



U.S. Public Health Service Environmental Health Officer Professional Advisory Committee (EHOPAC) Summer Meeting Minutes August 8, 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 Darren Buchanan	CDR Jill Shugart
CDR Katie Hubbard	CDR Chris van Twuyver
CDR Monica Leonard	CDR Elena Vaouli
CDR Jamie Mutter	LCDR Daniel Adams
CDR Jessica Otto	LCDR Travis Bowser
CDR Carrie Oyster	LCDR Carla Tuite
CDR Michael Quinn	LT Danny Malashock
CDR Luis Rodriguez	LT Erin Kincaid

Voting Members Absent

CDR Matt Albright
CDR Stephen Piontkowski
LCDR Matthew Deptola

Alternate Voting Members and Guests Present

CDR Elisa DuBreuil
CDR Eva McLanahan
CDR Danielle Mills
CDR Kelli Mohler
LCDR Michelle Dittrich
LCDR Drew Kupper
LT Steven Merritt

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

- The Surgeon General, Dr. Jerome Adams was confirmed. There is no word yet on his start date.
- There is a Corps Leadership call tomorrow.
 - Medical standards updates are in the process of being finalized.
 - There are some standard operating procedures being developed for Commissioned Corps Headquarters.
- Still following up on issues with officers who meet the requirements for the Field Medical Readiness Badge (FMRB) who are not being awarded.
- No word on when permanent promotions will be announced, but it should be soon.

IV. Chair Report – CDR Jill Shugart

- The Rolling Action Item List (RAIL) has been updated for July and was emailed to the voting members.
- The voting member appointment letter package is awaiting some final signatures and submission to the Office of the Surgeon General (OSG)
- Please remember to use the new EHOPAC tag line on all of the correspondence you send to the listserv.
- Reminder that if you or your committee have known recurring expenses to send those to CDR Otto for inclusion in the budget projections for next operational year.
- There will be four openings available on the PAC for calendar year 2018: 3 seats for FDA and 1 for IHS. An announcement soliciting for nominations will come out over the listserv soon.
- There was a request for us to put forth an EHO representative to help with an obesity workgroup as part of the Reimagine HHS initiative. We are proud to announce that CAPT Linda West was selected for her experience working with obesity prevention and policy development.

V. Vice Chair Report – CDR Chris van Twuyver

- Provided an overview of the changes incorporated into 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 concept of redacting the names of the self-nominated officers was discussed and it was decided that this topic will be decided through a formal vote.
- Additional revisions to the Survey Monkey survey were requested/discussed and will be incorporated in the final version of the document/survey.

VI. Secretary/Treasurer Report – CDR Jessica Otto

- Discussed the finances for the year and relayed that we will not break even (costs exceed profits) for the calendar year.
 - If we sell the remaining coins we will come within a few dollars of breaking even

- Suggested looking into selling coins at Officer Basic Course (OBC) Open House. CDR Quinn to report back with feasibility/viability of that option after attending this upcoming weekend.
- Soliciting for VM feedback on continuing the tradition of giving a free coin to new officers at OBC. You can email your feedback directly.
- Soliciting for VM feedback on switching to a sliding scale for coin shipping based on real costs and number of coins sold/shipped. This would help close the gap on the money we are losing.
- Welcome any ideas on other venues to sell coins and will try to figure out if there is a way to make any additional profits next year, to include accepting donations.

VII. Executive Committee Liaison Report – LT Danny Malashock

- Thank you for all the input provided on the opportunities for cross-category collaboration document and the orientation for non-commissioned supervisors PowerPoint.
- Requesting feedback on the mock EHO Directory, which will be a crowdsourced/voluntary platform to share information to build a better network. This was a request that came up on the last seasonal EHOPAC meeting from officers in the field.
 - Officers can enroll by submitting their information via a survey form.
 - Survey will request name, rank, OpDIV, etc. and whether or not they may be contacted by other officers.
 - Updated at officer's desired frequency. Officer can also opt-out at any time.
- Feedback included concerns about infrequent maintenance and maybe the use of reminders to update or at a minimum a disclaimer on the page about accuracy of the information. Other feedback was that this could be very useful since Blue Book is down and it's hard to find officers, especially if their email is a non-HHS email.

VIII. Ex-Officio Report – CDR Carrie Oyster

- No updates this month other than the bylaws presentation given by Policy and Standards.

IX. Subcommittee/Workgroup Reports

Career Development –CDR Stephen Piontkowski and LCDR Carla Tuite

- Thank you to everyone who made changes and suggestions to the CEU education summary sheet.
- Revisions were made to the CV template based on the voting member revisions.
 - 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.
- The 2018 Benchmark changes are with the EC and CPO for review and should be sent to headquarters soon for posting.
- We have updated Officer Statement (OS) and Reviewing Official Statement (ROS) examples for posting to the PAC page as a resource for officers. It is available for voting member review on APAN in the PAC Working Documents folder. Feedback is appreciated by 25 AUG.
 - The last time they were updated in 2014 and very prescriptive. We updated them and made them more of an overview of what is important to include.
 - Feedback included perhaps having an actual writing example or two, and including in the tips section the significance of showing impact for each item listed, not just listing the activity, and rewording the tips at

the top so that officers know the OS format is prescriptive but the examples below are not in a specific format.

- CAPT Parham will work on getting feedback from previous promotion boards to ensure the guidance will also result in a format that will be useful for them in the promotion packet review process.

Policy and Standards – CDR Katie Hubbard and LCDR Drew Kupper

- 134 calls to the call center, 92 were EHO applicants.
- 62 eligible prescreens, 30 ineligible.
 - 44 candidates submitted CVs for review, and all but one met appointment standards.
- Of the 43 qualified applicants:
 - 27 qualified with a CEPH degree.
 - 11 qualified with an EHAC degree.
 - 5 qualified with an ABET degree and/or Industrial Hygiene certification.
- The Policy and Standards Subcommittee members did the initial screening to evaluate if applicants met EHO appointment standards
- A panel of 10 senior EHOs convened to review and score the applicants. Each applicant is scored by at least three EHOs and their scores are averaged.
- A finalized rank-order list was sent to headquarters on 2 AUG.
- There are some lessons learned from the process:
 - CEPH degrees—the transcript must specify a concentration in environmental health, occupational health, or industrial hygiene to qualify.
 - The program must be accredited at the time the applicant earned the degree.
 - Verification of time in service for other branches must occur and be 8 years or less or will require a waiver.
- There is a bylaws update project underway. CDR Oyster has taken the lead and is working with Policy and Standards to get them updated.
 - We have new business practices and several items were not covered or accurately reflected in the bylaws. Some highlights are below:
 - Secretary/Treasurer combined into one position
 - Clarify the role of Alternates
 - Clarify process for when a VM changes agencies mid-tour, role of the Alternate
 - Define Ex-Officio Chair’s more active role in PAC leadership
 - Official explanation and process for selecting seats on the PAC based on Agency percentages
 - Added new 19th “Open Agency” position
 - Added readiness requirement for receiving any type of EHOPAC award
 - Added that EHOPAC VMs can be nominated and receive EHOPAC awards
 - Develop a list of what needs VM approval/vote for action to finalize
 - The bylaws will continue to be updated and will be available for review by the voting members on APAN soon.

X. Adjournment – CDR Jill Shugart, Chair

The meeting was adjourned at 1500 EDT.