



Public Health - Professional Advisory Group General Membership



Meeting Minutes

Meeting Date: 12 March 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	Absent
CDR	Adam	Tahiru	Awards	Absent
CDR	Matthew	Weinburke	Awards	Excused
CDR	Donna	Addison	Career Development	Excused
LCDR	Jessica	Andrade	Membership	X
LCDR	Sara	Azimi-Bolourian	Awards	X
CDR	Letia	Boseman	Policy	X
LCDR	Elizabeth	Garza	Generalist	X
LCDR	LaJeana	Hawkins	Chair-Elect	X
LCDR	Heidi	Hudson	Career Development	Excused
LCDR	Keisha	Johnson	Mentoring	Absent
LCDR	Jonathan	Kwan	Epidemiology	Excused
LCDR	Dina	Passman		Excused
LCDR	Jaclyn	Ruiz	Generalist	X
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 Frankeena Wright motions to accept minutes. LCDR Niketta Womack seconds. **Minutes approved.**

General Membership Meeting

Awards – LCDR Sara Azimi-Boularian

New or ongoing items that the committee is working on:

- We've received 6 nomination packages for the Junior Officer Award and 2 nominations for the Excellence in leadership Award
- The nominations submission cycle for both PHPAG awards was closed on March 6th.
- Our next committee meeting is scheduled for Friday March 20th at 12:00pm.

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

- De-identifiers will complete the work of de-identifying the nomination packages on Friday March 13th.
- The redacted nominations will be sent to the reviewers on Friday March 13th. Scores are due Thursday March 19th. A conference call will be held on Friday March 20th to discuss the scores and select a winner for both awards.

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

- Webinar on workplace bullying, April 2nd 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 and LCDR Heidi Hudson at cvv2@cdc.gov

Communications – LCDR Monique Salter**New or ongoing items that the committee is working on:**

- 2015 EOY Newsletter
 - No updates
- Website update requests
 - No request processed since the last report. Pending updates: Roster information updates.
 - Please continue to submit website update requests especially if there are changes in rank
- Meetings

- Meet every first Monday of the month at 1000

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

- Coin
 - Content for coin page for the website and coin marketing flyer has been approved for posting/distribution
 - No coin sales since the last report

Financial Report – LCDR Monique Salter

March 2015

I. Coin sales

- 0 have been sold since February

II. PH PAG Account ledger

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
Total			\$152.17	\$152.17

updated 3/10/2015

Membership – LT Christian Bullock

New/Ongoing items:

- The group had continued discussion around planning the PHPAG social for May 19th. Currently exploring venues.
- The demographics survey was sent out again, this week in an effort to compile a PHPAG roster.

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- The Mentoring sub-committee meeting is scheduled for Tuesday, March 17 at 2:00pm. The call-in number: 1-877-267-1577; Meeting Number: 996 429 809.

Public Health Tracks

Epidemiology (EpiC) – LCDR Niketta Womack

New/Ongoing items:

- 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.
- EpiC meets on the last Thursday of each of month. There will be no meeting this month (March). The next meeting will be on April 30th.

Accomplishments:

- EpiC has scheduled a Spring brown bag titled “Middle Eastern Respiratory Syndrome Coronavirus Response: How United States Public Health Service Commissioned Corps Epidemiologists Responded” that will be held on Friday, April 10th at 1300. Additional information and call in details will be disseminated via the weekly announcements.

Generalist – LCDR Jaclyn Ruiz

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 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 this Saturday 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
 - ✓ 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](#)).
- 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 D.C. public charter schools to promote the National Prevention Strategy by offering engaging educational chats on health topics identified in the NPS that are also of interest for each school. We did a presentation in December 2014 that focused on Ebola.
- We are planning to participate in American Heart Association's National Walking Day on April 1st in support of the OSG's Every Body Walk! Initiative and the National Prevention Strategy Priority on Active Living. One of our officers will be serving as the lead for the 30min Washington D.C. walk originating from HHS HQ, designing the route, developing marketing materials and coordinating logistics in partnership with JOAG, NIOSH and the OSG. We encourage officers in the area to join us or other walks that will be taking place or set up their own walks that day in their locations.
- Our next meeting is Weds. April 15th from 1400-1500 EST. We are always looking for new enthusiastic officers to join us!

Global Health – LT Stephanie Briguglio

New or Ongoing Items:

- 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: 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 by May 2015.
- 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. Limited to 25 participants.

- HSO Roundtable at Category Day of the USPHS Scientific and Training Symposium: Partnering with the Generalist track on a roundtable titled "Non-clinical deployment roles: Domestic to International."

Partnering with Health Promotion Health Education (HPHE) track on presentations in 2015. Currently recruiting a speaker to talk on the issue of global women's violence including female infanticide. Currently recruiting speakers for a PEPFAR (President's Emergency Plan for AIDS Relief) panel/webinar.

Accomplishments:

- GHT one-pager updated and distributed to the track. mission statement updated: mission statement and list of activities planned for 2015 has been updated
- Next meetings are Friday, March 13, 2015 and Friday, April 10, 2015 at noon EST

Health Promotion/Health Education – LT Marivic Fields

New or Ongoing items:

- Nutrition 101: Healthy Eating brownbag with LT Jayne Berube on 4/1/15 from 2-3pm EST
 - LT Jayne Berube will provide an overview of how to read a food label, MyPlate, nutrition guidelines, everyday healthy eating tips within food categories and addressing food misperceptions.
- CHES/CEU Opportunities sub-committee: Co-Chairs of sub-committee: CDR Karen Beckham and LT Janesia Simmons
 - We put out our first resource handout in last week's announcements for March.
 - Moving to a quarterly basis in April.
 - Will focus on free or low cost trainings for CHES/health educators.
 - Have call on Friday with Charlotte Karobe from the Career Development sub-committee to learn about their resource/CEU guide and to see if we can collaborate.
- PHS Athletics: Chair LT Tala Hooban
 - Collaborating with the Generalist track on events
 - DC Rock & Roll 5K 3/13
 - Susan G. Komen 5K in DC 5/9
 - Yosemite Half Marathon 10/10 lead by CDR Weinburke
 - Finding out if hiking is an approved event and looking into virtual running races to include officers in the regions.

Policy – LCDR Letia Boseman

New or Ongoing items:

The first meeting will be March 24th, 2015.

New Business

LCDR Hawkins discussed the combined social on May 20th, 2015. The information will be released in the next week or so, including the time and cost. The PHPAG social will occur on Tuesday, May 19th, 2015. More information will be sent out soon.

Coverage is needed for July – August for the Secretary position. LCDR Caulk will be out. LCDR Caulk reviewed the basic responsibilities of this position and is willing to discuss it with anyone who may be interested.

Open Forum

LCDR Garza asked about representing the PHPAG at the OBC Open House events. CDR Salter will research this issue and get back to LCDR Garza.

If you have an updated email for CDR Tahiru please provide it to LCDR Caulk.

There is a free online training opportunity on collective impact – essentially community organizing available at: <https://www.livingcities.org/blog/786-the-why-and-how-of-working-with-communities-through-collective-impact-an-e-course>. This is a core public health function and competency that is increasingly important given stagnant or shrinking budgets, and the movement towards more inter-sectoral and collaborative work. The course is completely online; a more detailed description is below my signature block. The course does not appear to offer CECH or CEUs, but Category II CECH credits can probably be claimed.

Meeting Adjourned

LCDR Lajeana Hawkins adjourned meeting at 1338 EST.