



Public Health - Professional Advisory Group General Membership



Meeting Minutes

Meeting Date: 13 August 2015
Meeting Time: 1300 – 1400 EDT
Meeting Facilitator: CDR Melanie Ross
Minutes Issued By: LCDR Margaret Caulk

Attendance

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

Call to Order

CDR Melanie Ross called the meeting to order at 1303 EDT.

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

LCDR Margaret Caulk

Minutes

No corrections. **Minutes approved by CDR Ross.**

General Membership Meeting

Awards – CDR Matthew Weinburke

New/Ongoing items:

- The subcommittee is continuing with the review, updating, and editing of the PHPAG Excellence in Leadership and Junior Officer of the Year awards' nomination packages, companion documents, and the scoring criteria. This process will take a few months to complete.
- A plan for the next committee meeting is to go over the Standard Operating Procedures (SOPs) aimed at improving it. Suggestions/recommendations for updates, improvements shall be discussed as part of the process during the next monthly meetings.

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

- The Awards committee's most recent meeting took place on July 9, 2015.
- The subcommittee has continued with the review and editing of the PHPAG Excellence in Leadership and Junior Officer of the Year awards' nomination packages, companion documents, and the scoring criteria and the PHPAG Awards subcommittee SOP.
- Various edits, suggestions, and recommendations were put forward by individual committee members, and are being forwarded to the committee's chair and Co-chairs for final reviews and possible final comments as the process moves forward.

Career Development – Read by LCDR Margaret Caulk

New/Ongoing items:

- Webinar on Promotion Preparation scheduled for Thursday, September 3, 2015 from 1:00-2:00pm Eastern. We have two confirmed presenters, CAPT Mary McCormick and CAPT Daisy Mitchell. Co-Leads: CDR Lofton, LCDR LaShonda Roberson, LCDR Adriane Niare are preparing the advertisements to be distributed to the various listserves this week.
- Next Career Development Committee meeting will be on Monday, August 24, 2015 at 1100 EST.

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

- N/A

Communications – LCDR Monique Salter

New/Ongoing items:

- Article solicitation for the 2015 End of Year Newsletter will begin the last week in September
- There were 3 HSPAC website update requests.
- There are weekly HSPAC and PHPAG newsletter submissions.
- Submissions to the website are encouraged to update changes in rank, etc.
- Meetings are the first Monday of every month at 1000 EST

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

Coins

- 1 coin was sold since the last report.
- There are plans to sell the coin during the PHPAG Anniversary Month in October.

Financial Report – LCDR Monique Salter

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	
	26-Jun-14	Final Payment to D&R for coins	-\$233.75	\$162.50	
	26-Jun-14	Reimburse Katrina Sloan for PHPAG Plaque	-\$84.33	\$78.17	
11-Aug-14		Deposit Coin Sales	\$60.00	\$138.17	
		Shipping	\$2.00	\$140.17	
	16-Sep-14	Deposit Coin Sales (Alvarez)	\$10.00	\$150.17	
	16-Sep-14	Shipping (Alvarez)	\$2.00	\$152.17	
		Officer Coin Sales (Warren)	\$30.00	not posted	
10-Nov-14		Deposit Coin Sales (Salter, Antoine, Merriweather, Ahmadi)	\$50.00	not posted	
		Shipping (Ahmadi)	\$2.00	not posted	
11-Jul-15		Officer Coin Sales In person (by Salter)	\$10.00	not posted	
Total			\$244.17	\$152.17	

Membership – LCDR Christian Bullock

New/Ongoing items:

- Call for nominations for Voting Members will go out August 14 and application packets will be due September 14.
- Chair-Elect, and Secretary will go out August 17 and application packets will be due September 17.
- A change from last month, we are requesting two volunteers to assist, if needed, in Voting Member application review.

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

- N/A

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- The next meeting is Tuesday, August 18 2015 at 1400 EST. The meeting will be used to discuss the outreach strategy for the 19 June OBC class.

- The committee plans to reach out the officers about the Peer to Peer program.

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

- N/A

Public Health Tracks

Epidemiology (EpiC) – LCDR Jonathan Kwan

New/Ongoing items:

- The July EpiC meeting was cancelled as such there are no new updates.

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

- No updates.

Generalist – LCDR Elizabeth Garza

New or Ongoing Items:

- 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 11th. 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
 - 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. August 26th 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):

- We had co-hosted along with the Health Promotion/Health Education track our second “lunch and learn” presentation on August 4th titled "Value of Credentialing: CPH vs. CHES & MCHES". We had a representative from each of the credentialing bodies for the CPH and CHES/MCHES talk about the process for becoming certified and for keeping up with the certification. We also had a panel of officers who had recently becoming certified in each credential talk about the added value of each. These officers were all recruited from our Health Promotion/Health Education and Generalist Tracks and

included: LT Jennifer Clements, MPH, MCHES and LCDR Sam Price, MBA, MPH, CPH and LT Erin Griffiths, MPH, CHES. We had 119 users on the Abode Connect and 100 users on the phone. We hit the limit for both the phone and Adobe Connect. Please use the following link to access the recording of the presentation:

<https://hrsa.connectsolutions.com/p2k5xmo6ont/>

- We have reviewed all the responses we received for our request for “Ebola PHS Stories” from HSOs that responded in a non-clinical assignment. We are looking at the best way to showcase this collection and will be posting the final report on our PHPAG website. LCDR Joseph Ralph and LCDR Elizabeth Garza are the leads for pulling this together.

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. Speakers are encouraged to speak for 10 – 15 minutes. Please email Stephanie Briguglio at Stephanie.briguglio@fda.hhs.gov if interested.
- 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 and offices 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 internal track review has been completed and a distribution plan is being formulated.
- Partnering with Health Promotion Health Education track on a presentation in October 2015 (exact date and time TBD) on PEPFAR (President’s Emergency Plan for AIDS Relief). Three panelists 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):

- Offices with Global Health Assignments document has been reviewed and is ready for finalization and then be distributed.
- Making progress on a way to capture global health experiences among track members for a possible mentoring program. LT Dondzila has developed a survey in Google Forms for track members to fill out. Other track members have offered suggestions regarding the content and questions the survey contains, and the GHT is in the process of finalizing the survey.
- The next Global Health Track meetings are Friday, August 14 and Friday, September 11 at 1200 EST.

Health Promotion/Health Education – Read by LCDR Margaret Caulk

New or Ongoing items:

- Abstracts submitted for the 2016 SOPHE meeting based on the CHES Continuing Education work that the committee has done.
- Plan to submit this abstract for a round table presentation at the 2016 COA Symposium.

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

- Attendance was over 100 on the Value in Credentialing Webinar conducted in conjunction with the Generalist track.

Policy – LCDR Letia Boseman

New or Ongoing Items:

- The chair will convene 1:1 meetings with committee members in August; the next meeting is the 4th Tuesday in September from 2:30-3:30 PM.
- The Policy 101 webinar is August 27, 2015. Scott Miller, CDC Office of the Associated Director for Policy will conduct the presentation.
 - In the fall, the Policy Track committee will offer the *“Emergency Preparedness and Policies”* (CDC, Dr. Pam Allweiss) and an *“Understanding Medical and Public Health Policy within the Department of Homeland Security webinars.*
- On August 5, 2015, the committee chair presented on the HSPAC Career *“Unique Career Opportunities for HSOs”* discussion call.

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

- N/A

New Business

- Thank you to the following officers for going above and beyond expected duties:
 - LCDR LaJeana Hawkins for acting as Chair for 15 weeks while CDR Ross was on TDY
 - CDR Christye Brown for serving as acting Chair for 10 weeks while CDR Ross was on TDY
 - LT Jennifer Clements for acting as Secretary while LCDR Caulk was on maternity leave
 - All voting membership for keeping the PHPAG running and have great success in Webinars and Brown Bag presentations while CDR Ross was on TDY
- Succession planning can be accomplished by asking other voting members or chairs to present the report during the monthly calls. It is good to take these opportunities to act on these opportunities. CDR Ross encourages officers to step up to take the leadership roles and voting membership.
- Congratulations to the officers who were promoted this year. For those who were not promoted, it is important to stay energized, review score sheet and recommendations and get organized. It is important to get focused on what you can change and can do to improve your promotion package. It is good to take advantage of coaching on demand, promotion counsels, get a mentor, etc.
- CDR Ross discussed her TDY in Atlanta and in Sierra Leone. The experience to go on this TDY was life-changing and helped her evaluate the contributions to the USPHS and to her agency. She encourages anyone who may have this opportunity to take advantage of it.

Open Forum

N/A

Meeting Adjourned

CDR Ross adjourned meeting at 1342 EST.