



Public Health - Professional Advisory Group  
 General Membership Call  
 Meeting Minutes  
 5 November, 2012



|                             |  |
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| <b>PAG:</b>                 | <b>Public Health Professional Advisory Group</b>       |
| <b>Meeting Purpose:</b>     | <b>Monthly Call with Voting Members and Volunteers</b> |
| <b>Meeting Date:</b>        | <b>5 November 2012</b>                                 |
| <b>Meeting Time:</b>        | <b>2:00-3:00 EDT</b>                                   |
| <b>Meeting Location:</b>    | <b>Teleconference</b>                                  |
| <b>Meeting Facilitator:</b> | <b>CDR Joseph Roth</b>                                 |
| <b>Attendees #s:</b>        | <b>See below</b>                                       |
| <b>Minutes Issued By:</b>   | <b>LT Brittany Bovenizer</b>                           |
| <b>Minutes Approved By:</b> | <b><i>CDR Joseph Roth and Voting Members</i></b>       |

**In Attendance:**

| <b>Rank</b> | <b>Last</b>      | <b>First</b> | <b>Role</b>    | <b>Attendance</b> |
|-------------|------------------|--------------|----------------|-------------------|
| LT          | Arlotta          | Dawn         | Voting Member  | Present           |
| CDR         | Benke            | Maria        | Voting Member  | Excused           |
| LT          | Bovenizer        | Brittany     | Secretary      | Present           |
| LCDR        | Cora             | Sherene      | Voting Member  | Excused           |
| LCDR        | Brown            | Christye     | Voting Member  | Excused           |
| LCDR        | Coleman          | Shwana       | Voting Member  | Excused           |
| CDR         | Durgin           | George       | Senior Advisor | Present           |
| CDR         | Hausman          | Leslie       | Voting Member  | Present           |
| LCDR        | Hoard            | Marna        | Voting Member  | Present           |
| LCDR        | Marshall         | Valerie      | Voting Member  | Excused           |
| CDR         | Matthias         | Joy Ann      | Voting Member  | Present           |
| CDR         | Morfit           | Van          | Voting Member  | Excused           |
| CDR         | Roth             | Joseph       | Chair          | Present           |
| LCDR        | Washington-Jones | Deidre       | Voting Member  | Excused           |
| CDR         | Weinburke        | Matthew      | Voting Member  | Excused           |
| LCDR        | Woolfolk         | Jyl          | Voting Member  | Present           |
| CAPT        | Wilkins          | Craig        | Senior Advisor | Excused           |
| LCDR        | Williams         | Lorraine     | Voting Member  | Present           |

**Call to Order:** CDR Joseph Roth called the meeting to order at 2:00pm.

**Role Call:** LT Brittany Bovenizer

Voting Member role call

For those participating on the lines that are not voting members, please use the link at the bottom of the agenda to secure your attendance.

**Action Items:**

Please update the roster and send to LT Bovenizer

Activities to be on end of year report should be sent to Executive Committee as soon as possible

**Old Business 2:46pm**

Approval of October and September 2012 Meeting Minutes

- Motion: Motioned to approve Minutes from both months as read
- Vote: Unanimous approval

**Committee Reports**

**Recruitment/Retention (Membership) Committee**

CDR Roth gave report for committee

- Completed the 2013-2014 process by scoring applications and took the highest scores.
- All letters to incoming Voting Members have been sent
- Encourage officers apply for Chair-Elect position and Secretary position.

**Communications Committee**

LCDR Nisha Antoine

- Requesting new volunteers
- Newsletter template will be sent out today for committee chairs to submit articles related to their accomplishments and updates
  - Submissions should go to LCDR Nisha Antoine by November 19, 2012
    - Mission and accomplishments from past two years
    - Goals for future
    - This newsletter may go out quarterly basis
  - Theme – What we have done? Where are we now? Where we are moving?
  - Close out a news article with a reflection article by LT Dawn Arlotta
- Coin comments should go to LCDR Sherene Cora or LCDR Nisha Antoine

**Mentoring**

CDR Joy Ann Matthias gave the report

- New pair to the group
- 10 outstanding officers with no peer mentors
- October 31, 2012 – Final version of HSO CV and Summary Sheet have gone out
- COERS due November 14
- HSO PAC is looking for mentors – please sign up

**Career Development**

CDR Joseph Roth gave the report

- Successful Work Life Balance Webinar on November 2, 2012
- Successful Policy brown call with RADM Delany
- Successful, "Coaching on Demand" Sessions the week of October 23. This activity was in collaboration with the HSPAC Career Development Committee.

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

**Epidemiology**

CDR Leslie Hausman gave the report

- Team has tripled in size since beginning of the year
- Brownbag on the 8<sup>th</sup> in collaboration with VETPAC
- January brownbag pending

**Policy**

CDR Idongesit Essiet-Gibson gave report

- Brown bag with RADM Delaney
- Policy resource documents have been approved. Working with Communications committee to get it on the PHPAG website and will send link to the listserv.
- Policy brownbag this Thursday at 1pm.

**Health Promotion/Health Education**

LCDR Jyl Woolfolk gave the report

- Upcoming Brown bags
  - *CHES 101* will be delivered in Winter 2013
  - *Preparing for CHES Exam* in Winter 2013
  - *Using Health Education Competencies to Accomplish Behavioral Health Objectives*
  - *Where to get Category 1 CHES credits*
- Gathering details for our accomplishments and reports
- Please contact CDR David Deitz at [ddeitz@hrsa.gov](mailto:ddeitz@hrsa.gov) if you are interested in participating
- CDR Leslie Hausman has a study guide for the CHES exam [lwh4@cdc.gov](mailto:lwh4@cdc.gov) for more information

**Generalist**

No updates

**Awards**

LCDR Paula Washington gave the report

- Final draft in hands of executive committee
- Last minute changes we made to SOP was that we added a recruitment coordinator position to committee
  - Responsible to recruit members for awards
- Goals and objectives are currently outdated and will be revising our goals and objectives

**New Business**

Welcome to our new 7 new voting members

Very pleased to have an extraordinary group to join our team and continue participation

Executive Team nominations will be held in late November

**Annual Reporting and Year End Activities**

CDR Roth and LT Arlotta

To show value to the CORPS and to our officers – highlight successes of Public Health PAG

Please email LT Arlotta at [hlu2@cdc.gov](mailto:hlu2@cdc.gov) if you are interested in participating in the project

**CDR Roth adjourned meeting at 2:47 PM**

**General Membership:**

|                                |
|--------------------------------|
| CDR Darrlyn Cornelius-Averhart |
| CDR David Lau                  |
| CDR Déborah A. Boling          |
| CDR Traci Mullins              |
| LCDR Camille Mitchell          |
| LCDR Crystal Russell           |
| LCDR Donna Phillips            |
| LCDR Elizabeth Garza           |
| LCDR Jabal Chase               |
| LCDR Jeremy Parmley            |
| LCDR Letia Boseman             |
| LCDR Melanie Ross              |
| LCDR Paula Washington          |
| LCDR Tchernavia Gregory        |
| LT Avi Stein                   |
| LT Christian Bullock           |
| LT Debra Wagner                |