



# U.S. Public Health Service Environmental Health Officer

## Professional Advisory Committee (EHOPAC) Meeting #201 Minutes, September 12, 2017

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### I. Call to Order – CDR Jill Shugart, Chair

The meeting was called to order at 1300 EDT.

### II. Roll Call – CDR 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 Mike Quinn
CDR Darren Buchanan	LCDR Daniel Adams
CDR Monica Leonard	LCDR Travis Bowser
CDR Jessica Otto	LCDR Carla Tuite
CDR Carrie Oyster	LT Erin Kincaid
CDR Jill Shugart	LT Danny Malashock

#### Voting Members Absent

CDR Katie Hubbard (excused), CDR Stephen Piontkowski (excused), CDR Chris van Twuyver, CDR Luis Rodriguez (excused), CDR Elena Vaouli (excused), CDR Jamie Mutter (excused), LCDR Matthew Deptola (excused)

#### Alternates Present

CDR Kelli Mohler, LCDR Kimberly Smith

#### Liaisons Present

CDR Monica Leonard, Commissioned Corps Women's Issues Advisory Board (CCWIAB)

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

- The U.S. Surgeon General, Dr. Jerome Adams, was sworn in on Tuesday September 5, 2017.
- CAPT Parham will attend a Chief Professional Officer (CPO) meeting in Rockville, MN the week of September 18, 2017.
- Harvey/Irma update: early response efforts tend to rely on PHS RDF teams. The CDC EOC is operational. Agency efforts include coordinating EHOs and civilian counterparts for TDYs. A private well mission in Houston is being discussed, likely to be staffed with an Applied Public Health Team.

- All EHOs should maintain basic readiness requirements and be prepared to serve. The October readiness projections indicate many EHOs will be non-compliant unless action is taken before the deadline. Work to meet readiness standards before the October 1 check.
- EHO appointment boards will meet soon to review the most recent cohort of applicants.

#### **IV. Question & Answers – CAPT Alan Parham & CDR Jill Shugart**

- Q. When should officers begin receiving annual influenza vaccine to avoid basic readiness compliance issues? In the past when officers were vaccinated too early in the season they were not deemed basic ready.
- A. In accordance with policy, active duty Commissioned Corps officers are required to receive their seasonal influenza immunization in the last quarter of the calendar year - September 1st and December 31st. Officers must submit proof of immunization (immunization record) to the electronic Official Personnel Folder (eOPF) through the electronic Document Upload (eDOC – U), to be in compliance with this annual readiness component.

#### **V. Chair Report – CDR Jill Shugart**

- Our thoughts are with those affected or responding to Hurricanes Harvey and Irma.
- 2017 temporary and permanent grade promotion lists have [posted](#). Congratulations to all EHOs that successfully promoted to the next grade!
- The 2018 JRCOSTEP application window is open September 1- October 13, 2017. DCCPR opened the window earlier this year to allow more time to cut orders. Help us recruit students for this exciting internship opportunity!

#### **VI. Vice Chair Report – CDR Chris van Twuyver**

- The EHOPAC is recruiting for new Voting Members (VMs). The application period closes on Friday September 15, 2017. Four seats are open with two agencies, FDA (3 seats) and IHS (1 seat). VMs serve a three-year term starting in January 2018. Three documents are required through a self-nomination process.
  - Self-nomination form
  - Curriculum vitae
  - One page statement of interest
- All officers employed at the FDA or IHS are able to apply. This is a great way to serve the environmental health category. Send questions to CDR Chris van Twuyver ([Chris.vanTwuyver@fda.hhs.gov](mailto:Chris.vanTwuyver@fda.hhs.gov)) or CDR Jill Shugart ([ahe8@cdc.gov](mailto:ahe8@cdc.gov)). If officers are interested applying and are unable to make the deadline due to hurricane response contact CDRs van Twuyver and Shugart asap.

#### **VII. Ex-Officio Report – CDR Carrie Oyster**

- No report.

#### **VIII. Secretary/Treasurer Report – CDR Jessica Otto**

- The approximate balance of the EHOPAC account is \$2800

- We have sold 3 coins since the last meeting and currently have 18 coins available for purchase. We are trying to sell out before the end of the year. Coins are being sold at OBC. If you are interested in purchasing a coin please visit the coin page on the PAC website at: [https://dcp.psc.gov/osg/eho/ehocoin\\_pre2016.aspx](https://dcp.psc.gov/osg/eho/ehocoin_pre2016.aspx).
- A voice vote was conducted to approve the August meeting minutes. July and August minutes will be sent via the EHOPAC listserv.
- We are also gladly accepting donations to offset PAC operating costs. Email us at [usphsehopac@gmail.com](mailto:usphsehopac@gmail.com) for details.

## IX. Executive Committee Liaison Report – LT Danny Malashock

- Two questions were submitted anonymously to the EHOPAC Anonymous Question Submission page <https://docs.google.com/forms/d/1zpMFEPm3EliKVVUgXs9KRp4ab4jTQVHzeVOv9DMhqs/edit> since the June meeting.

Q. Should officers add credential/membership cards beyond REHS to the eOPF?

A. Credentialing documentation is currently accepted through the licensing fax line (240-453-6127, ATTN: Licensure Technician). DCCPR is working to update the eDoc-U system to replace the fax line. Review the supplemental documentation

[https://dcp.psc.gov/OSG/eho/documents/EHOPAC\\_CD\\_2017\\_SubcommBenchmark2\\_Supplemental\\_Guidance-FINAL\\_Sept2016.pdf](https://dcp.psc.gov/OSG/eho/documents/EHOPAC_CD_2017_SubcommBenchmark2_Supplemental_Guidance-FINAL_Sept2016.pdf) for guidance on what to upload. Promotion boards do look for a current certificate. When updates are made be sure that they are reflected on your PIR. Submitting more than one credential can knock the primary credential out. If edits are needed contact the PIR Coordinator at [phsscassignments@hhs.gov](mailto:phsscassignments@hhs.gov) with “Request for PIR Correction” in the subject line.

Q. Since the bluebook is no longer accessible on the CCMIS website due to security issues, can the EHOPAC explore options for developing an alternate directory?

A. The EHOPAC has developed a directory for use as a voluntary networking platform. Officers enroll using a survey form that automatically populates the directory. The survey will request identification (name, rank, OPDIV), and whether officers are comfortable being contacted by others. It will be possible to unsubscribe or make updates at any time. Annual updates will be requested via the email address officers provide when responding to the survey. Kick-off will begin shortly, and evaluation will occur after the release to inform future changes.

## X. Subcommittee/Workgroup Reports

### Career Development – LCDR Carla Tuite and CDR Stephen Piontkowski

- Virtual mentoring is occurring for officers that did not make the promotion cutoff.
- A webinar on career promotion tips is planned for November 2017. Stay tuned for additional information.
- 2014 OS and ROS examples are being updated based on promotion board feedback and will be distributed through the listserv.
- The CE summary sheet, CV, and CV coversheet are updated and will release in January 2018 through the listserv. Since web updates are not possible at this time 2017 versions are still posted. Minor edits were made to each document based on comments received.
- 2018 benchmarks were sent to DCCPR with minor changes. Updates ensured consistent references.

## Marketing and Recruitment – CDR Matt Albright and CDR Elena Vaouli

- The JRCOSTEP application period is September 1- October 13, 2017. Applicants have until October 13 to contact the call center. Those clearing the call center must submit materials to DCCPR by November 10. The application window moved up this year to allow more time for DCCPR to cut orders.
- The M&R subcommittee is gathering narratives from prior JRCOSTEPS to post to the EHOPAC website when updates are possible.
- A fall recruitment webinar will be held September 18, 2017 from 1200-1330 EST. It is geared toward students graduating from accredited programs (AHEC, ABET, CEPH). Participation is limited to 100 lines. CAPT Lee and Cyndia Harroway of DCCPR will attend answer questions.
- The adopt a school program needs three additional volunteers to obtain 100% representation.
- Boarded Applicant Status (as of 8/4/17)
  - 28 boarded (0 newly boarded in July)
  - 3 with REHS/RS
  - 2 with CIH
  - 1 EMT
  - 2 with under one month remaining
  - 16 with under six months remaining
  - 14 hired (1 since June, 6 since May)
  - 4 not hired
- A communications plan is being developed for the next boarded cohort.

## Mentoring and Orientation – CDR Monica Leonard and CDR Michael Quinn

- There is an effort to revamp the EHOPAC mentoring program.
- Many of the 2017 goals for the year are embracing the operationalization of the “Building a Successful EHO” theme.
- Goals for 2017 include:
  - Revise and Develop Subcommittee Policies and Materials
  - Develop and Implement a Marketing Strategy for EHOPAC M&O Activities and Programs
  - Evaluate best practices for mentoring from within the PHS Commissioned Corps and outside organizations
  - Establish performance metrics and measure the impact of the mentoring program
  - Identifying the needs around a Mid-Career Mentoring Program
- 17 EHOs Completed OBC (FY2017)
  - Upcoming OBCs: September, November, and December
- Relaunch of mentoring program:
  - Application window closed August 18, 2017. Initial matches were completed by September 8, 2017.
    - HSO database was used to collect applications
    - 55 applications received; 27 matches
    - Matches are for one year: October 1, 2017- September 30, 2018. Relationships can continue informally thereafter.
    - All matched officers were notified. Kick-off webinar is scheduled for September 20, 2017 to review protégé and mentor expectations.
    - A process improvement evaluation will occur at the mid-point and conclusion of the year. The Mentoring and Orientation Chairs will provide an annual update to the EHOPAC.
    - Still in need of senior officers to serve as mentors. If interested, contact CDRs Quinn ([michael\\_m\\_quinn@nps.gov](mailto:michael_m_quinn@nps.gov)) and Leonard ([zgf7@cdc.gov](mailto:zgf7@cdc.gov)).

- A mentoring session as held at the 2017 COF Symposium. EHOPAC representatives served on a panel and participated in the room.
- EHOPAC voting members attend OBC Open Houses and need assistance from other EHOs in the DC area. A future solicitation for volunteers will be sent via the listserv to request coverage at OBC Open Houses from non-voting members.
- Lastly, the Mentoring and Orientation Subcommittee is evaluating the need for a mid-career and peer-to-peer mentoring program.

## **Policy and Standards- CDR Katie Hubbard and LCDR Drew Kupper**

- EHO Candidate Review Process Updates
  - 134 calls to the DCCPR Call Center
  - 92 screenings
    - 62 eligible
    - 30 ineligible
  - 44 candidates submitted a CV and personal statement for review
    - All but one met appointment standards
  - Of the 43 qualified applicants
    - 27 qualified with a CEPH degree (62%)
    - 11 qualified with an EHAC degree (26%)
    - 5 qualified with an ABET degree and/or an IT certification (12%)
  - Ten senior officers scored 44 applications based on how they thought applicants would perform in the category. Applications were prioritized by score and sent to DCCPR on August 2, 2017.
  - The boarding process for the 43 eligible applicants will begin shortly.
- The Policy and Standards Subcommittee is reviewing EHO appointment standards against ever changing degree accreditation criteria. Lessons learned were shared with the Marketing and Recruitment Subcommittee for targeting schools that meet EHO appointment standards. Lessons learned include:
  - CEPH degrees- transcripts must specify a concentration in EH, Occ Health, or IH. Some schools do not make this designation clear and additional verification is needed.
  - Reviewers need to verify that a program was accredited at the time the applicant earned the degree.
  - Applicants must have less than 8 years of active duty experience or require a waiver.

## **Training and Events – CDR Eva McLanahan and LCDR Travis Bowser**

- A webinar covering the role of environmental health in readiness and deployment is being planned for October 2, 2017 from 3-4pm EST. CDR Horsch, an EHO at RedDOG, will lead the webinar. Stay tuned for additional info.
- An EHO networking event is being planned for October 14, 2017 in Atlanta. Time TBD. Stay tuned for more info.

## **Other Subcommittee News**

- Information Technology- CDR Darren Buchanan
  - Continue public communication through Facebook and internal communication through the EHOPAC listserv until EHOPAC website updates are possible.
  - CAPT Parham will speak to someone at DCCPR during the CPO meeting the week of September 18, 2017 to express the need for web updates and request a timeline for execution.

## **XI. Open Discussion**

### **Liaison Reports**

#### **Commissioned Officers Women's Issues Advisory Board (CCWIAB) – CDR Monica Leonard**

- Thank you EHOs who participated in the October 23, 2017 executive leadership webinar hosted by CCWIAB.

## **XII. Adjournment – CDR Jill Shugart, Chair**

The meeting was adjourned at 1501 EDT.