



Public Health Professional Advisory Group



General Membership Meeting

Meeting Minutes

Meeting Date: 10 March 2016
Meeting Time: 1300 – 1400 EDT
Meeting Facilitator: LCDR LaJeana Hawkins
Minutes Issued By: LCDR Margaret Caulk

Attendance

Rank	First	Last	PHPAG Membership Role	Attendance
LCDR	LaJeana	Hawkins	Chair	X
CDR	Monique	Salter	Chair-Elect	X
LCDR	Margaret	Caulk	Secretary	X
CDR	Adam	Tahiru	Awards - Chair	X
LCDR	Katrina	Sloan	Awards – Co-Chair	X
LCDR	Heidi	Hudson	Career Development – Chair	Excused
LCDR	Julie	Erb-Alvarez	Career Development – Co-Chair	X
LCDR	Johnni	Daniel	Communications – Chair	X
LCDR	Kimberley	Ricketts	Communications – Co-Chair	X
LCDR	Jessica	Andrade	Membership – Chair	Excused
LCDR	Damon	Smith	Membership – Co-Chair	Absent
LCDR	Frankeena	Wright	Mentoring – Chair	X
LCDR	Jonathan	Kwan	Mentoring – Co-Chair	X
LCDR	Niketta	Womack	EpiC – Chair	X
LT	Jennifer	Freiman	EpiC – Co-Chair	X
LCDR	Jaclyn	Ruiz	Generalist – Chair	X
LT	Stephanie	Briguglio	Global Health – Chair	X
LCDR	Alyson	Rose-Wood	Global Health – Co-Chair	Excused
LCDR	Jennifer	Clements	HP&HE – Chair	X
LT	Janesia	Robbs	HP&HE – Co-Chair	X
LT	Jenna	Johnson	Policy – Chair	X
LCDR	Emily	Crarey	Policy – Co-Chair	X

Call to Order

LCDR LaJeana Hawkins called the meeting to order at 1301 EDT.

Meeting Minutes:

Minutes approved by LCDR Julie Erb-Alvarez, seconded by LCDR Frankeena Wright. **Minutes approved.**

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

LCDR Margaret Caulk

Minutes:

General Membership Meeting

Awards – CDR Adam Tahiru

New or ongoing items that the committee is working on:

- Committee members are working on nomination activities. The committee goal is to have the names of the successful nominees sent to the Chair of the PHPAG in time for the HS PAC deadline of March 25, 2016.
- The Awards Committee is performing comprehensive reviews of the nomination packages.
- The next committee meeting will be held on Thursday March 10, 2016 12pm EST.

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

- A total of 2 nomination packages for the Excellence in Leadership Awards were received by the Awards Committee by the February 5th, 2016 extended deadline set by the Committee.
- A total of 7 nomination packages for the Junior Officer of the Year Award were received by the Awards Committee by the February 5th extended deadline set by the committee.
- Two separate review panels were constituted and tasked with the reviewing, scoring, and ranking of all the nominations.

Career Development – LCDR Julie Erb-Alvarez

New or ongoing items that the committee is working on:

- The Career Development Sub-committee held the monthly call on February 23rd at 1100 EST.
- Brief survey of PHPAG membership has been developed to assist in development of 2016 topics and activities.
- Sub-committee will restart work on SOP's in 2016 with LT Goodger leading SOP efforts through a continuation of the 2015 SOP workgroup.
- LCDR Erb-Alvarez continues in the acting Chair role while LCDR Hudson is on maternity leave.

Accomplishments:

- Chair and Co-chair met and Chair is transitioning back from maternity leave.
- Co-chair joined the HS PAC Career Development subcommittee for the March meeting. Introductions were made and discussion was helpful. The committee will attempt to coordinate with this subcommittee to keep abreast of Career Development opportunities of the HS PAC and minimize duplicative Career Development efforts.
- Survey Monkey will be sent out in next weekly PHPAG announcement.
- Sub-committee roster is continuing to be update based on feedback from committee members.

Communications – LCDR Johnni Daniel

New or ongoing items that the committee is working on:

- The HSPAC Website will be migrating to a new .gov site. The host address is not known yet. The current HSO site will be inaccessible as of 31 March 2016.
 - Group members are attending monthly calls with the HSPAC Communications team to receive updates on the process.
 - The first call was Feb 23rd. They explained that during the migration process, they will be prioritizing the website updates. Because resending and updating documents clogs the archiving space on the current page. Items such as awards, contact information/rosters, are considered priorities.
- It was brought forward that in the last week or so some announcements requests may have been missing even when they were submitted using the online form. The group conducted research and realized they were going to an unknown location. Group members notified those affected.

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

- N/A

Membership –

New/Ongoing items:

- The PHPAG Membership Survey closed on Friday, 28 February. LCDR Christian Bullock compiled the results and sent them to the PHSPAG Chair.

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

- N/A

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- The group is sending a survey to Peer-to-Peer (P2P) participants to assess the value of the program. The committee is still reviewing the final questions. When review is complete, the survey will be distributed.
- Two efforts have been implemented to help increase the number of mentors/mentees in the HSO Mentoring program: 1) we will be sending a recruitment email to the P2P participants, and 2) Participating in PHS Day next month.
- The group is also developing an SOP for the committee.

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

- N/A

Public Health Tracks

Epidemiology (EpiC) – LCDR Niketta Womack

New/Ongoing items:

- EpiC will be collaborating with the Global Health Track to host a brown bag for Zika virus.
- EpiC is preparing roundtable presentation for the symposium.
- EpiC will continue sharing upcoming public health activities once a month with all PHPAG members via the weekly report.
- EpiC's next meeting is scheduled for March 31, 2016.

Accomplishments:

- LCDR Hawkins attended the February EpiC meeting and provided members with PHPAG vision and goals for 2014 as well as shared her background and experiences.

Generalist – LCDR Jaclyn Ruiz

New or Ongoing Items:

- This group is developing networking roster for the Generalist Track.
- It is partnering with Health Promotion/Health Education Track to offer, for a second time, "Review Sessions for the Certified in Public Health Exam"
- The group is currently planning a webinar/conference call focused on "Long Term Training" for April. The group is currently coordinating dates with presenting officers, Commanders Jonathan Whitehart (OS/OPHS) and Morrisa Rice (HRSA).
- Members are soliciting 1-2 volunteers to assist with an Ebola related activity. This HSO Ebola Collection will showcase the stories of various HSO officers deployed in support of a range of different missions globally and domestically in support of the 2014-2015 Ebola Response. We have already collected photos and stories that will be used in the collection, so we just have to pull this together in a way that will be showcase our officers.

Accomplishments:

- The Generalist Track completed the first PHPAG-Generalist Track meeting on Wednesday, February 17 at 1500 ET.
- It completed a survey of members.
- Based on the survey, meetings will now occur the third Thursday of every 1 month(s) effective March 17, 2016 from 1200 to 1300 EDT.
- Next scheduled meeting is March 17, 2016.

Global Health – LT Stephanie Briguglio

New or Ongoing Items:

- Dr. Matt Brown of HHS Office of Global Affairs (OGA) will present on the HHS Global Health

Career Track on March 29th at 3pm ET.

WebEx Information:

1. Go to <https://fda.webex.com/fda/j.php?MTID=m075a3537b00ac55961abd7b7a89773c2>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: globalhealth
4. Click "Join".
5. Follow the instructions that appear on your screen.

Teleconference information

Local: 1-301-796-7777

toll free: 1-855-828-1770

MeetingPlace meeting ID: 740 442 292

- The group is collaborating with EpiC and seeking a speaker on the Zika virus for a presentation. Please email Stephanie.briguglio@fda.hhs.gov if you know of anyone that may be interested in speaking on this topic.
- The group is currently developing SOP for the GHT. Our goal is to have a first draft completed by GHT leadership by May, 2016.
- Informal TDY briefings (~10-15 minutes, delivered verbally) occur during our monthly meetings (2nd Friday of each month at noon EST). These updates provide officers a vehicle to present updates on a recent domestic or international assignment with global health impact. We're seeking guest speakers to share their experiences!
- GHT Mentoring Program/Member Resource Database: The GHT will be capitalizing on our members' global health expertise and areas of global work by utilizing a resource tool in Google Forms. Other track members have provided feedback on the content, and the GHT is in the process of finalizing the survey. Additional discussions are needed to determine the next steps for the resource tool. LT Fred Butler is currently working on the database questions.
- Planning 2016 presentations and professional development opportunities. GHT members are encouraged to lead and coordinate the initiatives for GHT-sponsored presentations.

Accomplishments:

- Document listing the departments, agencies and offices with global health related assignments has been approved by PHPAG leadership and will be distributed to the PHPAG and uploaded to the resources section of the website. A description to accompany this document needs to be developed to send out with the PHPAG Weekly Report.

Health Promotion/Health Education – LT Jennifer Clements

New or Ongoing items:

- A National Disaster Management System presentation will occur on 3/22/16. An updated flier is forthcoming.
- March CHES resource is available via the PHPAG announcements.
- Upcoming presentations; Zika virus (April), Health Equity/Health Disparities (May), Value in Credentialing, CPH vs. CHES vs. MCHES co-leading with Generalist track (June).

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

- The group increased membership for HPHE. There were approximately 20 people on March call and membership on our sub-committees, speaker recruitment, PHS Athletics, and CHES CEs.

Policy – LT Jennifer Johnson

New Business

- The track is updating PHPAG Policy Track SOP and create SharePoint site for policy resources
- Currently, the track is conducting research and investigate opportunity for webinars regarding Affordable Care Act and Mental Health Parity
- The group is investigating potential for collaboration with other PACs around policy-related news
- It is recruiting new volunteers to participate in the Policy Track

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

- The next meeting is Friday, March 18 1300 – 1400 EST. Contact LT Jennifer Johnson or LCDR Emily Crarey for call-in details. Jennifer.Johnson2@fda.hhs.gov Emily.Crarey@fda.hhs.gov

New Business

- Please submit poster ideas for the symposium. Deadline is next week.
- The PHPAG social is being planned. LCDR Julie Erb-Alvarez and CDR Monique Salter are planning this event. If you are interested in helping, please email LCDR LaJeana Hawkins.

Meeting Adjourned

LCDR Hawkins adjourned meeting at 1336 EDT