



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Summer Meeting Minutes July 11, 2017

I. Call to Order – CDR Jill Shugart, Chair

The meeting was called to order at 1300 EDT.

II. Roll Call – LCDR Jessica Otto, Secretary/Treasurer

Roll call was performed, a quorum was confirmed.

Voting Members Present

Rank and Name	Rank and Name
CDR Matt Albright	CDR Jill Shugart
CDR Darren Buchanan	CDR Chris van Twuyver
CDR Katie Hubbard	CDR Elena Vaouli
CDR Monica Leonard	LCDR Daniel Adams
CDR Jamie Mutter	LCDR Travis Bowser
CDR Jessica Otto	LCDR Matthew Deptola
CDR Carrie Oyster	LCDR Carla Tuite
CDR Stephen Piontkowski	LT Danny Malashock
CDR Michael Quinn	LT Erin Kincaid
CDR Luis Rodriguez	

Voting Members Absent

None

Alternate Voting Members and Guests Present

CDR Don Ackerman

CDR Eva McLanahan

LCDR Drew Kupper

III. Chief Professional Officer (CPO) Update – CAPT Alan Parham

- There is a nominee to fill the post of Surgeon General, Jerome Adams.
- There is a Corps Leadership meeting next week in DC.
 - Plan to follow-up on when permanent promotions will be released.
 - Plan to follow up with DCCPR and RedDOG on outstanding response awards to include the FMRB.
 - Plan to follow up on fundraising activities and the opportunity to have PAC subsidized by private parties.
 - Plan to follow up on issues with AMS access, especially for non-HHS officers such as Coast Guard.
- A replacement HR system, eCORPS was announced. More information can be found on the CCMIS website.
- There will be a Commissioned Corps Town Hall meeting at 10am on Monday, July 17th. Check your email for call-in and webinar information.
- Promotion results are out and are posted on the CCMIS website. Congrats to those who promoted. Have not received the bottom decile not-promote list to refer officers to counseling. When the list is received we will work with counselors to complete the mandatory counseling.
- CDC has a new Director, Brenda Fitzgerald.
- CPO nominations are being accepted for several categories to include EHO. Nominations are due 15 July.

IV. Chair Report – CDR Jill Shugart

- Congratulations to CDRs Stephen Piontkowski and Jessica Otto on their recent promotions. CDR Piontkowski will pin on CAPT in January of 2018 and CDR Otto pinned on July 1 2017. There were also several PAC non-voting member volunteers who got picked up for promotion. It is encouraging to see them recognized for their efforts.
- EHOPAC award recipients were recognized at the American Academy of Sanitarians (AAS) awards reception at NEHA on July 10th in Grand Rapids. This was a well-attended event and we were glad to recognize those outstanding officers who were selected.
- The June RAIL has been updated and was distributed to the voting members. Please check it to ensure you're meeting deadlines and making progress on rolling items.
- A reminder that CDR Otto is trying to establish a budget and plan for next year, so if you or your subcommittee have any known recurring expenses (estimate) please send those to her ASAP. For example, the Awards and T&E Subcommittees will have recurring expenses each year. We haven't done this in the past but it's critical to plan so that we operate within our means.
- Four voting members are coming to the end of their first term at the end of the operational year. I will be in touch to discuss your plans moving forward.
- Reminder that there is a new mandatory tag line to include at the bottom of any correspondence that you send via the listserv. This tag line will help direct officers to our website, listserv, and the anonymous feedback site. Any messages sent for listserv approval that do not include the tag line will be returned.
- On our last PAC call an officer suggested we stand up a voluntary EHO directory so that officers can more easily network. LT Malashock has created a rough draft of the directory and will be distributing it for comment before it goes live.

V. Vice Chair Report – CDR Chris van Twuyver

- Provided a summary of work with CDR Mutter revising and updating the EHOPAC Self Nomination Form and VM Survey Monkey Voting Member scoring survey. Incorporating feedback and suggested changes received after last year's vote. Draft updates include adding questions into the self-nomination form which quantifies data entered into the Survey Monkey Voting Member scoring survey, changing the grading scale, and the addition of a tie breaker feature.

- The draft nomination form and revised Survey Monkey questions will be forwarded to the EC for review/comment, then presented at the next closed EHOPAC meeting in August.

VI. Secretary/Treasurer Report – CDR Jessica Otto

- There are 22 coins left in our inventory. If/when we get down to 10 I will send a proposal for the voting members to consider for re-ordering the coins.
- Echo CDR Shugart's reminder to send in any known recurring expenses ASAP so that we can plan for next operational year.
- Reminder that if you cannot make a meeting, please let me know so that we can ensure your alternate is available and can participate in any votes that might occur.
- Reminder that your vote on the June minutes is due by COB July 14th. If you are in pro tem status please ensure your alternate is voting on your behalf.
- Working on the Secretary/Treasurer SOP. There has not been a Secretary SOP and there was a bare-bones Treasurer SOP so this has been a very heavy lift on top of shoring up our general operations for the year. Hope to have something for review and discussion in August.
- Have initiated the process to onboard two Secretary/Treasurer volunteers who will provide coverage while I am out on maternity leave Oct-Jan. LCDRs Michelle Dittrich and Corey Butler were selected and have been meeting with me to discuss the SOP, develop job aids, and are beginning to work on meeting room set up, and live meeting hosting so that they will be fully prepared by the Oct deadline.

VII. Executive Committee Liaison Report – LT Danny Malashock

- Soliciting for input on the opportunities for cross-category collaboration proposal. You will receive an email following this meeting and I greatly appreciate your feedback so that we can improve collaboration.
- Requesting suggestions and feedback on the new EHOPAC resource "Commissioned Corps Overview & Resources for New Civil Service Supervisors". This document is meant as a primer/guide for those officers who are supervised by a civilian. Any feedback or resources that you may know of that we can link into the document would be much appreciated. A draft document will be emailed to you for your feedback and input.

VIII. Ex-Officio Report – CDR Carrie Oyster

- Coast Guard officers cannot access the AMS to view or maintain their eOPF. Requested that CAPT Parham follow up on this issue at the Corps Leadership Meeting next week, and that if any other officers are experiencing issues with access that they let her know.

IX. Subcommittee/Workgroup Reports

Career Development –CDR Stephen Piontkowski and LCDR Carla Tuite

- Thank you to the five people provided comments to the CEU Summary template. A revised template will be available on APAN later this month for voting members to finalize during the Aug call.
- Revisions were made to the CV template and posted on APAN (PAC Working Documents folder) for input. An email with details will be forthcoming.
 - Overall changes: formatting (spacing; font size; publications & presentation); align some content w CV Cover Sheet

- Significant Changes: Professional Experience moved to the front after Leadership Positions Held, to be consistent with the category's message that the accomplishments/impact in your job is most important.

Marketing and Recruitment- CDR Elena Vaouli and CDR Matt Albright

- 93 EHO applicants screened by call center
- 64 eligible prescreens
 - 6 granted automatic access to LMS
 - 44 submitted documents for review
 - 14 did not submit documents
- 29 ineligible prescreens
- 29 available applicants for hire
- Met with EHAC/AEHEP on July 8 and July 10. Went very well with good conversation and feedback
- Collaborating with M&O for OBC open house.

Mentoring and Orientation – CDR Monica Leonard and CDR Mike Quinn

M & O is revamping the Mentoring program for our category. In February we re-established our Subcommittee with 5 new members and two returning members. We meet the 1st Mondays of the month. To work through the priorities of our Subcommittee we thought it would be best to split into two workgroups. Mike leads the Marketing and Promotion Workgroup and Monica oversees the Policies, Processes, and Procedures Workgroup.

To date the M & O Subcommittee has completed our SOPs for our Subcommittee, the Officer Basic Course, and Mentoring/Pairing. We've completed our Annual Work Plan; CDR Quinn represented our EHOPAC as our representative on the Mentoring Panel for the 2017 USPHS Scientific Training Symposium. We also worked with Career and Development to conduct the Mentoring Session during the Symposium.

We will continue using the HSO database for our EHO mentoring submissions and pairings. We have 3 current matches; 15 people interested in being mentors or mentees

EHO Mentoring Program

- Feedback sessions with mentors and protégés at mid-point and conclusion of match year
- Development of a program logic model (Inputs → Activities → Outcomes)
- Develop an outcomes survey instrument
- Annual after-action reviews and updates to processes/procedures
- Evaluate need for mid-career and peer-to-peer mentoring program

Policies and Standards – CDR Katie Hubbard and LCDR Drew Kupper

- Policies and Standards (P&S) has compiled EHO applicant documents from the open application window and have just emailed reviewing officers applicant packets for review and scoring. Reviewing officers have until COB 24 July to review, score and send back to P&S. P&S will then rank the applicants by score and send onto EC and DCCPR for further processing.
- In total, 44 applicants were received from the open application window that need to be scored. Of the 44 applicants, 27 qualified with a CEPH degree, 12 with a EHAC degree, and 5 with a combination of an ABET degree and/or Certification in IH.

Training and Events – CDR Eva McLanahan and LCDR Travis Bowser

- Training calendar and updates have begun and will be put on the website when it's ready. We will be soliciting for ideas to include on the calendar soon.
- If anyone has any suggestions for tools and resources with regards to training, credentialing, CEUs and leadership to please email LCDR Travis Bowser or Scott Daly.

X. Open Discussion

Communications –CDR Luis Rodriguez and LT Erin Kincaid

- CDR Rodriguez reminded about the EHOPAC Newsletter deadlines for subcommittee (SC) submissions. The Newsletter is a product from the EHOPAC for all EHOs that can only be as good as the timely SC submissions for updates and articles. COMMS will continue sending reminders but will not extend deadlines.
- It is an expectation from the EC that all SCs submit an update for inclusion in the Newsletter. There is always something going on, progress or follow up done in something, etc. If nothing to report, the newsletter will only state that there was nothing significant to report by the SC that did not submit anything for the Newsletter.
- CDR Rodriguez also reminded that the work of the COMMS Publications and Social Media teams are great opportunities to showcase what each SC is doing for the PAC and EHOs. CDR Rodriguez was also grateful for all SC contributions so far, all COMMS, and the EC.

Information Technology – CDR Darren Buchanan

- IT Chartered Advisory Committee (ICAC) meeting for the month of July has been cancelled.
- CDR Jarman (developer of the Jarminator content management system used by CCMIS) is onsite at CCHQ this week hoping to fix the publishing issues that have impacted all PHS Advisory Committee websites. CDR Buchanan will send a status update to EHOPAC voting members at the end of this week.

XI. Adjournment – CDR Jill Shugart, Chair

The meeting was adjourned at 1437 EDT.