



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #203 Minutes, November 14, 2017

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 Katie Hubbard	CDR Jill Shugart
CDR Monica Leonard	CDR Elena Vaouli
CDR Jamie Mutter	LCDR Daniel Adams
CDR Jessica Otto	LCDR Travis Bowser
CDR Carrie Oyster	LCDR Matthew Deptola
CDR Stephen Piontkowski	LCDR Carla Tuite
CDR Mike Quinn	LT CDR Erin Kincaid
CDR Luis Rodriguez	

Voting Members Absent

CDR Matt Albright (excused), LT Danny Malashock (excused), CDR Chris Van Twuyver (excused), CDR Buchanan (excused)

Alternates Present

LCDR Kimberly Smith, LT Steve Galvez, CDR Charles Woodlee

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

- CAPT Parham's term as the EHOPAC CPO has ended. RADM Kelly Taylor is the new CPO starting October 2017. CAPT Parham will cover the November EHOPAC meeting and will continue to assist with the transition. CAPT Parham has served four years as the CPO.
- There is a CPO meeting November 15, 2017. CAPT Parham will attend.
- eDOC-U for uploading credentials/certifications is now available. Currently licensure or certifications/credentials can be uploaded in two places. REHS, CSP, CIH should be put into the primary credential folder and other credentials will go into the secondary credential folder. CAPT Parham will work with RADM Taylor and CDR Shugart to assist with messaging during this transition.

- Credentials/certifications should be uploaded into eDOC-U before the expiration date. This is not possible with some of the credentials as it can take a few months for the credential/certificate to be sent. This is a concern if the promotion cycle falls during this time. CAPT Parham will continue to look into this.
- CAPT Parham distributed the new policy on readiness on October 20, 2017. Readiness history will be part of the promotion review cycle. Readiness checks should be moving to eCORPS, and it will be checked monthly and quarterly.

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

- CDR Shugart thanked CAPT Parham for his service and leadership. This was echoed by other VMs, especially because CAPT Parham was such an advocate for EHOs.

V. Chair Report – CDR Jill Shugart

- October RAIL was updated and sent on November 05, 2017. Any questions should be directed to CDR Shugart.
- Subcommittees should be putting together thank you letters for all officers serving on subcommittees. As a reminder, there is a thank you letter template on APAN. Subcommittee chairs should sign these letters and distribute them ASAP so officers can upload them into their folder before promotion. As a reminder, thank you notes are for officers who actively participate and are engaged on committees, and not all subcommittee members may get a thank you letter. Contact CDR Shugart with questions or concerns.
- CDR Shugart will be sending thank you letters to VMs within the next month.
- Special Assignment Awards have been approved by the OSG. The awards should be showing up in eOPFs before the promotion cycle. Contact CDR Shugart with questions or concerns.
- CAPT Parham will follow up on the appointment letter status.
- Remind subcommittees and workgroups that any messaging posted on the listserv must include the EHOPAC signature line. The listserv policy on the website includes information about the signature line.
- Readiness is very complicated, and it is important to keep track of readiness and ensure everything is up-to-date. More information will be sent out to ensure Officers are basic ready.
- RADM Taylor will attend the December EHOPAC meeting.
- CDR Shugart will be reaching out to VM and Subcommittee leads to set agenda for the December meeting.
- Vice Chair and EC Liaison voting will occur at the end of the November meeting.

VI. Vice Chair Report – CDR Jill Shugart

- Only 15 of 19 VMs casted votes for the 2018 VMs. As a reminder, voting is a requirement for all VMs.
- For the 2018 vote, anonymous voting was conducted via the survey monkey tool. Feedback about the process is welcome. A comment box will be added to the survey monkey tool in future years.
- There were 10 applicants for 4 open VM seats (1 for IHS and 3 for FDA). Results (points) will be distributed to VMs.
- Comments on refining the survey:
 - Having a comment box would be helpful.
 - CDR Quinn noted that having the ability to provide additional comments on the candidates would be helpful as the current system easily allows for maxing out points and it can be challenging to discern the candidates based on the current system.
 - CDR Mutter mentioned that rather than scoring applicants by using five point intervals (0-5, 5-10), it may be better to use a single number rank system to score applicants.

- VM Results: LCDR David Bales will serve in the IHS seat; CDR Elizabeth Valenti, LCDR Andrew Kupper and CDR Jessica Hensley will fill the FDA seats.

VII. Secretary/Treasurer Report – CDR Jill Shugart

- CDR Otto is on maternity leave. CDR Otto has requested to renew and has been approved to serve as Secretary/Treasurer for 2018.
- LCDR Dittrich and LCDR Butler have assumed the secretary functions through the end of the year during CDR Otto's absence.
- LT Malashock has assumed the treasurer functions through the end of the year during CDR Otto's absence.
- EHO coins are sold out. A new order will be placed in the next operational year.

VIII. Executive Committee Liaison Report – CDR Jill Shugart

- Both the EHO Directory and the civil service PowerPoint are completed. Information about these resources has been distributed in the newsletter (October 31, 2017) and will be sent out on the listserv.
- SOP for the EC Liaison is still in development and is almost finished. A draft version is on APAN and it should be finalized by the end of the year.

IX. Subcommittee Briefings

Policy and Standards- CDR Katie Hubbard and LCDR Drew Kupper

- The PS Subcommittee has revised the bylaws. Thank you to all the VMs who commented and provided suggestions. Summary of revisions to the bylaws:
 - Provided additional clarification on what constitutes an unexcused vs. an excused absence. Made allowances for exceptional circumstances (such as deployment), particularly when both the VM and their alternate are unavailable.
 - Added wording on repeated excused absences due to extended leave of absence, such as maternity leave.
 - Clarified process for when a VM changes agencies mid-tour and the role of the role of the Alternate.
 - Defined Ex-Officio Chair's more active role in PAC leadership. Maintained that the Ex-Officio Chair will retain Voting Member privileges if they have time left in their term.
 - Maintained that the Chair must serve an additional year in the Ex-Officio Chair role to be eligible for an individual award.
 - Maintained that liaisons to the PAC cannot concurrently serve as Voting Members.
 - Provided additional clarification that all Voting Members that complete at least one term of service will receive a Special Assignment Service Award.
 - Combined the Secretary/Treasurer into one position.
 - Provided additional clarification of the process for the Secretary/Treasurer and EC Liaison positions to renew for a second year.
 - Provided explanation and process for selecting seats on the PAC based on Agency percentages.
 - Added new 19th "Open Agency" positions.
 - Added readiness requirements for receiving any type of EHOPAC award.
- Voting on bylaws will occur this next week. LCDR Dittrich will send out an email asking for a vote. VMs will have five business days to vote on the bylaws.

Awards – CDR Jamie Mutter

- Solicitation for the Responder of the Year Award has gone out. It is due November 17, 2017.
- General awards updates and changes since 2017
 - Eligibility:
 - Added: the nominee must be in the EHO Category for the entire period of the award nomination.
 - Added: nominees must meet basic readiness and have no current adverse actions on file.
 - Nomination Process:
 - Revision: the language was revised to reflect the form is a fillable pdf and not a combination of word and pdf.
 - Added: if the nominee is currently an active duty Commissioned Corps officer, the nomination should only cover the time period the officer served in the Commissioned Corps.
- Eason updates/changes since 2017:
 - Selection Criteria Added: discuss the benefit or impact of the nominee's contributions toward the advancement of environmental health.
 - Added: discuss the degree of innovation of the nominee's contributions
- Crow updates/changes since 2017:
 - Selection Criteria Added: the extent of the nominee's mentorship throughout the USPHS
- Survey Monkey Changes
 - Questions will mirror the selection criteria in the Nomination package
 - Scoring has changed from preset scores such as 5, 10, 15, 20 points to where raters can score candidates using a range of values based between 0 and 25

Marketing and Recruitment – CDR Matt Albright and CDR Elena Vaouli

- Boarded Applicant Status (as of November 14, 2017)
 - 24 boarded (0 newly boarded in July)
 - 7 with one month remaining
 - 22 with under six months remaining
 - 14 hired (1 since June, 6 since May)
 - 4 not hired
 - M&R is looking into the reasons why boarded candidates are not getting positions (e.g. lack of positions, lack of interest in open positions; hiring freeze).
- Board held on November 2, 2017. Six applicants were interviewed. Results will be made available to M&R by COB November 14, 2017.
- JRCOSTEP application update. 20 applications received (total). DCCPR still determining how many are EHO-eligible. M&R to follow up.
- New DCCPR policy will require all JRCOSTEP 1662's to be submitted no later than March 1, 2018 due to increased security review costs. M&R to notify preceptors early next year.
- PharmPAC leading combined category recruitment efforts to characterize recruitment activities and resources across all categories. Purpose is to create cross-category matrix for sharing and leveraging strategies to fulfill Corps-wide recruitment needs. EHOPAC sent supporting information but continues to assess utility and balance overall value with anticipated M&R workload and staffing capabilities.

Open Discussion

- Elections were held for VC.
- The EHOPAC website is active and the IT Subcommittee is working on updates. Several documents will be posted after 508 compliance review. Please submit any documents that should be uploaded to the APAN.

X. Adjournment – CDR Jill Shugart, Chair

- The meeting was adjourned at 1509 EDT.