



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



**Meeting Minutes**

**Meeting Date:** 14 November 2013  
**Meeting Time:** 1430-1600 EDT  
**Meeting Facilitator:** CDR Deidre Washington-Jones  
**Minutes Issued By:** CDR Leslie Hausman

**Attendance**

Rank	Last	First	PHPAG Membership Role	Attendance
CAPT	Wilkins	Craig	Senior Advisor	X
CDR	Brown	Christye	Chair elect	X
CDR	Essiet-Gibson	Idongesit	Voting – Chair Policy	X
CDR	Hausman	Leslie	Voting – PHPAG Executive Secretary	X
CDR	Matthias	Joy Ann	Voting – Chair Mentoring	X
CDR	Ross	Melanie	Voting – Chair Health Prom/Health Ed	X
CDR	Roth	Jay	Voting – Ex-officio	X
CDR	Washington	Paula	Voting	Absent
CDR	Washington-Jones	Deidre	Chair	X
LCDR	Cora	Sherene	Voting – Chair Membership	Excused
LCDR	Howie	LaJeana	Voting – Chair Career Development	X
LCDR	Oatman Antoine	Nisha	Voting – Chair Communications	X
LCDR	Peay	Andrea	Voting	X
LCDR	Whittaker	Margaret	Voting	X
LCDR	Woolfolk	Jyl	Voting	X
LT	Arlotta	Dawn	Voting – Ex-officio	X
LT	Rizak	Brittany	Voting	X

**Call to Order**

CDR Deidre Washington-Jones called the meeting to order at 1430 EDT

**Roll Call: Voting Members**

CDR Leslie Hausman

**Old Business**

September minutes approved

## New Business

### CDR Deidre Washington Jones

1. Meeting started off with new business. CDR Washington Jones announced the 2014 Chair Elect, new voting members, Chair of the Global Health Specialist Group, and thanked the membership committee for leading the effort in the elections
  - a. Chair Elect 2014: CDR Melanie Ross
  - b. New voting members announced and voting members approved list (below)
  - c. Chair of Global Health Specialist Group: LT Stephanie Briguglio

CDR Matthew Weinburke	LCDR Dina Passman
LCDR Donna Phillips	LCDR Elizabeth Garza
LCDR Letia Boseman	LCDR Monica Salter
LCDR Keisha Johnson	LT Christian Bullock
LT Sara Azimi-Bolourian	
  
2. Bylaws proposed changes were discussed, voted on, and all concurred. A copy of the bylaws will be distributed to the PHPAG once revisions are formalized. There was an in-depth discussion on the outgoing chairs rights to be a voting member [Concurred (8), Not Concur (3)]. Bylaws were accepted as amended with inclusion of changes.
  - a. Article IV d. Participation: Members are expected to attend the majority of PHPAG general membership meetings.
  - b. Article IV h. Other Considerations: PHPAG general membership meetings are open to all Health Services Officers
  - c. Article V Leadership: At least on but up to two Senior Advisors to serve as consultants to the PHPHAG at the Chair's discretion.
  - d. Article V Role of Senior Advisor: Senior Advisor must have at least 10 years of PHS service with PHS experience at an O5/CDR.

## Committee Reports

### Membership

LCDR Andrea Peay reported

1. Completed the voting membership process and chair –elect process. Special thanks to Ex-Officio LT Arlotta, CDR Essiet-Gibson, LCDR Antoine, LCDR Whittaker for helping with the voting membership process. We all agreed that we had very qualified applicants and we really want to strongly encourage everyone who did not make the selection this year to continue to volunteer and reapply next year.
2. The 2013 Membership survey has been made available. We urge everyone to respond so that we can gather information and use it to improve the PAG.
3. Projects and Goals discussed
  - a. Continue to work on the Membership SOP
  - b. Work to revise the voting membership selection process
  - c. Working on a list of accomplishments from the subcommittee for the Newsletter

## **Communications**

LCDR Nisha Oatman Antoine reported

1. Coin
  - a. Voting members agreed to place an initial order of 300 coins for a cost of \$1300 from D&R Military Specialties
  - b. A PHPAG account has been established with COF and will be funded once we have the funds for the coin
  - c. Once funds are sent to COF, D&R Military Specialties will send an invoice for the coins to COF and they will issue a check for the cost of the coins
2. Brochure
  - a. A final draft of the brochure was sent out for review by the Executive Committee and Voting Members
  - b. The brochure was revised to include comments and the final brochure will be ready for use by the PHPAG the week of Dec. 2<sup>nd</sup>.
3. Newsletter
  - a. Emails and announcements were sent out requesting articles for the end of the year newsletter
4. Collaboration with the HPHE Track
  - a. HPHE Track member, LT Pieters, attended the November Communications Subcommittee meeting to discuss additional PHPAG marketing materials that could be developed for use during OBC.
  - b. The Communications subcommittee will be working with the HPHE Track (Lead) to develop talking points that can be used during OBC for marketing purposes.

## **Mentoring**

CDR Joy Ann Matthias reported

1. The survey was launched on November 14, 2013 and will be available until December 13, 2013.
2. Peer-to-Peer Networking:
  - a. 38 officers have been matched (4 CDR, 18 LCDR, and 16 LT)
  - b. 20 officers awaiting to be matched (4 CDR, 10 LCDR, and 6 LT)
  - c. A total of 8 applications received since August 2013 (4 in September 2013 and 4 in October 2013)
3. The committee continues to recruit officers for the HS PAC Mentoring Program and the PHPAG Peer-to-Peer Networking.

## **Career Development**

LCDR Lajeana Howie reported

1. Job Opportunities and Job Satisfaction: The brownbag on details is still in the planning process. The leads are still looking for a final speaker who supervised an officer on detail and coordinating dates with an agency liaison.
2. A team has been assembled to work on a resource guide on how to obtain CEU's. The resource guide will be a 1-2page document that is categorized by discipline (if possible). The group had their first meeting couple of weeks ago to discuss the format and divvy up assignments for this activity.
3. The second annual Coaching on Demand activity took place from October 8-10, 2013. This activity was a collaborative effort with PHPAG and HSPAC. Twenty five junior officers were

coached and 25 senior officers served as coaches. This was another successful event! Kudos to LCDR's Donna Philips & Kimmie Hudson, PHPAG Career Development, Career Networking and Strategic Planning Lead's.

4. On October 9, 2013 we had a webinar on "Preparing for Promotion: How Officers in General Public Health Disciplines (non-clinical) Can Be Competitive in the Process". This was very successful and well attended webinar which reached over 130 officers! Kudos again to LCDR's Donna Philips & Kimmie Hudson the PHPAG Career Development, Career Networking and Strategic Planning Lead's.

### **Public Health Specialists Updates and product reports**

#### **Awards**

CDR Matthew Weinburke reported

1. The Awards Public Health Specialist sub-committee is sending out the 2014 PHPAG Excellence in Leadership Award announcements to HSO and PHPAG weekly announcements. They are also uploading the announcement to the PHPAG website.
2. The 2014 PHPAG Excellence in Leadership Award nomination form is being revised.
3. Awards is in the process of revising their SOP
4. Awards is in the process of researching/assessing a 2nd PHPAG award

#### **Epidemiology (EpiC)**

LCDR Dina Passman

1. Last met on October 31; now have 17 members.
2. Working on identifying next project steps re: creating a remotely-accessible database for ongoing data collection and reporting for PHPAG.
3. Working on finalizing EpiC letter of appreciation for brown bag presenters.
4. Held fall brownbag: A Decade of Aflatoxin Response and Research in Kenya (November 22)
5. Planning spring brown bag: National Park Service - One Health and Surveillance (date TBD).
6. Next meeting December 5.
7. Completed EpiC Brown Bag SOPv2 with helpful tips and tools for planning and running an EpiC Brown Bag

#### **Generalist**

LCDR Lorraine Williams

1. The Generalist Track hosted a brown bag discussion on deployment opportunities for generalists. Over 176 PHS Officers joined the discussion from various categories (e.g., nurse, environmental, etc.). Following the discussion, we received excellent, unsolicited feedback from the participants on the subject and the presenters.
2. Working on several multidisciplinary brown bag discussions for CY 2014.

#### **Global Health**

CDR Deidre Washington-Jones

New Chair for Global Health is LT Stephanie Briguglio. The infrastructure is now in place and members are on board and ready to begin.

## **Health Promotion/Health Education (HPHE)**

CDR Melanie Ross reported

1. The last committee meeting was held on Friday, September 20, 2013, there was no committee meeting held in October due to the government shutdown.
2. We thank CDR Maria Benke as a speaker on the topic, "Career Progression in the U.S. Public Health Service: A Health Educator's Perspective."
3. We are seeking volunteers for upcoming Officer Basic Course (OBC) Open House session on December 5. The Open House takes place at the Holiday Inn Gaithersburg (2 Montgomery Village Avenue, Rockville, Maryland). As many of you are aware, the Open House is a conference-style "mini-fair" where new officers visit informational tables on various PHS advisory groups/committees. Our volunteers would speak with the officers about the PHPAG and distribute related materials. If you are local to the VA/DC Metro Area or will be visiting, this is a prime opportunity to raise awareness of the tremendous accomplishments of a new PAG and recruit fresh talent to help maintain the momentum. The Open House is held every first Thursday of OBC. A complete list of dates can be found here: <http://dcp.psc.gov/CCMIS/COTA/obcdates.aspx>. Each one starts at 1800 and lasts until approximately 1930. We are seeking two to three officers per session. **If you are interested in staffing Open House, please contact LT Jennifer Pieters at [jennifer.pieters@cms.hhs.gov](mailto:jennifer.pieters@cms.hhs.gov).**
4. The next meeting is tomorrow, Friday, November 15 1:00 – 2:00 PM EST.

## **Policy**

CDR Idongesit Essiet-Gibson reported

1. Developing an SOP to capture the committee's processes and preparing an abstract for a roundtable session at the 2014 COF symposium.

## **Open Forum**

CDR Deidre Washington-Jones announced the upcoming Brown Bags:

- Strategies for Promotion: Date 11/12 @ 2:45pm
- Deployment Opportunities for 'Public Health Generalists': Date 11/15 @ 12pm
- Workplace Bullying: Date 11/18 @ 10am
- Developing Documents for Promotion with Impact (CV, OS, ROS): Date 11/19 @ 12pm
- Writing PHS Awards: Date 11/20 @ 1pm
- Leadership, Service, Integrity and Excellence in the USPHS: Getting Back to Basics....Expectations of an USPHS Officer: Date 12/4 @ 2pm
- Advancing Your Education: An Officer's Perspective: Date TBD

**Meeting Adjourned:** CDR Deidre Washington-Jones adjourned meeting at 1600 EDT

### General Membership Attendance

Rank	First Name	Last Name	Agency	Committee	Sub Committee
CDR	Matthew	Weinburke	NPS-DOI	Awards	
CDR	Vickie	Lopez	BOP	Mentoring	
CDR	Letia	Boseman	CDC	Policy	
LCDR	Johnni	Daniel	CDC	Communications	
LCDR	Cindy	Eugene	HRSA		
LCDR	Elizabeth	Garza	CDC	PH Specialist	Generalist, HPHE
LCDR	Kinzie	Lee	CDC		
LT	Avi	Stein	CDC		
LT	Henry	Allen	FDA		
LT	Desiree'	McNair	CDC		
LT	Ellen	Gee	DoD		
LT	Brittany	Rizek	HRSA	PH Specialist*	HPHE**
LT	Niketta	Womack	FDA	PH Specialist	EpiC***
LT	Felicia	Warren	CDC	Communications	
LT	Jennifer	Pieters	CMS	PH Specialist	HPHE
LT	Emily	Crarey	HHS FDA	Mentoring; PH Specialist	EpiC

\*Public Health Specialist (PH Specialist)

\*\*Health Promotion Health Education (HPHE)

\*\*\*Epidemiology Collaboration Subgroup (EpiC)