



Public Health - Professional Advisory Group  
General Membership



Meeting Minutes

**Meeting Date:** 11 June 2015  
**Meeting Time:** 1300 – 1400 EDT  
**Meeting Facilitator:** CDR Christye Brown  
**Minutes Issued By:** LT Jennifer Clements

Attendance

Rank	First	Last	PHPAG Membership Role	Attendance
CDR	Melanie	Ross	Chair	Excused
CDR	Maria	Benke	Senior Advisor	Excused
CDR	Adam	Tahiru	Awards	X
CDR	Matthew	Weinburke	Awards	X
CDR	Donna	Addison	Career Development	X
LCDR	Jessica	Andrade	Membership	Excused
LCDR	Sara	Azimi-Bolourian	Awards	X
CDR	Letia	Boseman	Policy	Excused
LCDR	Margaret	Caulk	Secretary	Excused
LCDR	Elizabeth	Garza	Generalist	X
LCDR	LaJeana	Hawkins	Chair-Elect	Excused
LCDR	Heidi	Hudson	Career Development	X
LCDR	Keisha	Johnson	Mentoring	X
LCDR	Jonathan	Kwan	Epidemiology	Excused
LCDR	Dina	Passman		Excused
LCDR	Jaclyn	Ruiz	Generalist	X
LCDR	Monique	Salter	Communications	X
LCDR	Niketta	Womack	Epidemiology	Excused
LCDR	Frankeena	Wright	Mentoring	X
LCDR	Christian	Bullock	Membership	X
LT	Stephanie	Briguglio	Global Health	X
LT	Jennifer	Clements	Health Promotion/Health Education	Excused
LT	Elizabeth	Russell		X

Call to Order

CDR Christye Brown called the meeting to order at 1305 EDT.

Roll Call: Voting Members & Committee Chairs/Co-Chairs

LT Jennifer Clements

Minutes

LT Jennifer Clements motions to accept minutes. LCDR Jessica Andrade seconds. **Minutes approved.**

## **General Membership Meeting**

### **Awards – LCDR Sara Azimi-Bolourian, CDR Matthew Weinburke, CDR Adam Tahiru**

#### **New/Ongoing items:**

- The subcommittee will revisit the nomination packages and the scoring criteria for both awards during summer and update the SOP accordingly.
- Our next subcommittee meeting is scheduled for July 9<sup>th</sup> at 12pm EST.

#### **Accomplishments (since the last PHPAG General Membership meeting call):**

- We presented the Junior Officer of the Year award for the first time this year. This has been a great accomplishment for our subcommittee and PHPAG.
- CDR Weinburke and LCDR Azimi-Bolourian presented at the COF during the HSO category day round table. The presentation title was : Creating, Implementing and Sustaining the Public Health Advisory Group (PHPAG) Professional Awards Program

### **Career Development – LCDR Heidi Hudson and CDR Donna Addison**

#### **New/Ongoing items:**

The following priority CY15 activities are progressing:

- Webinar on Promotion Preparation scheduled for Wednesday, August 26<sup>th</sup> at 1pm Eastern. Co-Leads: CDR Lofton, LCDR LaShonda Roberson, LCDR Adriane Niare
- Resource Guide Development and Dissemination: Leads: CDR Michael Ahmadi, CDR Elaine Bond; LT Charlotte Kabore
  - We have developed a promotional PowerPoint slide to disseminate throughout the HSO category to advertise the CEU Resource Guide, developed in 2014. It is under review within the team. We are working with the PH PAG HPHE Track to coordinate/leverage career development resource guides created by the two committees. We have also communicated with CDR Kimberly McIntosh-Little regarding disseminating the CEU resource guide on the HPPAC Facebook page and the HSPAC website. The team is working to generate a link to the guide for ease in dissemination.
- Next Career Development Committee meeting will be on June 22, 2015 at 11am Eastern.
- We are soliciting volunteers to assist with the CY2015 activities. Interested officers should contact CDR Donna Addison at [dnp7@cdc.gov](mailto:dnp7@cdc.gov) and LCDR Heidi Hudson [atcvv2@cdc.gov](mailto:atcvv2@cdc.gov).

#### **Accomplishments (since the last PHPAG General Membership meeting call):**

- The committee has developed a draft Standard Operation Procedure (SOP). The draft will be presented to the Career Development Committee during the June 22<sup>nd</sup> meeting for review and approval. Lead: LCDR Heidi Hudson
- The committee has also developed a Standard Evaluation Tool for Webinars and Brown Bags.

- This tool will allow us to track participation, assess if the webinar meets its stated objectives, and also to facilitate planning for future webinars. Lead: CDR Donna Addison

### **Communications – LCDR Monique Salter**

#### **New/Ongoing items:**

##### 2015 EOY Newsletter

- Article solicitation will begin the last week of September
- Website update & PHPAG Weekly Newsletter requests
- Please continue to submit website update requests especially if there are changes in rank

##### Meetings

- Meet every first Monday of the month at 1000
- Financial Report
- No updates

#### **Accomplishments (since the last PHPAG General Membership meeting call):**

##### Coins

- Three coin sales since the last report
- Coin marketing flyer has been distributed through PHPAG groups
- Plans for Coin Sale in PHPAG Anniversary Month (October)

### **Financial Report – LCDR Monique Salter**

- No updates.

### **Membership – LCDR Christian Bullock**

#### **New/Ongoing items:**

- In May, the Membership Subcommittee secured the location for the PHPAG social.
- Preparations will begin in order to solicit nominations in August 2015. A group of volunteers will be needed to review nominations. Our intention is to begin recruitment early this year, encouraging officers to start preparing CVs, narrative, readiness, physical fitness, and obtain supervisory approval for upcoming nominations.
- HSPAC Recruitment and Retention Update (LCDR Jessica Andrade):
  - Agencies liaisons have listed job opportunities on the R&R Subcommittee meeting minutes (attached in the email)

### **Mentoring – LCDR Frankeena Wright**

#### **New/Ongoing items:**

- The May meeting was cancelled due to the Symposium.
- LCDR Wright and CDR Schmidt met to discuss the Peer-to-Peer Networking Program.
- The July call is cancelled due to vacations.

**Accomplishments (since the last PHPAG General Membership meeting call):**

- On June 23<sup>rd</sup>, (2) CDRs, (4) LCDRs, and (6) LTs were matched through the Peer-to-Peer Networking Program.

**Public Health Tracks**

**Epidemiology (EpiC) – LT Jennifer Freiman**

**New/Ongoing items:**

- EpiC is collaborating with the Epidemiology Interest Group to develop a workshop/brown bag/guideline for officers on how to write a scientific abstract.
- EpiC is exploring ideas for the next brown bag, and will likely focus on the Surgeon General's priority areas (e.g., mental health, obesity, and violence).
- EpiC will start sharing epi-related events and conferences with PHPAG monthly for inclusion in the weekly email

**Accomplishments (since the last PHPAG General Membership meeting call):**

- EpiC hosted a roundtable discussion at the 2015 HSO Category Day, "Roles and Responsibilities of HSO Epidemiologists during Deployments and Other Emergency Response Activities." The roundtable was led by three EpiC members: LCDR Richard Dunville, LCDR Michelle Sandoval, and, LCDR Niketta Womack. The presentations went well and it was a good opportunity to highlight EpiC and epidemiology within the Commissioned Corps.

**Generalist – LCDR Elizabeth Garza**

**New or Ongoing Items:**

- We have our first "lunch and learn" presentation this month. We are honored to have CAPT Morfit present on June 23<sup>rd</sup> at noon EST. His presentation is titled "Over 20 years as a Generalist: Perspectives from a Career Officer". We hope you can all join us!
- Our second "lunch and learn" presentation will be looking at "Certifications for the MPH Generalist". We are planning to have this in the fall. We are looking for officers with the CPH and other relevant certifications to be part of this planning group. If interested please reach out to LCDR Garza ([egarza@cdc.gov](mailto:egarza@cdc.gov)) or LCDR Ruiz ([Jaclyn.Ruiz@hhs.gov](mailto:Jaclyn.Ruiz@hhs.gov)).
- We are partnering with the Mentoring Committee led by LCDR Wright on a mentoring/educational "National Prevention Strategy in Action" initiative. We are working with the Paul Public Charter School in D.C. to promote the National Prevention Strategy by offering engaging educational chats on health topics identified in the NPS that are also of interest to the students. The next topic we will be focusing on is 'bullying'.
- The PHPAG PHS Athletics Group would like to encourage fellow PHPAG officers to join the SG's Fitness Team. We are planning to take part in the Army 10 Miler on October 11<sup>th</sup>. We'd also like to promote any PHS Athletics Events that other PHPAG members are participating in as well, so keep us posted!

To learn more about PHS Athletics...

- ✓ Join the Listserv at: [PublicHealthServiceAthletics@gmail.com](mailto:PublicHealthServiceAthletics@gmail.com)
- ✓ Check out the website: <http://www.publichealthserviceathletics.org>  
 PHPAG PHS Athletics Group is led by the Health Promotion/Education & Generalist of Public Health Tracks Chairs ([LCDR Elizabeth Garza](#) and [LT Tala Hooban](#) or [LT Tracy Tilghman](#)).

Our next meeting is Weds, July 24<sup>th</sup> from 1400-1500 EST. We are always looking for new self-motivated officers to join us! If you feel you work across multiple public health tracks/disciplines and are looking at advancing your public health career via an integrated interdisciplinary approach we'd love to have you as part of our team.

**Accomplishments (since the last PHPAG General Membership meeting call):**

- In partnership with the Global Health Track, we prepared a roundtable session during Category Day at the USPHS Symposium last month titled “Non-Clinical Deployment Roles: Domestic to International”. We developed a one-pager that on one side covered the various RedDOG Team types as well as the mission of each and on the other side included Deployment related training resources pertinent to non-clinical officers. We wanted to thank LT Briguglio for presenting on our behalf as both LCDR Ruiz and LCDR Garza were unable to attend the Symposium because of work obligations. LCDR Garza had a few follow-up questions from participants that she was able to respond to.
- We received a great response on the request for “Ebola PHS Stories” from HSOs that responded in a non-clinical assignment. We are looking at different options for publication. If you haven’t been able to submit your “Ebola PHS story”, LCDR Garza ([egarza@cdc.gov](mailto:egarza@cdc.gov)) is still accepting input for this article.

**Global Health – LT Stephanie Briguglio**

**New or Ongoing Items:**

- TDY de-briefings will take place during our monthly meetings in response to a suggestion from a track member. This is an ongoing effort and we welcome suggestions for guest speakers at our meetings.
- GHT Mentoring Program: The GHT is in the early stages of developing a plan to capitalize on GHT members’ expertise and areas of global work by formulating a mentor program.
- Agencies performing global health work: List of offices in departments/agencies that take part in global health work and may have global health career opportunities. The track is aiming to distribute this to the PHPAG and Global Health Track in June 2015, pending final review by the GHT.
- Partnering with Health Promotion Health Education track on a presentation in fall 2015 on PEPFAR (President’s Emergency Plan for AIDS Relief). Actively recruiting panelists. One panelist confirmed.
- Presentation planned for late 2015 on the proposal being developed by HHS for a Global Health Career Track for all of HHS. Speaker confirmed. Date TBD.

**Accomplishments (since the last PHPAG General Membership meeting call):**

- LT Felicia Warren began her detail as GHT co-chair while LT Tara Dondzila is out for maternity leave.

- Partnered with Generalist track (co-chairs LCDRs Elizabeth Garza and Jaclyn Ruiz) on an HSO Roundtable at Category Day of the USPHS Scientific and Training Symposium titled “Non-clinical deployment roles: Domestic to International.” Presentation delivered three times and reached a total of 23 participants.
- Partnered with the Health Promotion and Health Education Track to host a webinar on June 9th titled “Maternal and Child Health Issues Related to the Ebola Epidemic in West Africa.” Presenters: CAPT Susan Hillis and LT Michelle Dynes, both of CDC. Presentation was recorded and will be distributed at a later date.
- The next Global Health Track meetings are Friday, June 12, 2015 and Friday, July 10 at noon EST.

### **Health Promotion/Health Education – LT Jennifer Clements**

#### **New or Ongoing items:**

- How Resilient Are you? Understanding Your Own Resiliency brownbag with CDR Marivic Fields and LT Janesia Simmons on 7/1/15 from 2-3pm
  - This presentation will help in assessing our own level of resiliency, compassion from within and be able to develop different ways to develop resiliency.
- CHES/CEU Opportunities sub-committee: Co-Chairs of sub-committee: CDR Karen Beckham and LT Janesia Simmons
  - Monthly resource handout was published in the April and May announcements.
  - May monthly resource handout is on the HS PAC website.
- PHS Athletics: Chair CDR Marivic Fields
  - Finalizing the PHS Athletics Communication Plan

#### **Accomplishments (since the last PHPAG General Membership meeting call):**

- June 9<sup>th</sup>-co-hosted Ebola Maternal & Child Health brownbag with the Global Health track
- April 1<sup>st</sup> and May 1<sup>st</sup>-April & May Free or Low Cost CHES/CEU Opportunities was sent out via PHPAG announcements (included for entire month) and HPHE listserv

### **Policy – CDR Letia Boseman**

#### **New or Ongoing Items:**

- The chair convened 1:1 meetings with committee in May and June; the next meeting is the 4<sup>th</sup> in July from 2:30-3:30 PM.
- The Policy 101 webinar is postponed to late summer/early fall. Scott Miller, CDC Office of the Associated Director for Policy will conduct the presentation. More detail will be available soon.
  - Later in the summer and in the fall, the Policy Track committee will offer the “Emergency Preparedness and Policies” (CDC, Dr. Pam Allweiss) and a “Understanding Medical and Public Health Policy within the Department of Homeland Security webinars.
- On July 22, 2015, the committee chair will present on the HSPAC Career "Unique Career Opportunities for HSOs" discussion call.

**Accomplishments (since the last PHPAG General Membership meeting call):**

- During the HSO Category Day, the Policy subcommittee offered a roundtable; it was led by CDR Jacinta Smith.

**New Business**

N/A

**Open Forum**

N/A

**Meeting Adjourned**

CDR Brown adjourned meeting at 1:38pm EST.