



Public Health - Professional Advisory Group



General Membership

Meeting Minutes

Meeting Date: 11 February 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	Excused
CDR	Adam	Tahiru	Awards - Chair	X
LCDR	Katrina	Sloan	Awards – Co-Chair	Excused
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	X
LCDR	Frankeena	Wright	Mentoring – Chair	X
LCDR	Jonathan	Kwan	Mentoring – Co-Chair	X
LCDR	Niketta	Womack	EpiC – Chair	Excused
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	Excused
LT	Janesia	Robbs	HP&HE – Co-Chair	X
LT	Jenna	Johnson	Policy – Chair	X
LCDR	Emily	Creary	Policy – Co-Chair	X

Call to Order

LCDR LaJeana Hawkins called the meeting to order at 1320 EDT.

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

LT Stephanie Briguglio

Minutes:

General Membership Meeting

Awards – CDR Adam Tahiru

New or ongoing items that the committee is working on:

- The 2016 awards cycle work plan has been implemented and the nomination process is on-going.
- Roles/responsibilities for the 2016 awards review cycle are being finalized, and de-Identifying activities and the review process shall begin soon after the Awards nomination submission deadline Feb. 5th 2016 is passed.
- The next committee meeting will be held on Thursday February 11, 2016 12pm EST.

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

- Awards Committee Milestones and Work Plan for the 2016 Nomination Cycle has been completed.
- Solicitation of nomination applications requests was made and a deadline of Jan. 29, 2016 has now been extended to February 5, 2016.
- The Awards Committee new Co-Chair is LCDR Katrina Sloan, and the committee welcomes LT Butler as the newest member of the committee.

Career Development – LCDR Julie Erb-Alvarez

New or ongoing items that the committee is working on:

- The Career Development Sub-committee held the first 2016 committee call on January 25th @ 1100 EST.
- Brief survey of PHPAG membership is being planned to assist in development of 2016 topics and activities.
- Sub-committee will continue to 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:

- Set the reoccurring date/time for monthly Career Development subcommittee calls: 4th Tuesday of each month @ 1100 EST.
- Developed and tested Survey Monkey survey. Survey will not be distributed until discussions with PHPAG Chair.

- Updated sub-committee roster, continuing to update based on feedback from committee members.

Communications – LCDR Johnni Daniel

New or ongoing items that the committee is working on:

- We are responsible for sending the PHPAG Weekly Announcements to the PHPAG listserv. Please submit weekly announcement requests to the PHPAG Gmail account: usphs.hso.phpag@gmail.com
- We submit request to update the PHPAG webpage located on the HS PAC website
- We are responsible for drafting the PHPAG Annual newsletter. We ask that as you plan and have activities throughout the year, keep in mind that we will need pictures to highlight your activities for the newsletter.
- We will present the executive committee with our ideas of ways to sell more coins this year for their input and approval.

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

- We completed and distributed the 2015 EOY newsletter at the beginning of January. Thanks to all the members of the communications subcommittee and the 2015 executive committee for helping us shepherd that through.
- We have submitted all requests received to date to the HS PAC webmaster for items that need to be updated and/or included on the HS PAC website. For example, we submitted request to update the 2016 PHPAG roster, the 2016 subcommittees and tracks pages, and update the new Chair contact information. We have also asked that the 2015 EOY newsletter be uploaded there.

Membership – LCDR Damon Smith

New/Ongoing items:

- The PHPAG Membership Survey was disseminated on Friday, 5 February 2016. The survey will be available until Sunday, 28 February 2016.

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

- A special thanks to LCDR Christian Bullock for finalizing the PHPAG Membership Survey.

Mentoring – LCDR Frankeena Wright

New/Ongoing items:

- Send survey to Peer-to-Peer participants to assess the value of the program

- Planning PHS Google-Chat Seminar re: Ask an Officer? – LCDR Kwan

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

- Six officers have been matched (2 CDRs, 2 LCDRs, 2 LTs) through the Peer to Peer program.

Public Health Tracks

Epidemiology (EpiC) – LT Jennifer Freiman

New/Ongoing items:

- EpiC is currently working with members to fill the vacant liaison positions for the PACs and PAGs.
- 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 February 25, 2016

Accomplishments:

- EpiC held its first meeting on January 28, 2016.
- EpiC 2016 goals and objectives were shared with group and an open discussion was facilitated for brown bag topics and other group ideas or interest.

Generalist – LCDR Jaclyn Ruiz

New or Ongoing Items:

- Developing networking roster for the Generalist Track.
- Partnering with Health Promotion/Health Education Track to offer, for a second time, "Review Sessions for the Certified in Public Health Exam"
- Planning webinar/conference call focused on "Long Term Training"

Accomplishments:

- Planned the first PHPAG-Generalist Track meeting to be held on Wednesday, February 17 at 1500 ET

Global Health – LT Stephanie Briguglio

New or Ongoing Items:

- Presentation on HHS for a Global Health Career Track. Speaker: Dr. Matt Brown of HHS Office of Global Affairs (OGA). Presentation will be held in the Spring; date and time TBD. Announcement including WebEx link will be distributed at a later date.
- Seeking a speaker on the Zika virus for a presentation to the GHT. Please email Stephanie.briguglio@fda.hhs.gov if you know of anyone that may be interested in speaking on this topic.

- 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.
- 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.

Health Promotion/Health Education – LT Janesia Robbs

New or Ongoing items:

- Request for assistance/volunteer for sub-committees (speaker recruitment, PHS Athletics, and CHES CE sub-committee), specifically speaker identification for first quarter
- Planning a brownbag for March 2016 - Areas of high interest, emergency preparedness, emerging infectious disease, tobacco cessation, health disparities, health equity, and opiate addiction.
- Preparing for our HPHE roundtable presentation at the symposium in May 2016
- Coordinating a Health Equity/Health Disparity presentation for late summer/fall 2016
- Development of SOPs
- Increasing CE/CEU opportunities for health educators/HSO officers through the monthly CHES CE guide.
- Co-lead a PHS Athletics Event in spring or early summer with the Generalist track
- HPHE roundtable on HSO Category day at the 2016 PHS Symposium on CHES CE/CEU resource development and networking
- Encore presentation of the "Value in Credentialing" panel from summer of 2015 in June

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

- Presented HPHE 2016 goals, objectives, sub-committees and activities to the team
- February 2016 CHES CE resource went out this week through the PHPAG announcements
- Welcomed a number of new members to the HPHE track as well as 8 new members to the sub-committees (CHES CE Resources, PHS Athletics, Speaker Recruitment)
- Hosted our second HPHE Track meeting (Every 1st Wednesday from 2-3pm ET)

Policy – LT Jennifer Johnson

New Business

- Review PHPAG Policy Track SOP and investigate interest in PHPAG general SOPs/guidance documents
- Prepare a webinar on “Understanding Medical and Public Health Policy within the Department of Homeland Security” and/or “Emergency Preparedness”
- Investigate potential for resources/webinars regarding Affordable Care Act and Mental Health Parity
- Recruit new volunteers to participate in the Policy Track

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

- Established goals for 2016 to include:
 - Develop and/or review SOPs
 - Host formal PH policy-relevant presentations
 - Recruit volunteers
- Established recurring Policy Track meetings for the first Friday of every other month 1300-1400 EST. Next meeting is Friday, March 4 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

Meeting Adjourned

LCDR Hawkins adjourned meeting at 1358 EDT