



Public Health - Professional Advisory Group
 General Membership Call
 Meeting Minutes
 May 14, 2012



PAG:	Public Health Professional Advisory Group
Meeting Purpose:	Monthly Call with Voting Members and Volunteers
Meeting Date:	14 May 2012
Meeting Time:	2:00-3:00 EDT
Meeting Location:	Teleconference
Meeting Facilitator:	CDR Joseph Roth
Attendees #s:	See below
Minutes Issued By:	CDR Maria Benke
Minutes Approved By:	CDR Joseph Roth and Voting Members

Dial-In Number: 312-340-6650 (number change)
Conference Code: 4675464

In Attendance:

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

Call to Order: CDR Joseph Roth called the meeting to order.

Role Call: CDR Maria Benke

Chair's Report

CDR Roth

- Lots of great activities and accomplishments in first 5 months. Leaders within PAG are producing, and identifying new ways to branch out and grow. Great examples of what officers can do when engaged and activities in their committees. Examples include:
 - Great accomplishments from Communication – list of membership was robust.
 - Brown bags provide a good opportunity for officer to learn, and earn continuing education credits
 - Established the first PHPAG annual excellence in leadership award.
- Updating roster sheet (LT Bovenizer) – will aid with letters of appreciation at end of the year.
- Need updated goals & objectives from some Chairs for 2nd half of the year.
- Plug for volunteers for specific projects. If interested, contact CDR Roth, who has list of committee Chairs. All info listed on PAG website. Contact as necessary.

Old Business

Approval of April 2012 Meeting Minutes

- Motion: LT Arlotta motioned to approve Minutes from April, 2012 as read
- Vote: Unanimous approval

Committee Reports

Recruitment & Retention Committee

LCDR Brown gave the report of the committee

- Related to recruitment efforts – the committee provided contributions/revisions to the development of a PHPAG brochure, a tri-fold that will serve as a handout for the symposium, and contains the PHPAG mission, committees descriptions and overall functions.
- Able to respond to a request for assistance from the PAC. The committee provided a document presenting information from the HSO jobs assessment conducted earlier this year. The committee had information on ~100 officers on file, and could respond quickly to the RFA. The committee is looking for other useful ways to present and use this information.
- Related to retention – the committee is looking for comments to the retention survey. They will share results with respective subcommittees as necessary.
- Selection process for new voting members coming out. A couple of opening on committee. Finalizing SOPs.
- Still soliciting new members – the group meets on the 2nd Wednesdays of every month at 2pm ET

Communications Committee

LCDR Sherene Cora and LCDR Nisha Antoine gave the report of the committee.

- The committee is working to finalize guidelines for submitting announcements to list serves and websites. Guidelines will be included in each of the list serve announcements. There will be a link that will take officers to a form. They are to send attachments to a Gmail account (listed in guidelines and form) – will help with tracking and processing requests in a timely manner. Once have approval from EC, will begin implementing those.
- Need volunteers. The group is sending out an announcement through list serves that will continually run for the next month. Need 9 more people to meet goals. The group meets the first Monday of each month –11am ET
- Need help designing a coin, and developing a newsletter template that will be sent to Specialist groups. Already started to design coin, capturing diversity and public health. Consulting a graphic

designer.

Awards

LCDR Matthew Weinburke provided the report

- Received nomination packets, deadline was April 30. In final steps of nominating the award. Creating a plaque. Moving things quickly due to upcoming conference where it will be awarded. LT Sarah Azimi-Bolourian will be there to give the plaque. Need to coordinate award delivery offline.
- One request: company going through needs good Jpg or EPS vector image of the PHS seal.
- SOP being finalized, waiting until award process is over.

Mentoring

LT Valerie Marshall gave the report of the committee

- Invites participation into their peer-to-peer networking program, to help navigate complexities of Commissioned Corps life. This program connects officers of the same rank, where officers can exchange and share info. To join, fill out a form returned to LT Marshall or CDR Joy Ann Matthias. Have several advertising materials (invitation letter, brochure, business plan) to launch program. Invitation letter will be disseminated via the list serve this week.

Career Development

CDR Jay Roth provided an update on behalf of LCDR Deidre Washington-Jones

- Working on survey to assess what topics the PHPAG is interested in regarding quality of life
- Working on CHES/Certified in public health Brown Bag Call
- May 17 Brown Bag Call on Digital Disease Detection (Epidemiology Specialist Group)
- Working on establishing a new \meeting time/date

Public Health Specialists Updates and product reports:

Epidemiology

LCDR Leslie Hausman gave the report of the committee

- Brownbag Thursday May 17 noon – Harvard Health Map Team will present recent published research on digital disease detection, their surveillance. The potential of using data and info technology in surveillance and epidemiology
- Working in collaborating with VetPAC to have another brown bag in next 3-4 months
- Liaising with Scientist- Nursing- Physician - and Vet PACs to keep abreast of Epidemiology related activities.
- Requested status of funding for co-chairing Scientific Symposium round table

Health Promotion/Health Education

CDR Maria Benke reported

- CDR Scott Salvatore is coordinating and will be presenting a Brownbag for June 14 – *Nutrition for Weight Management and Performance*. An application to offer CHES & MCHES credits for this session has been submitted to NCA-SOPHE.
- Other brown bags being planned for the later summer/early fall timeframe include: *Effective communication with individuals in a disaster setting: Strategies for effectively educating about health maintenance activities in post-disaster/low-resource settings*

coordinated/delivered by LT Margaret Whittaker; *Career development and the practice of coaching* coordinated/delivered by CDR Maria Benke.

- LCDR Melanie Ross worked with the USPHS Symposium and Training Conference CE Committee to review abstracts to offer CHES & MCHES credits. She was the lone reviewer, and completed the task on a short turn around. As far as the HPHE Specialists understand, the conference will be offering CECHs for some conference sessions.
- Developed recruitment and branding materials that the group now seeks to disseminate widely, to include the webpage and through the HSO booth at the June conference.
- Seeking new volunteers. Meet on the third Friday each month, at 11am ET

Generalist

LCDR Lorraine Williams

- Thank participants from brownbags. Upcoming brownbag this summer
- Preparing for COA conference
- CDR Michelle Everett joined group
- Meet on 2nd Friday at 12 noon ET

Policy

LCDR Idongesit Essiet-Gibson

- 2 main activities: getting resource document finalized to upload to PHPAG website, and finalizing materials for COF symposium.
- Plan to do a brownbag later in the year focused on policy-related careers.
- New member joined last month – LCDR Luis Carrion
- Meet on 4th Tuesday of Month, 2pm ET. May 22 is next meeting.

Advisors

- No updates/comments

COA

LT Dawn Arlotta reported

- No decision yet regarding funding for symposium – working to categorize it either as a training or meeting. If categorized as a meeting, then airfare and hotel will be paid for. CAPT Wilkins will contact Jerry Farrell regarding whether a decision may be made.

New Business

- Question whether there have been mentor matches made since the beginning of the group. Answer: The peer-to-peer program has not yet launched.
- Request: photos of officers in action for use at the HSP booth, and any actives of officers' participation in prevention activities (bullets).
- LCDR Deidre Washington –Jones: reminder about CV reviews being offered by the HSPAC Career Development Committee. The HSPAC also will be offering career counseling at COA, an announcement is forthcoming.
- CDR Lau: AMSUS Award period open April 30 – June 30, 2012. Looking for USPHS nominations, will be announced via listerves.

CDR Roth adjourned meeting at 3:00pm.

General Membership:

CDR	Iris E	Valentin-Bon
CDR	Deborah	Boling
LCDR	Antoine	Smith
LCDR	Monique	Salter
LCDR	Kimmine	Pierce
LCDR	Elizabeth	Garza
LCDR	Crystal	Russell
LT	Nisha	Antoine
LT	Christian	Bullock
LT	Niketta	Womack
LT	Debra	Wagner
LT	Kimberley	Gordon
LT	Margaret	Whittaker
LT	Katrina	Mosley
LT	Cindy	Eugene
LCDR	Nisha	Antoine