



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #204 Minutes, December 12, 2017

I. Call to Order – CDR Jill Shugart, Chair

The meeting was called to order at 1300 EDT.

II. Roll Call – LCDR Michelle Dittrich for Secretary CDR Jessica Otto

Roll call was performed, a quorum was confirmed.

Voting Members Present

Rank and Name	Rank and Name
CDR Timothy (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 Carrie Oyster	LCDR Matthew Deptola
CDR Stephen Piontkowski	LCDR Carla Tuite
CDR Mike Quinn	LT Erin Kincaid
CDR Luis Rodriguez	LT Daniel Malashock

Voting Members Absent

LCDR Matthew Deptola (excused)

Alternates Present

CDR Elisa Dubreuil, LT Steven Merritt

Guests

CDR Eva McLanahan, LT Brian Czarnecki

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

- Thank you CDR Jill Shugart for a successful operational year. Jill did an outstanding job!
- CAPT Parham's tenure as CPO ended. RADM Kelly Taylor will serve as CPO for the next four years.
- CAPT Parham's goal was to market EHOs and the skills we bring to the Corps.
- The fourth EHO In Action photo book was prepared by CDR Eva McLanahan. It will be shared with RADM Taylor and presented to Corps Leadership.

- The transition from Direct Access to eCORPS is occurring this month. Follow instructions being communicated by email. This is especially true for officers up for promotion.
- More information will be forthcoming from EHOPAC leadership about uploading licensure information.

IV. Incoming Chief Professional Officer (CPO) Update – RADM Kelly Taylor

- RADM Taylor was named Chief Professional Officer for the EHO category. CAPT Parham will be available to support her for the initial transition.
- Thank you CAPT Parham for all your work as CPO! Some items initiated by CAPT Parham will continue under RADM Taylor.
- RADM Taylor has a lot of experience as an EHO. She’s been with the category since 1992 and was a two-term PAC member, starting in 1997. RADM Taylor was on the PAC when appointment standards were changed and when the category was renamed from Sanitarian to Environmental Health Officer. She and CAPT Parham spearheaded updates for EHO billets. Her entire Commissioned Corps career has been with IHS, beginning as a sanitarian in SD, then transferring to NM, and finally serving as the IHS Environmental Health Services Division Director in headquarters for the last 15 years.
- One of her goals is to involve EHOs in the policies being discussed at the leadership level, and she looks forward to working with the PAC.

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

- Q. How did the passage of the Affordable Care Act (ACA) impact officers who were active duty, but not already assimilated? My understanding is that for officers deemed Regular Corp, after the passage of the ACA their Seniority Credit Date (SCD) became the same as their Promotion Credit Date (PCD). Additionally, how did DCCPR decide what our PCD would be? Is our SCD and PCD supposed to remain the same at each permanent promotion? If our SCD and PCD are not the same, what should officers do about it? The relevant information on CCMIS regarding this issue are not up to date. How can officers get ahold of this information?
- A. The decision to make the PCD and the SCD the same was based on a legal recommendation made by attorneys to DCCPR. The EHOPAC Executive Committee put together a presentation and EHOPAC Newsletter article to address some of the ACA impacts and concerns for officers. Officers are encouraged to review this presentation and contact headquarters if they have concerns or if their dates are incorrectly listed in their PIR. More information can be found in the Winter 2017 EHOPAC Newsletter:
https://dcp.psc.gov/OSG/eho/documents/EHO_Winter_2017-Newsletter.pdf
- Q. Is there a way to volunteer for the hurricane deployment or is it better to wait?
- A. If you are interested in volunteering for a deployment, you may notify RedDOG and your CPO. Volunteering on a response team is also a terrific way to become more involved and demonstrate your commitment to the Commissioned Corps.
- Q. When will ship based deployment personnel be recognized by RedDOG?
- A. Work is underway to address the backlog of PHS awards. Follow up with the PHS Awards Coordinator, or ask your agency liaison to follow up on your behalf.
- Q. Has the PAC considered standing up a job shadowing program or informal detail program?

- A. Executive Committee leadership has discussed this concept, and are very supportive of it. However, it has been difficult to implement given the number of agencies who would potentially participate. This idea is one that the PAC will continue to take into consideration and provide a response to in 2018.
- Q. How closely do promotion boards look at the EHOPAC Curriculum Vitae (CV) format? Are we expected to exactly replicate the format?
- A. The primary driver for requiring a consistent CV format is based on recommendations made by promotion boards. Uniformity allows promotion board reviewers to more readily find the information they are looking for and to ensure the process is as efficient as possible. It is highly recommended that officers follow the format. For more information, please visit: <https://dcp.psc.gov/OSG/eho/resources.aspx#careerDevelopment>

VI. Chair Report – CDR Jill Shugart

- This is the last EHOPAC meeting of 2017. It has been an honor to serve as your Chair.
- Thank you CAPT Parham for all the support that you have given the category. He is always available for advice, extra meetings, and even on weekends and evenings, when needed.
- Thank you to the 19 EHOPAC Voting Members (VM). Being a VM takes a lot of time. We had a great team this year and it was a pleasure working with you. Thank you to the 50 volunteers on the PAC. We could not have made the achievements we did this operational year without you.
- Welcome RADM Kelly Taylor- we look forward to the next four years under your leadership.
- Congratulations to CDR Michael Quinn who was voted Vice Chair for 2018, and LT Daniel Malashock who will serve a second consecutive year as the Executive Committee Liaison.
- Congratulations to the 2018 new voting members (noted below in the Vice Chair report). The application process is competitive. Please continue applying and volunteering with the category!
- Thank you CDR Buchanan and the IT Subcommittee for your support. The EHOPAC website is back up and updates are underway.
- 2017 Accomplishments and Highlights
 - Implemented the Communications Subcommittee, which evolved from a workgroup in 2016 to a subcommittee in 2017.
 - Changed the name and shifted focus of the Training and Events Subcommittee. Current responsibilities includes oversight of Category Day at the COF conference and coordination of special events.
 - Combined the Secretary/Treasurer position.
 - Implemented the Executive Liaison position that was piloted in 2016 and implemented in 2017.
 - M&R Subcommittee hosted a recruitment webinar for the three environmental health accrediting bodies (ABET, CEPH, and AHA). A wide audience was reached without spending travel dollars.
 - Marketed and recruited 19 JRCOSTEPs in the summer of 2017. Thank you to preceptors and host agencies.
 - Oversaw EHO 2017 applicant screening process. This is led by the Policies and Standards Subcommittee. PACs are now responsible for this process going forward.
 - Rebooted the EHO mentoring program through the Mentoring and Orientation Subcommittee.
 - Developed a PowerPoint on the impact of the ACA on P grade promotions.
 - Approved major revision of the EHOPAC bylaws led by the Policies and Standards Subcommittee.
 - Updated the EHOPAC award criteria through the Awards and Recognition Subcommittee.
 - Updated Career Development materials on the website (OS and ROS examples, PY18 Benchmarks)
 - Developed an EHO Directory

- Developed a Commissioned Corps PowerPoint for Civilian supervisors. This was a direct result of feedback received through the PAC Anonymous Feedback System.
- Developed an EHOPAC signature line for all listserv messages
- Passing of the gavel- CAPT David Cramer implemented taking the EHOPAC gavel on a trip while Chair. CDR Shugart traveled to Banff, Jasper, and Yoho National Parks in Canada. The tradition promotes work-life balance, and the gavel has been passed to CDR Chris van Twuyver who will serve as Chair in 2018.

VII. Vice Chair – CDR Chris van Twuyver

- Congratulations to the 2018 EHOPAC voting members:
 - CDR Jessica Hensley (FDA)
 - CDR Elizabeth Valenti (FDA)
 - LCDR Andrew Kupper (FDA)
 - LCDR David Bales (IHS)
- An EHOPAC volunteer solicitation will be sent in January 2018. Seeking officers with 508 compliance review experience, website maintenance experience, and SharePoint maintenance experience. Will also be seeking general volunteers to work with the PAC.

VIII. Secretary/Treasurer Report– CDR Jill Shugart

- CDR Jessica Otto will be returning from maternity leave in 2018. She is renewing her position as Secretary/Treasurer.
- Thank you LCDR Corey Butler and LCDR Michelle Dittrich who have covered the secretary duties in CDR Otto's absence.
- EHO coins are sold out and will return in 2018. Coin sales are our only funding source- thank you officers who purchased coins.

IX. Executive Committee Liaison– CDR Jill Shugart for LT Daniel Malashock

- Two new tools were released to the EHOPAC in October 2017
 - EHOPAC Directory
 - Commissioned Corps Overview and Resources for Civil Service Supervisors
- EHO Directory- development of this voluntary networking platform was recommended through the Anonymous Feedback System. Previously officers could access information via the “blue book” on CCMIS. The platform houses limited information such as name, rank, and duty station. Interested officers should submit their information through a designated survey (<https://goo.gl/JqXjJo>). Updates are made at each officer's desired frequency, and it is possible to unsubscribe at any time. The directory is available at this site (<https://goo.gl/HbX8sz>). For more information, reference the article in the Fall EHOPAC Newsletter on the EHOPAC website.
- The Commissioned Corps Overview and Resources for Civil Service Supervisors PowerPoint was developed to help facilitate conversations with civil service supervisors (<https://goo.gl/do4u8z>).
- If you have any questions or feedback on either of these tools please submit it through the Anonymous Feedback System:
https://docs.google.com/forms/d/1zpMFEPm3EliKVUgXs9KRp4ab4jTQVHzeVOv9DMhqs/viewform?edit_requested=true

X. Ex-Officio- CDR Carrie Oyster

- I enjoyed my final year of service with EHOPAC leadership. I will be rotating to a subcommittee chair position in 2018. My hope is the Ex-Officio position will continue to be active EC position going forward for the EHOPAC. The main activities the Ex-Officio supported this year were updating the bylaws, performing executive level oversight of the EHOPAC Newsletter and addressing remaining questions regarding Permanent and Temporary Grade Promotions.

XI. Subcommittee Briefings

Readiness- LCDR Daniel Adams

- Full leadership changeover in Readiness Subcommittee in 2017. Currently two workgroups in readiness subcommittee
 - Readiness workgroup (Lead- LT Kristina Ferry)
 - Resources workgroup (Lead- LCDR Kimberly Garner)
- Initiatives
 - Ensure EHOs have current and relevant readiness resources to assist deployment needs, which was challenging this year with EHOPAC webpage being down
 - Strive to increase EHO readiness rates
 - Develop SOPs and work procedures
 - Reconstitute subcommittee membership
 - Maintain interaction with the Corps Readiness Workgroup (CReW)
 - 3 members from EHOPAC sit on CReW
 - CReW is made up of representatives from RedDOG and readiness members from throughout the PAC readiness workgroup
- Current Progress
 - Readiness Workgroup
 - Reacted to the readiness changes in 2017
 - Sent officer readiness notifications (projected readiness & upcoming readiness cycle).
 - Every time RedDOG produces a readiness report, the readiness subcommittee sends out a reminder to those officers who are projected not to be basic ready.
 - Participated in the CReW (Corps Readiness Workgroup) Challenges.
 - Workgroup has not met regularly throughout the year due to reasons such as deployments
 - Resolved readiness issues for individual EHOs. With every readiness report notification, the subcommittee receives several responses from officers and the subcommittee helps to resolve these
 - Confirmed PAC nominees readiness to ensure that nominees are basic ready
 - Resources Workgroup- handle subcommittee administration
 - Developed document control and SOPs
 - Reviewed and updated website resources
 - Consolidating website resources for deployment, personal, and basic PHS readiness
 - Developed post-deployment survey draft to act as a tool for readiness
- 2017/2018 Opportunities
 - Increase Subcommittee Member Cross Training
 - Communicate PHS policy impacts to EHO Readiness (EPP, Promotion, Weight Standards, Awards, etc.)
 - Increase communication of EHO readiness results
 - Streamline and deliver effective deployment resources (e.g. packing lists, mental health resources, deployment role information, YouTube videos)
 - Identify ways to work more effectively and efficiently with RedDOG

- Promote the *Recognition for Excellence in Physical Fitness* “REP” program (Formerly PACE Program)
 - A listserv message was sent out to increase awareness of this program.
- Quarterly Readiness Summary as of Oct 1
 - The current percentage of EHO officers meeting basic readiness is **92.08%**

Basic	Exempt	Not Qualified	Total	Basic+Exempt	%READY
308	6	27	341	341	
 - Environmental Health Officers rank 7 out of 11 categories for percentage of officers who are basic ready
 - Largest proportion of officers who are not basic ready are CAPT, followed by LCDR, CDR, and LT
- Readiness is very important and will be updated on a monthly cycle going forward
- Look at the listserv for updates in the next couple of weeks

Marketing and Recruitment– CDR Elena Vaouli and CDR Matt Albright

- Accomplishments
 - Goal #1: Market EHO category and environmental health resources
 - Routinely advertised job vacancies
 - Served as a resource for hiring officials
 - Re-defined marketing tasks
 - Distinguishing marketing from merchandising. Merchandising will be redirected to Secretary/Treasurer position (i.e. coins)
 - Used new communication channels
 - Goal # 2: Recruit qualified EHOs
 - Since 2016, supported 34+ newly boarded applicants- resulting in 14 hires
 - Conducted wide-reaching and well attended recruitment webinars
 - Attained nearly 100% Adopt-a-School representation
 - Mississippi Valley State University needs an Adopt-a-School representative
 - Maintained EHO visibility on DCCPR and joint PAC recruitment calls
- New 2018 Targets
 - Anticipate new tasks and process changes
 - Challenging timelines
 - Next open application window is February 2018 (earlier than previous years)
 - Earlier deadlines for JRCOSTEPs. DCCPR selection has already occurred and preceptors will need to submit 1662s earlier (Mar 1)
 - Pre-boarded applicant support
 - Assisting applicants in the pre-boarding application phase
 - Joint-PAC recruitment efforts
 - Share EHOPAC recruitment materials with other PACs
 - Identify new evaluation metrics to determine utility of the materials and processes
 - Marketing Materials
 - Adopt-a-School
 - Boarded applicant support
- What to expect in 2018
 - Presentations
 - M&R talk at 2018 NEHA Conference (pending)
 - 2018 Fall recruitment webinar
 - Tweaking current & exploring new approaches
 - Recruitment collaborations & support

- M&R will have openings for new members
 - Workgroup member vacancies including leadership opportunities
- 26 EHOs who assisted with M&R

Career Development- CDR Stephen Piontkowski and LCDR Carla Tuite

- Examples of ROS and OS were distributed on the listserv and are live on the EHOPAC website under the Career Development Tab
 - Includes benchmarks and benchmark supplemental guidance

Mentoring and Orientation- CDR Michael Quinn and CDR Monica Leonard

- Accomplishments
 - Redevelopment and implementation of the categories formal mentoring program
 - Seven members and two co-chairs
 - Relaunch of the EHO Mentoring Program in October
 - 56 current mentor-protégé matches with over 100 officers participating (goal was 30)
 - Updated mentoring and orientation program material guidance documents
 - Orientation sessions for both mentors and protégés
 - Additional sessions anticipated in 2018
 - Program evaluation and improvement methods
 - Six-month evaluation for all participating officers
 - Group discussion, or mentoring feedback sessions will be orchestrated soon
 - OBC support activities
 - M&O has lead for interaction at OBC
 - Send representative to each graduation ceremony to distribute coins and a form introduction letter from the CPO
 - Have a representative at the OBC open house to educate officers from other categories about EHOs
 - Mentoring activities at COF Symposium
 - Evaluating new program activities (mid-career networking/mentoring program)

XII. Open Discussion

- NPS-PACE initiative- LT Brian Czarnecki
 - Officer development and driven effort to get Commissioned Corps Officers involved in the implementation of the National Prevention Strategy (NPS).
 - Goals
 - Promote prevention through community engagement
 - Track overall outreach impact on the Corps
 - Report activity to OSG
 - Since 2013
 - 19 EHOs have participated in PACE events
 - Conducted 16 total events in 7 states
 - Educated 1,853 individuals
 - Dedicated 77 community service hours
 - To get involved, contact LT Brian Czarnecki (Brian.Czarnecki@nih.gov)
- Training and Events- CDR Eva McLanahan
 - Rescheduled Atlanta-area EHO and friends networking social for Wednesday December 20, 1700-1900

- USPHS Scientific and Training Symposium- Dallas, TX, June 2-7, 2018
 - Planning is underway and registration is open
 - Category Day- Wednesday June 6
 - EHO Social- tentatively Tuesday June 5
 - Potential for onsite REHS exam
 - Look for emails on listserv
- Women's Leadership Support Workgroup – CDR Monica Leonard
 - Executive Leadership Training Webinar- December 13, 1300-1400
 - Info shared on listserv

XIII. Adjournment – CDR Jill Shugart, Chair

The meeting was adjourned at 1451 EDT.