



U.S. Public Health Service Environmental Health Officer Professional Advisory Committee (EHOPAC) Meeting #205 Minutes, February 13, 2018

I. Call to Order – CDR Chris van Twuyver

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
LCDR Daniel Adams	CDR Jamie Mutter
LCDR David Bales	CDR Jessica Otto
LCDR Travis Bowser	CDR Carolyn Oyster
LCDR Matthew Deptola	CAPT Stephen Piontkowski
CDR Jessica Hensley	CDR Mike Quinn
CDR Katie Hubbard	CDR Luis Rodriguez
LT Erin Kincaid	CDR Elizabeth Valenti
CDR Monica Leonard	CDR Chris Van Twuyver
LCDR Drew Kupper	CDR Elena Vaouli
LT Danny Malashock	

Voting Members Absent

CDR Jill Shugart (excused)

Alternates Present

CDR Aimee Treffiletti

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

- Communication was sent out on listserv about a lapse in special pay. The EHO Category is not eligible for special pay, but this does affect officers in other categories.
- RADM Taylor has been in many meetings with the US Surgeon General (SG) and Commissioned Corps leadership since assuming the role of CPO. Several themes have emerged including the SG is very interested in officer readiness, deployments, and maintenance of clinical and technical competencies. Some officers have been unable to deploy because they are deficient in clinical competencies.
- RADM Taylor indicated that while communication about how the FY19 budget may impact the Commissioned Corps is just a proposal at this point, it is recommended officers keep the mission of the Corps and our agencies

as our priority. There have been other times in history where the value of the Corps has been challenged. RADM Taylor recommends that the EHOPAC find ways of demonstrating the value of the category in a visible way to articulate our impact on public health.

IV. Chair Report – CDR Chris van Twuyver

- Welcome new EC Members to the meeting.
- Please follow and implement the changes outlined by the IT Subcommittee.
- There will also be new procedures for Chair/Vice Chair’s interactions with subcommittees, this will be covered by CDR Quinn during his presentation.
- Additional volunteers are needed for almost every subcommittee.
- Chair and Vice Chair met with all sub-committees in January.
- Goals 2018
 - Focusing on supporting our fellow EHOs through career counseling, mentoring and orientation, and training and networking events
 - Continuing to improve our internal processes and procedures through implementing a new IT Subcommittee structure; changing how the Chair and Vice Chair interact with the subcommittees; adding additional volunteers to help M&O manage OBC classes; and increasing opportunities for volunteers
- Accomplishments 2018 year to date:
 - Chair and Vice Chair met with each subcommittee and EC member for work planning meetings;
 - 15 EHOs volunteered for the EHOPAC;
 - IT subcommittee has operationalized the IT Sustainability plan developed in 2017 and developed training;
 - Significant APAN updates have been made including an update to the RAIL, and voting member and volunteer rosters.

V. Vice Chair Report – CDR Michael Quinn

- 2018 priorities and activities for Vice Chair:
 - Better understand subcommittee functions, challenges, and successes, and look for ways to improve in future years.
 - Serve as a resource for subcommittees, support subcommittee operations, and serve as a sounding board.
 - Look for opportunities to increase efficiency and collaboration, and eliminate redundancies and unnecessary tasks and functions.
 - Coordinate and support cross-cutting functions and activities.
- Chair and Vice Chair have developed a plan to divide oversight of the subcommittees.
 - Chair: Will cover the Executive Committee, Communications, Information Technology, History, Readiness, and Training & Events
 - Chair-Elect: Will cover Awards & Recognition, Career Development, Marketing & Recruitment, Mentoring & Orientation, and Policies & Standards
- If a subcommittee chair has a question or concern, please contact either the Chair or Vice Chair (as indicated above). Also, please invite the respective POC (Chair or Chair Elect) to upcoming meetings.

VI. Secretary/Treasurer Report – CDR Jessica Otto

- Reminder to returning folks that there is a Standard Operating Procedure (SOP) for requesting funds. Please follow the SOPs.

- Alternate forms are due. Once all the final signatures are obtained, they will be posted on APAN and sent to each individual VM and alternate.
- Please include the essential information in the signature line for all emails sent on the EHOPAC listserv.
- The vendor has not been reachable for a new coin order. CDR Otto may need to purchase coins from a new vendor.

VII. Executive Committee Liaison Report – LT Danny Malashock

- 15 applications were submitted to serve on the EHOPAC. Neither IT or Comms received applicants. It is a priority to fill IT positions. Subcommittee chairs, please review applicants and extend offers and a list to LT Malashock by 23 February 2018.
- LT Malashock is also trying to develop a resource on the COER process for civilian supervisors. More information forthcoming.
- LT Malashock is facilitating the 2018 call for volunteers. He reiterated that there is a priority for identifying officers interested in supporting the IT Subcommittee.
- This operational year LT Malashock will be developing a resource for supervisors to aid with completion of COERs, the resource will ground scoring in the commissioned corps benchmarks.

VIII. Ex-officio – CDR Chris van Twuyver for CDR Shugart

- Special projects CDR Shugart will be participating in this year include serving as EC Liaison to Communications Publication Workgroup (Newsletters, etc.); working with P&S Subcommittee to update Charter and to ensure alignment with Bylaws; and working with P&S Subcommittee to update EHO Appointment Standards

IX. Subcommittee Briefings

IT Subcommittee– CDR Jessica Hensley

- IT Subcommittee is working to meet the demands of the EHOPAC. They are behind, but are working to meet all the needs of the EHOPAC.
- IT Subcommittee leads are drafting a 2018 IT SOP. A final draft will be sent to other subcommittee leads for review.
- CDR Hensley provided an overview of the SOP during the meeting: The IT Subcommittee is comprised of three workgroups: 508 Compliance, APAN/Listserv, and EHOPAC Website.
 - Specifically, the APAN/Listserv has a document retention goal that all EHOPAC working and final documents will be stored on APAN as is much more effective than email for version control. Please follow the naming conventions and instructions for version control outlined in the SOP. Also, to save a document, just hit 'SAVE', you do not need to save using a different name.
 - Specific instructions for requesting access to APAN is included in the SOP. Follow these instructions for requesting access and changing permissions within APAN.
 - EHOPAC Website Subcommittee SOP asks that when requesting a change to a subcommittee website, the subcommittee leads read and follow the guidance in the SOP and submit the information in the Appendix B form. Appendix B provides important information the IT Subcommittee needs to make changes. Note 508 compliance should be performed prior to submitting changes to the IT subcommittee. Information about 508 compliance is included in Appendix C and E.

- Acceptable file formats for videos, documents, etc. is detailed in Appendix F. IT Subcommittee asks that all documents be uploaded into APAN before sending to them and a link to the document be sent to the IT Subcommittee along with Appendix B.
- There are specific directions for uploading meeting minutes, please follow the guidance outlined in the SOP.
- SOPs and workplans are expected to be updated annually and on an as-needed basis.
- RAIL should be updated every month. Subcommittee leads should update their section monthly. Just hit 'SAVE' and APAN will automatically perform version control.
- Newsletters are published four times/year by the EHOPAC. Saved under 'EHO Newsletter' in a draft folder. There is a new naming convention for the newsletter, please follow this (First, Second, Third, and Fourth).
- Subcommittee libraries should be used to house files each subcommittee is responsible for creating and maintaining for their respective subcommittee. Do not save multiple versions, as APAN automatically performs version control. Each subcommittee should have an archive file to store outdated files.
- During the 2018 call for PAC volunteers no officers volunteered with the IT subcommittee. Efforts are underway to identify additional volunteers. If voting members know of officers with an IT skillset or a willingness to learn refer them to CDR Hensley (Jessica.Hensley@fda.hhs.gov) by 28FEB18.

Mentoring and Orientation – CDR Oyster and CDR Leonard

- At this time CDR Oyster is exploring what role, if any the PAC will have at Officer Basic Course (OBC) Open Houses. CDR Oyster is working to identify DC-area junior officers willing to attend OBC Graduations twice a year on behalf of the EHOPAC. If VMs know of DC-area junior officers that would be interested in representing the PAC at an OBC Graduation, connect them with CDR Oyster. (Carolyn.J.Oyster@uscg.mil). A thank you letter will be provided to volunteers who represent the PAC at the OBC Graduation.

Marketing and Recruitment– CDR Elena Vaouli and LCDR David Bales

- DCCPR is changing the way medical screening is conducted for applicants. The new process is called DOD MERB. Medical screening paperwork will no longer be processed by DCCPR after 13JAN18. All future medical screening will need to occur at a METS facility. Additional conversation is needed to determine how overseas applicants will be accommodated, and if there will be any accommodations for applicants that do not live near a METS facility. A DOD MERB board will determine medical fitness for duty earlier in the screening process. Once the new process is fully implemented, it is anticipated that medical screening will take two weeks (instead of months). The new process will affect officers applying during the current EHO application period (Feb 1-28, 2018).
- The EHO Open Application Period will close soon (1-28 FEB 2018). M&R has taken an active role in disseminating information about the open application period and encourages VMs to continue to disseminate information.
- JRCOSTEP Updates- 29 applications in process. This number may decrease depending on medical and security clearances. IHS comprises the bulk of the JRCOSTEP vacancy offers.
- EHO Boards – Of the Spring 2017 cohort of applicants, boards were not completed until last week. As of 14FEB18, 9 candidates were boarded, and additional candidates will be boarded in the upcoming months.
- General Duty Updates- of the 2016 cohort, 43 applicants were successfully boarded, 10 have secured federal positions, and 33 are in need of securing a billet (may decrease if the one-year expired). Future conversations and guidance about securing federal positions may be a useful to aid newly boarded applicants in securing a federal position.
- M&R may be able to provide support in demonstrating EHOs impact through a special project.

X. Adjournment – CDR Chris van Twuyver

The meeting was adjourned at 1445.