/9zdhk1t/html/externalLinkPage.html?ref=https://community.max.gov/x/uYDvfw)

**OLD BUSINESS**

1. 2023 Presentations –
	1. Continue to check professional conference list on Max.gov and submit ideas for new presentations/public health initiatives
		1. COF Symposium/AMSUS
2. Continue to submit any useful announcements/trainings to the Communications Subgroup to be distributed via the TNC@LISTSERV.IHS.GOV listserv. Email LCDR Stacy Nelson or CDR Linzi Allen (Communications Subgroup Lead/Co-Lead)

CDR Tuckett motioned to adjourn the meeting

CAPT Verdugo, second

Meeting adjourned at 1544 EST

Next meeting will be held May 30, 2023.

Minutes respectfully submitted by LCDR Kristin Allmaras