**July 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** |
| CAPT Megan WohrMegan.Wohr@ihs.gov | Chief of Pharmacy | PIMC | Senior Advisor | Excused |
| CAPT David Lau David.Lau1@fda.hhs.gov | Supervisory CSO | FDA | Senior Advisor | Excused |
| Ms. Alberta BecentiAlberta.Becenti@ihs.gov | National Consultant, Health Promotion/Disease Prevention | Indian Health Service, Rockville MD | IHS/Tribal Liaison | Present |
| CAPT Michael VerdugoMichael.Verdugo@fda.hhs.gov | Lead, Commissioned Corps Management Group | FDA | Subject Matter Expert | Present |
| CAPT Jing Lijing.li3@fda.hhs.gov | Branch Chief, Resource Management | FDA /CTP/OCE | STUAC Chair | Excused |
| CDR Gayle TuckettGTuckett@hrsa.gov | Public Health Analyst/Program Specialist | HRSA | STUACChair-Elect | 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 Nelsonavid.nelson@ihs.gov | Pharmacist | Cass Lake Service Unit | CommunicationsLead | Present |
| CDR Linzi Allenavid-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 | Present |
| LT Felisha BegayFalisha.Begay@fda.hhs.gov | Consumer Safety Officer | FDA | Documentation and Informatics Co-Lead | Excused |
| 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 | Excused |
| LCDR Jennifer Weekes avider.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 Ashley BurnsAshley.burns@fda.hhs.gov | Regulatory Officer  | FDA | PACE Liaison/Prevention Resources | Present |
| CAPT Misti HouckMisti.Houck@ihs.gov | Chief Pharmacist | Nashville Area HIS – Catawba Service Unit | Provider Resources Lead | Excused |
| CDR Tana Triepke tana.triepke@ihs.gov | Pharmacy Clinical Coordinator | HIS Spirit Lake Health Center | Provider Resources Co-Lead | Excused |
| CDR Christine Corser Christine.corser@fda.hhs.gov | Science Policy Analyst  | FDA  | Training Resources Lead | Excused |
| CDR David Fossavid.foss@fda.hhs.gov | Regulatory Review Officer | FDA | ACTING Training Resources Co-Lead | Present |
| LCDR Minh Doan  | DHA Health Informatics | DHA | ACTING IT Lead | ----- |
| CDR Apollo Want  | CC Liaison & Awards Coordinator | FDA | ACTING IT Co-Lead | ----- |

**CALL TO ORDER 1503**

**REVIEW AND APPROVAL OF LAST MEETING’S MINUTES**: June meeting minutes approval tabled

**STANDING ITEMS**

1. Subcommittee Activity Reports
	1. Communications (LCDR Nelson, CDR Allen)
		1. Final draft of TERT newsletter was submitted for review; moving forward newsletters will be released in January, April, July and October
		2. Work on the October TERT newsletter draft has started with a goal to have 2 TERT newsletters completed in advance
		3. Upcoming nicotine dependence training hosted by Mayo Clinic; this opportunity was circulated to leads, please share broadly
		4. Moving forward, subcommittee meeting will be hosted on Tuesday
	2. Documentation/Informatics (CDR Haney, LT Begay)
		1. Thank you to CDR Allen for adding the workflow toolkit to Max.gov
		2. Plan to connect with Ms. Becenti to discuss platforms to circulate the tobacco card and to steps for inclusion on the IHS website
		3. Please reach out to D/I if assistance is needed with any deliverables
	3. Metrics/Outcomes (CAPT Patel, LCDR Orsborn)
		1. 2 presentations on Dangers of Vaping, and the use of tobacco during the Children Summer food program at Fort Belknap Reservation. Approximately 100 children attended
		2. Finalizing the instructions manual and work continues on the video depicting how to optimize utilization of the access database
	4. Prevention Resources (LCDR Weekes, LCDR Ngameni)
		1. Upcoming meeting scheduled to discuss recruitment and team expansion plan
	5. Provider Resources (CAPT Houck, CDR Triepke)
		1. No update
	6. Training Resources (CDR Corser, CDR Foss)
		1. Working to assign general members to workgroups/projects.
		2. AI/AN script reviews continue
			1. When comments are received back from STUAC leadership, next steps will include addressing feedback and a clean copy with slides will be sent to Dr. Hudmon and Dr. Corelli for final review.
		3. Upcoming TRS presentations:
			1. NPAC: 8/17
			2. Physician PAC: 12/13
		4. Some officers have expressed interested in poster presentations at future conferences
			1. Continue to encourage officers to follow abstract submission requirements and request clearance through STUAC.
2. Leadership Update (CAPT Verdugo, CAPT Lau, CAPT Wohr, Ms. Becenti, CAPT Li)
	1. Subcommittee Reorganization – CDR Tuckett
		1. IT: build out the CCMIS website; transfer resources from current training site that is housed under PharmPAC and then continue with updates and maintenance as the transition away from Max.gov continues
		2. Admin: assist with coordinating additional administrative tasks, included but not limited to surveys, scheduling, roster maintenance
		3. Funding Resources will be dissolving and rolled into Provider Resources: CAPT Li has provided awareness to officers given change of priorities and needs of OSG
	2. Website Update – CDR Tuckett
		1. Currently working to obtain access for officers to update and maintain the STUAC website
			1. Tentative timeline to begin build out: August
			2. Ask: Leads / Co-Leads, please begin to brainstorm needs for pages, resources, subcommittee liaison, and a vision for the website
	3. SAA Overview – CDR Tuckett
		1. Available to SG chartered group voting members
		2. Requirements are established and once things settle from transitioning to a chartered group, more information will be shared so STUAC leadership can proceed with next steps
	4. Senior Advisor(s) Updates – CAPTs Lau and Wohr
		1. No update
	5. SME Update(s) – CAPT Verdugo
		1. Reminder: APHA in Atlanta (November 2023) has an open call for abstracts, please reach out to CAPT Verdugo for additional information as call closes 31-Jul.
	6. IHS/Tribal Liaison Update(s) – Ms. Becenti
		1. Last month, met with Bureau of Indian Education to discuss potentially implementing “Catch my Breath”, a vape prevention intiative targeting youth as an evidence-based intervention
			1. Plan to provide training to classroom teachers and other staffing who are interested
			2. Next steps: schedule in persona and virtual trainings
		2. Ms. Becenti is participating in a National Tribal Tobacco Prevention committee that is planning a national conference tentative slated for May 13th and 14th, 2024 and evaluating centralized venues to host; currently planning to host a hybrid conference (an in-person and virtual conference.
		3. An IHS team is working to create a 5-year cancer prevention plan which will include integrating commercial tobacco prevention
		4. Renewing the interagency agreement to re-vamp the AI / AN free test messaging program
			1. Next steps: field testing in July and August with feedback to be incorporated into the update
			2. Tentative Rollout: Great American Smoke OUT
3. PACE Update(s) (LCDR Weekes/CDR Burns)

**OLD BUSINESS**

1. Reminder(s) –
	1. Subcommittee Leads – provide list of all the members with their Rank and Name
		1. SERNO is not necessary, just trying to get a sense of the size of charter group and working on establishing a listserv
2. Subcommittee 1:1 Meetings in August in lieu of monthly meeting
	1. August meeting to be cancelled by secretaries
3. 2023 Presentations –
	1. Upcoming Conferences
		1. National Pharmaceutical Association, July 28-31st
		2. Joint Federal Pharmacy Seminar, Oct 29-31st
		3. AMSUS, Feb 12-15th 2024
			1. Poster submission deadline is Oct 3rd
	2. Continue to check professional conference list on Max.gov and submit ideas for new presentations/public health initiatives
4. 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)

**NEW BUSINESS**

1. Logo design opportunity
	1. Review the TRS logo and adjust for CCHQ compliance
	2. Open to creation of something new, watch for additional information coming that outlines the guidelines for CCHQ compliance
	3. Submissions due August 31st
2. Open

Meeting adjourned at 1536 EST