



**Public Health - Professional Advisory Group
General Membership**



Meeting Minutes

Meeting Date: 14 August 2014
Meeting Time: 1300-1400 EDT
Meeting Facilitator: CDR Christye Brown
Minutes Issued By: CDR Leslie Hausman

Voting Members

Rank	First	Last	PHPAG Membership Role	Attendance
CDR	Christye	Brown	Chair	X
CDR	Melanie	Ross	Chair - Elect	X
CDR	Leslie	Hausman	Executive Secretary	X
CDR	Tiffany	Edmonds	Senior Advisor	Absent
CDR	Letia	Boseman	Chair - Policy	X
CDR	Idongesit	Essiet-Gibson	Voting Member	Excused
CDR	LaJeana	Howie	Chair - Career Development	X
CDR	Donna	Philips	Co-Chair - Career Development	Absent
CDR	Matthew	Weinburke	Chair - Awards	X
LCDR	Sara	Azimi-Bolourian	Co-Chair - Awards	X
LCDR	Elizabeth	Garza	Chair - Generalist/Global Health	X
LCDR	Keisha	Johnson	Chair - Mentoring	X
LCDR	Nisha	Oatman Antoine	Chair - Communications	Excused
LCDR	Dina	Passman	Chair - EpiC	X
LCDR	Andrea	Peay	Chair - Membership	X
LCDR	Monique	Salter	Co-Chair - Communications	X
LCDR	Paula	Washington	Voting Member	Absent
LCDR	Margaret	Whittaker-Caulk	Chair - Health Promotion	X
LT	Christian	Bullock	Co-Chair - Membership	X

Acting Chairs

Rank	First	Last	PHPAG Committee Role	Attendance
LCDR	Jonathan	Kwan	Acting Chair - EpiC	Excused
LT	Stephanie	Briguglio	Acting Chair - Global Health	X

Call to Order

CDR Christye Brown called the meeting to order at 1303 EDT

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

CDR Leslie Hausman

Old Business

Voting membership approved July General Membership Meeting Minutes.

Committee Reports

Awards

Reported by: CDR Matthew Weinburke and LCDR Sara Azimi-Bolourian

1. New or ongoing items that the committee is working on

- We submitted the new PHPAG award's position paper targeting junior officers to the PHPAG chair for review and are awaiting any comments/approval from PHPAG Chair and voting members.
- Our next committee meeting is scheduled for Thursday August 14th at 12:00pm.

2. Accomplishments since the last PHPAG General Membership meeting

- The July meeting was cancelled since a number of our committee members were on leave.

Career Development

Reported by: LCDR LaJeana Howie

1. New or ongoing items that the committee is working on

- Coaching on Demand, CDR Charlene Majersky (Lead)
 - This is a joint activity with the HSPAC Career Development promotions and operations. Coaching on Demand will take place from September 16-17, 2014 from 9:00am-10:00am EST and 1:00pm-2:00pm EST. There will be training for senior officers which on September 9, 2014 and September 10, 2014 from 11:00am-12:00pm EST. The announcement for senior and junior officers went out on August 4 and will run until August 25th.
- Promotions Process Webinar, LCDR Karen Chaves (Lead)
 - CAPT Brad Austin, the ASPR Region IX Regional Emergency Coordinator, and CDR Mary McCormick, the Promotion Coordinator at DCCPR will speak about important promotion preparations at the upcoming Promotions webinar. The webinar will take place on Wednesday, September 3, 2014 at 3:00 pm EST. The announcement will be in this week's HSO and PHAG weekly announcements.
 - The team is exploring the idea of developing a written document related to promotions or awards in the future.
- Brown Bag – Details: A Career Development Opportunity, LCDR LaJeana Howie & CDR Letia Boseman (Leads)
 - This webinar is a joint activity with the Policy Subcommittee. The announcement for this webinar went out to the PHPAG last week and will run in the HSO announcements this week. During this webinar PHS officers will share their personal experiences detailing within the HHS and will explore the Individual Detail Program which is a Detail between PHS officers and non-HHS organizations. The webinar will take place Tues, August 26, 2014 from 12:00-1:00 pm EDT.
- Brown Bag – Discussing Commissioned Officers Duties, CDR Michael Ahmadi (Lead)
 - The webinar will take place on the week of September 15 (most likely on Wednesday, September 17). The team forwarded the draft outline of talking points for review.
- CEU Resource Guide, LT Charlotte Kabore (Lead)
 - The final comments received by the EC were incorporated and forwarded back for final review.

Communications

Reported by: LCDR Monique Salter

1. New or ongoing items that the committee is working on

- Marketing Plan - Coin
 - Flier – Created a coin flier that will be distributed to various PACs and advisory groups for marketing purpose (Flier will be forwarded to the Chair for comments and approval)

- This group will have a follow-up meeting to discuss which PAC/Advisory groups the flier should go to and set deadlines for when this will happen.
- Group is also working on developing a coin webpage for the PHPAG website.
- Financial Liaison report – LCDR Salter reported out during the general membership call that 6 coins have been sold since June and we will need to increase the shipping costs for the coins. (Need to purchase bulk padded/bubbled envelopes for shipping as well)
- Brag Binder – Will continue to work with LT Jennifer Pieters and Membership Subcommittee
 - Need items submitted like pictures from events and Informational slides on brown bags
- Newsletter
 - Meet with CDRs Brown and Ross to discuss vision for the newsletter and input on timelines
 - Will start soliciting articles in mid- September
 - Will provide an PHPAG announcement soliciting articles for the EOY Newsletter.
- Please continue to submit website update requests
- Meet every first Monday of the month at 10 am.

Membership

Reported by: LCDR Andrea Peay

1. New or ongoing items that the committee is working on

- The membership subcommittee is opening the nomination period for voting members, Chair-Elect and Secretary.
 - The voting membership nomination period opens August 15 and ends September 15th.
 - The nomination period for the Chair-Elect and Secretary begins August 18th and ends September 18th.
 - Nomination packets and instructions will be distributed via the listserv.
 - The membership subcommittee is requesting voting member volunteers for assisting with the scoring of applications and selection of applicants as new voting members.

Mentoring

Reported by: LCDR Keisha Johnson

1. New or ongoing items that the committee is working on

- Creating a welcome letter for new OBC officers that can be distributed re: the Peer –to- Peer Networking program. Target deadline of completion is September 19th. It was suggested to work with the Membership committee, LCDR Peay- Apeay@bop.gov; Christian Bullock CBullock@hrsa.gov and Jennifer Pieters CMS global-maintains the list. Membership committee is also working on a “welcome” letter. One letter would be ideal.
- Distribute on the HSO listserv and JOAG the “Peer to Peer “networking message (ONLY for HSOs). Present on JOAG calls
- Networking Survey/Report-idea to increase response rate- link to a certificate officers can download. Committee will start on this after completion of OBC letter.
- Last meeting was August 1. Next meeting is August 29th at 10am.

2. Accomplishments since the last PHPAG General Membership meeting

- Status of the Peer-to-Peer networking Program
 - Forty four officers have been matched
 - CDR (6), LCDR (18), LT (20_
 - Twenty three officers awaiting to be matched
 - CDR (4), LCDR (12), LT (6), LTJG (1)

- Two applications received in December 2013
 - Three applications received in January 2014
 - One application received in March 2014
 - Two applications received in April 2014
 - No applications received in May 2014
 - No applications received in June 2014
 - Two applications received in July 2014
 - One application received in August 2014
- Created a flyer for distribution at COA about the Peer-to-Peer Networking program which was distributed in North Carolina at COA and approved by the HSPAC and PHPAG leadership.
 - Committee decided to offer as an option to officers the possibility of matching in groups of 3 to decrease the waitlist.

Public Health Track Committee Reports

Epidemiology (EpiC)

Reported by: LCDR Dina Passman

1. New or ongoing items that the committee is working on

- The Disaster Epidemiology Brown Bag is scheduled for September 9, 2014, 1200-1300 EDT. EpiC is working to advertise the brown bag within PHPAG, HSO PAC, and other interested categories (e.g., SciPAC, PPAC, VetPAC, etc.) and civilian groups.
- EpiC is working to develop a second brown bag on MERS we anticipate hosting in early November. We are in the early phase of gathering information and potential speakers.
- PHPAG Generalist Collaboration Opportunity: The primary focus of the collaboration project between the Generalist and EpiC will be to identify at risk populations in the DC, Maryland, and Virginia (DMV) area to apply a targeted outreach effort specifically aimed at those related to the current Surgeon General's initiatives (i.e. obesity, smoking). The Generalist would like EpiC's assistance in geotracking rates of obesity (4-18 years old) and smoking rates (all ages) in the DMV area 5-10 years back. This data will in turn be utilized for possible collaborations with other groups also working under the initiatives (i.e. PACE program, COA-DC, etc). EpiC will need to conduct an assessment of members that are experienced in GIS and those that are willing to assist with this project. It will be a very short project, but definitely with a potential for future collaborations. LCDR Womack will be leading this project and will provide an update at the next meeting.

2. Accomplishments since the last PHPAG General Membership meeting

- EpiC has been quiet the past month given that many members are working heavily or have been deployed by PHS or their agency for various HHS events.
 - Five EpiC members have been involved with the MERS response (CDR Jay Roth, LCDR Richard Dunville, LCDR Michelle Sandoval, LT Alex Freiman, LT Laura Vonnahme)
 - Three EpiC members have been involved with the UAC response (LCDR Michelle Sandoval, LT Stephanie Briguglio, LT Alex Freiman)
 - Four EpiC members have been involved with the Ebola response (CDR Leslie Hausman, CDR Jay Roth, LT Alex Freiman, LT Laura Vonnahme)
 - One EpiC member was involved with the July Fourth Event (LCDR Jonathan Kwan)
 - One EpiC member was involved with the 2014 African Leaders Summit event (LCDR Jonathan Kwan)

Generalist

Reported by: LCDR Elizabeth Garza

1. New or ongoing items that the committee is working on

- We are working to reschedule the Success Stories: Project Officer Lessons Learned Panel presentation hosted by the Public Health and Healthcare Administration PAGs. We experienced some technical difficulties with freeconferencall.com and are looking into other conference call options.
 - *This panel presentation will highlight the role assumed by many USPHS Public Health Officers, "Project Officer", and how Commissioned Corps Officers have been able to utilize these positions to achieve success in their careers.*
- We are planning a seminar on "Clinical to Administrative: How to Make that Career Transition", working to set a date with RADM Clara Cobb (Regional Health Administrator for Region IV)
- We are working with the EpiC Track on a collaborative opportunity to develop public health stats (geo tracking) of the DC metro area to serve as a foundation for a public health community engagement activity. Our plan is to provide Officers additional opportunities to work within our communities to present HHS's public health campaigns (i.e. National Prevention Strategy, Tobacco-Free Living, Let's Move, SG's Walking Initiative, etc.); however, in order to determine a target audience, we need to identify our most vulnerable areas within the DC metro area.
- Our next meeting is Weds., August 20th from 1400-1500 EST. We are always looking for new enthusiastic officers to join us!

2. Accomplishments since the last PHPAG General Membership meeting

- Our article on *Deployment Opportunities for 'Public Health Generalists'* based on highlights from the Brownbag held in November 2013 was just published in the JOAG Summer Journal (page 9) that came out today. I would encourage everyone to pick up the newsletter and read about the work of our PAG.
- Continue to work on our Generalist Track Google site which will host various documents such as our agendas, meeting minutes, and other resources. We're also looking at setting up a calendar function as well as a project tracker function so our members can view the various activities in place and status of each.

Global Health

Reported by: LT Stephanie Briguglio

1. New or ongoing items that the committee is working on

- Overview of CDC's International Experience and Technical Assistance (IETA) Program given on August 8th GHT call by program manager, Christine Jolley
- Fall Global Health Panel: "How to position yourself for global health work – Hear how these HSOs have been successful!"
 - Scheduled for October 10th, 12:00 EST, on GHT call
 - In the process of recruiting panelists
- Global Health Security Agenda presentation scheduled for Nov. 10th by CAPT Michael Schmoyer
- HSO Global Health Assignments in the process of being updated

2. Accomplishments since the last PHPAG General Membership meeting

- IETA information (mentioned in new items section)
- Global Health Track panelist guidance document developed

Health Promotion/Health Education (HPHE)

Reported by: LCDR Margaret Whittaker-Caulk

1. **New or ongoing items that the committee is working on**
 - Margaret Caulk presented on the differences in humanitarian response missions and disaster response missions, based on her experiences with RDF-2 in Arizona and New York City.
2. **Accomplishments since the last PHPAG General Membership meeting**
 - LCDR Niki Haney presented on promotion workplace fitness where she discussed her efforts and successes in setting up a workplace fitness initiative that promoted walking. This group continues to reach out to officers at the Officer Basic Course who are HSOs. Outreach is performed by email since the number attending each class is very low. Our presence at the OBC Open House is temporarily discontinued due to low class numbers. Jennifer Pieters has also sold three of the PHPAG coins.

Policy

Reported by: CDR Letia Boseman

1. **New or ongoing items that the committee is working on**
 - The next Policy committee meeting is Tuesday,. August 26, 2014 at 2:30 PM
 - The Policy committee will offer the following webinar in collaboration with the PHPAG Career Development committee: A Career Development Opportunity, Tues, August 26 from 12- 1 pm EDT
 - The Policy will offer the following webinars this fall:
 - Vulnerable populations, week of October 13, 2014
 - Policy 101, in November

New Business

Notes from the PHAPG Chair, CDR Christie Brown

1. CDR Hausman requested a volunteer from the Voting Members and Chairs to call the roster and take minutes during next September's General Membership Meeting. She will be deployed to Sierra Leone in support of CDC's Ebola response.

Meeting Adjourned: CDR Brown adjourned meeting at 1400 EDT.