



## Public Health - Professional Advisory Group General Membership



### Meeting Minutes

**Meeting Date:** 26 February 2015  
**Meeting Time:** 1300 – 1400 EDT  
**Meeting Facilitator:** LCDR LaJeana Hawkins  
**Minutes Issued By:** LCDR Margaret Caulk

### Attendance

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

### Call to Order

LCDR LaJeana Hawkins called the meeting to order at 1302 EDT.

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

LCDR Margaret Caulk

### Minutes

LCDR Passman moves to accept minute as written. LCDR Frankeena Wright seconds. **Minutes approved.**

### General Membership Meeting

### Awards – LCDR Sara Azimi-Boularian

**New or ongoing items that the committee is working on:**

- The submission deadline for the PHPAG Awards is Monday March 2<sup>nd</sup>. Self-nomination is accepted for the Junior Officer of the year award.
- Our next committee meeting is scheduled for Thursday March 12th at 12:00pm.

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

- The call for nomination announcement for both awards has been posted to the website. The reminder call was also sent out to the listserve this morning.
- Our subcommittee meeting was held today at 12pm EST. We discussed the award review process. After the nomination submission deadline, the nomination packages will be sent to the de-identifiers for redaction of identifying information. The reviewers will then receive the nominations for both awards and will have 10 days to review and score the nominations packages. We plan to submit the awardees' information to the PHPAG Chair no later than Friday March 20th.

**Career Development – LCDR Heidi Hudson****New or ongoing items that the committee is working on:**

- Webinar on workplace bullying, April 2<sup>nd</sup> 2015 from 1200 – 1300 EST presented by CDR Charlene Majersky and Gordon Hughes
- Developing Standard Operating Procedures for Career Development Committee. Lead: LCDR Heidi Hudson
- Developing a Standard Evaluation Tool for Webinars and Brown Bags. Lead: CDR Donna Addison
- Coaching on Demand in partnership with the HS PAC Career Development Committee. Dates TBD. Lead: CDR Albrecht
- Webinar on Promotion Preparation planned for summer 2015. Lead: CDR Lofton
- Resource Guide Development and Dissemination. We plan to expand dissemination efforts for the PHPAG CEU Resource Guide and the Work-Life Balance Resource Guide, which were previously developed by the PHPAG Career Development Committee – Dates TBD. Lead: LT Kabore
- Next committee meeting will occur on March 23, 2015 at 11am Eastern Time.
- 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 at [cvv2@cdc.gov](mailto:cvv2@cdc.gov)

**Accomplishments:**

- The committee met on January 26, 2015 to identify priority activities for CY2015 and to identify activity leads. Since last meeting, we have selected six activities to be completed by December 2015.
- The committee met on February 23, 2015 to discuss the progress of the six identified priority activities for CY2015

**Communications – LCDR Monique Salter**

**New or ongoing items that the committee is working on:**

- One website update request processed since the last report
- Please continue to submit website update requests especially if there are changes in rank
- Content for coin page on the website has been developed and will be sent for approval/posting
- No coins have been sold in the last month.

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

- Meet every first Monday of the month at 1000

**Financial Report – LCDR Monique Salter**

**Coin:**

- Content for coin page on the website has been developed and will be sent for approval/posting
- No coin sales since the last report

Public Health Professional Advisory Group COA Account				
Date mailed	Date received	Description	Amount	Balance
-	11-Dec-13	Deposit from VMs for coins	\$1,056.25	\$1,056.25
-	12-Dec-13	Payment to D&R for coins	-\$1,056.25	\$0.00
-	-	Officer Donation	\$75.00	\$75.00
-	-	Officer Donation	\$81.25	\$156.25
13-Jun-14	15-Jun-14	Deposit. Coin Sales	\$240.00	\$396.25
N/A	26-Jun-14	Final Payment to D&R for coins	-\$233.75	\$162.50
N/A	26-Jun-14	Reimburse Katrina Sloan for PHPAG Plaque	-\$84.33	\$78.17
11-AUG-14	14-AUG-14	Deposit Coin Sales	\$60.00	\$138.17
11-AUG-14	14-AUG-14	Shipping	\$2.00	\$140.17
7-SEP-14	16-SEP-14	Deposit Coin Sales	\$10.00	\$150.17
7-SEP-14	16-SEP-14	Shipping	\$2.00	\$152.17
1-OCT-14		Deposit Coin Sales	\$30.00	\$30.00
1-OCT-14		Shipping	\$2.00	\$2.00
11-NOV-14		Deposit Coin Sales	\$50.00	\$50.00
11-NOV-14		Shipping	\$2.00	\$2.00
<b>Total</b>			\$152.17	\$152.17

**Membership – LT Christian Bullock**

**New/Ongoing items:**

- The group reviewed and submitted the 2014 Membership Survey results. LT Bullock reviewed the results from the survey with the PAG.
- The group discussed ideas for revamping the survey for 2015, including using more action-oriented questions and utilizing HSPAC and Corps-wide data (if available) to compare the PHPAG.

- The group continued discussion of the best way to capture data for building an updated PHPAG roster
  - We will likely send out the PHPAG demographic survey out again and use that to build the roster. Additionally, we discussed sending it out to the larger HSPAC in order to capture the demographic data and as a way of recruiting anyone that is interested but has not called into our PHPAG meetings.
- This subcommittee would like to volunteer to help out with the PAG social at the upcoming symposium. The PAG will be having its own social this year, not a combined social with the HSPAC. The PAG and PAC social will not be on the same day so there will not be conflicts.

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

- LCDR Andrade participated in the HSPAC R&R Subcommittee call on 17 Feb 2015 and reports that she found it to be well organized and informative.
- Some items that were addressed included:
  - Webinar series
  - Job opportunities at different agencies
  - Updating the welcome package for new officers.
- The PAC has offered to promote any webinars or other events that the PAGs may be organizing.
- LCDR Andrade will be assisting with the review of the welcome package to make sure our PAG has some input. If more information is needed or there are any questions, please contact LCDR Andrade.

**Mentoring – LCDR Frankeena Wright**

**New/Ongoing items:**

- The Mentoring Subcommittee leadership met to discuss 2015 priorities and ideas to broaden the Peer 2 Peer program so it can match the remaining officers that have not been matched.
- There are 27 officers awaiting a match. The committee discussed broadening the parameters from two officers to three; and matching officers based on commonalities other than agency.
- The committee is also looking to develop an outreach strategy for recent OBC graduates. Our committee meetings will be the 3<sup>rd</sup> Tuesday at 1:00pm EST.

**Public Health Tracks**

**Epidemiology (EpiC) – LCDR Niketta Womack**

**New/Ongoing items:**

- EpiC is working to develop a brown bag on the topic of MERS this spring.

- EpiC was selected for a roundtable discussion at 2015 HSO Category Day. The topic is “Roles and Responsibilities of HSO Epidemiologists during Deployments and Other Emergency Response Activities” and will be led by three EpiC members.
- EpiC is planning a social for EpiC members in the DC area (date and location TBD).
- EpiC will begin sharing upcoming epidemiology and public health related events with PHPAG leadership for inclusion in the PHPAG weekly report.
- The next meeting is scheduled for February 26, 2015 at 11:00 AM EST.

#### **Accomplishments:**

- EpiC has assigned liaison positions to all Epi relevant PAGs and PACs for 2015.

#### **Generalist – LCDR Elizabeth Garza**

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

- We will kick off the year at our first meeting on **Weds., March 18th from 1400-1500 EST.** (We had to cancel our February meeting due to weather-related closures.) 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 join us!
- We are currently recruiting volunteers for the following:
  - 'National Prevention Strategy in action' community-based initiative
  - PHS Athletics - SG's Fitness Team Roll Call
  - Developing an Education & Training Guide for PHPAG Generalists
  - Developing educational opportunities (i.e. webinars) in any of the following areas:
    - "generalist" or MPH interdisciplinary topics and/or
    - core MPH competencies that apply to all public health tracks:
      - Communication and Informatics, Diversity and Culture, Leadership, Professionalism, Program Planning, Public Health Biology, and Systems Thinking
    - Let's Move Campaign activity
    - Tobacco-Free Living activity
      - If you are interested in volunteering to support or lead any of these initiatives or have other ideas on Generalist topics of interest for 2015 please contact us.
- The PHPAG PHS Athletics Group (Led by the Health Promotion/Education & Generalist of Public Health Tracks) would like to encourage fellow PHPAG officers to join us as we support the **Rock n Roll Marathon Series in Washington DC on March 14, 2015.**
- We'll be kicking off the PHPAG Surgeon General's Fitness Team Roll Call this year by taking part in this event.
- The Rock n Roll Marathon Series in Washington, DC comes in three flavors...a 5K, half-marathon, and full marathon. Pick your favorite or try out a new challenge! The course features the DC monuments plus neighborhoods such as DuPont Circle, Adams Morgan, H Street, and Capitol Hill. The race begins on Constitution Ave and ends at RFK Stadium...with bands all along the way and at the end.
- You can register online: <http://runrocknroll.competitor.com/dc/register>; Event Lead for those interested in being part of this PHS Athletics Event: [LCDR Melinda W McLawhorn](#)
- 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>
- For those PHPAG officers interested in learning more about the PHPAG Surgeon General's Fitness Team Roll-Call please contact the PHPAG PHS Athletics Group led by the Health Promotion/Education & Generalist of Public Health Tracks Chairs ([LCDR Elizabeth Garza](#) and [LT Jennifer Clements](#)).

#### **Accomplishments:**

- Both the Generalist Chair and Co-Chairs have partnered with the Global Health Track Chair to submit a Roundtable for the HS-PAC Category Day. We were notified last month that our abstract "**Non-Clinical Deployment Roles: Domestic to International**" was accepted. We will leverage this opportunity to talk about the PHPAG and the tracks that we lead as a resource for interested officers. We are currently working on some additional requests for information related to this abstract that are due to the HS-PAC by Jan 23<sup>rd</sup>.

#### **Global Health – LT Stephanie Briguglio**

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

- The Global Health team is in the early stages of developing a plan to capitalize on members' expertise and areas of global work by formulating a mentor program. We have not finalized plans for what this looks like, yet, and welcome suggestions.
- Current ideas include creating a list of where officers have worked geographically (either on a TDY, PCS, or deployment), what areas of global health work they have done, and circulating this list among GHT members and possibly later, the entire PHPAG. Another idea centers around matching officers on a one to one basis depending on a list of qualities both mentors and mentees are looking to
- Agencies performing global health work: Finalizing list of offices in departments/agencies that take part in global health work and may have global health career opportunities. Plan to distribute to the PHPAG.
- Presentation: March 20, 2015, 1300-1400 EST – Presenter: GHT member LT Alyson Rose-Wood of HHS/OS' Office of Global Affairs. Title: An Introduction to the Global Health and Global Human Services Work of the U.S. Department of Health and Human Services (and how HHS fits into the U.S. Government Global Health Architecture). The presentation will aid officers in 1) understanding the breadth of global health and global human service work of HHS 2) identifying skill sets needed to work in the various Offices of Global Affairs throughout HHS and global health in general
- Next meeting is Friday, March 13, 2015 at 1200 EST

#### **Accomplishments:**

- The group updated the mission statement updated: mission statement and list of activities planned for 2015 has been updated
- The group also updated the HSO Global Resources 2015 document: This document contains links to U.S. government items of interest such as newsletters, blogs, and

briefings; external links to research/private/academic entities, and a list of journals. This was circulated to GHT members in February, 2015.

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

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

- The group formed the CHES/CEU Opportunities and PHS Athletics sub-committees
- CHES/CEU Opportunities sub-committee is working on a CEU resource document that the group will share with HPHE/PHPAG members.
- PHS Athletics sub-committee will be leading events for PHPAG.
- Healthy Eating Brownbag with LT Jayne Berube on April 1<sup>st</sup> from 2-3pm EST, with more details to follow.
- Doing research to nail down a speaker for the global maternal and child health brownbag with the Global Health Track.

#### **Accomplishments:**

- Secured a speaker for a healthy eating brownbag. Details to follow.

### **Policy – LCDR Elizabeth Russell**

No update given.

### **New Business**

Please review the leadership roster and pass any corrections on to Margaret Caulk. Also, please submit your goals and objectives for this year to LaJeana Hawkins by COB February 27, 2015.

### **Open Forum**

No issues brought forward.

### **Meeting Adjourned**

LCDR LaJeana Hawkins adjourned meeting at 1337 EDT