



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #207 Minutes, 10 April, 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 Carolyn Oyster
LCDR David Bales	CAPT Stephen Piontkowski
LCDR Travis Bowser	CDR Mike Quinn
CDR Jessica Hensley	CDR Jill Shugart
LT Erin Kincaid	CDR Elizabeth Valenti
LT Danny Malashock	CDR Chris Van Twuyver
CDR Jamie Mutter	CDR Elena Vaouli
CDR Jessica Otto	CDR Luis Rodriguez

Voting Members Absent

LCDR Matthew Deptola (excused)
CDR Katie Hubbard (excused)
LCDR Drew Kupper (excused)
CDR Monica Leonard (excused)

Alternates Present

CDR Michael Box
CDR Elisa Dubreuil
CDR Danielle Mills
LT Krista Ferry
LT Steven Merritt

Other Attendees

CDR Eva McLanahan

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

- There will be a preconference leadership workshop and panel at the COA Symposium. As of April 2, there are 47 officers registered for the workshop. There will be a Junior officer panel and CPO panel in the morning. The afternoon is a facilitated workshop. The JO panel will have 6 Junior officers representing 6 OPDIVS including LT Steve Merritt from EPA. The CPO panel will have CPOs from MED, VET, HSO, ENG, DIET, and THER categories. Registration is \$30. Everyone is encouraged to attend.
- The 16th Assistant Secretary for Health was sworn in Mar 19th at the Humphrey Building. Admiral Brett P. Giroir was sworn in by Energy Sec. Rick Perry. The ASH also placed opioid epidemic at top of his priority list and is “seeking bold solutions” from CPOs. Thanks to CDR Mike Quinn for putting together information for EHOPAC to provide input for cross-category report of what we can do to impact opioid epidemic. Document forthcoming.
- The Surgeon General released the first Public Health Advisory in 10 years. The Surgeon General’s Advisory on Naloxone and Opioid Overdose is bringing awareness to and highlighting the use of naloxone. The Advisory urges more people, especially friends and family of people who are at risk for opioid overdose, to keep naloxone on hand and learn to use it.
- The 132nd Interagency Institute for Federal Healthcare Executives is being held April 9-20, 2018. PHS was given 4 slots, 2 to the EHO category. CDR Sarah Unthank, NIOSH, participated with USFA, USN, Army, VA and other PHS officers in this competitive leadership opportunity
- Chair of CPO board RADM Susan Orsega was asked to help develop an executive welcome packet for ADM Giroir. It was realized that there are no orientation packets available for new CO’s on the Commissioned Corps website. The individual categories have info but nothing cross-category. A new cross-category welcome packet is needed for new officers. CDR Carrie Oyster was selected for the EHO category to participate in this workgroup.
- New directive for conditions of service. Directive 111.03 was approved by Secretary Alex Azar on Mar 28th. The Directive outlines general requirements which officers must adhere to while on active duty as it relates to professional competence, career growth and advancement, deployment readiness, security and suitability, health standards, and weight requirement to be eligible for retention on active duty. Failure to meet these conditions of service can result in administrative action including referral to Involuntary Termination Board, Administrative Separation Board, Involuntary Retirement Board, Medical Review Board or other involuntary separation process. Be aware and be sure that you are up to date on everything.
- From the April readiness report, over 90% of EHOs are basic ready. 23 officers were listed as not basic ready possibly due to glitch with tetanus/diphtheria results. The Readiness subcommittee is contacting officers and making sure the RedDOG list is correct. RedDOG is working to get accurate info.

IV. Chair Report – CDR Chris van Twuyver

Volunteers- update

Fully staffed with volunteers for each SC based on the initial requests received in January, the volunteer roster and VM roster are located on the EHOPAC APAN home page in a folder. We have a total of 84 volunteers working for the EHOPAC at this point in time.

Commended CDR Oyster for her work to identify additional Officers to staff the OBC open house, she successfully recruited CAPT Jiggins who will be working to recruit additional senior Officers to attend the OBC Open House.

IT updates-

The APAN/Listserv Workgroup, EHOPAC Website Workgroup, and 508 Compliance Workgroup are fully staffed with volunteers. Training is planned and in progress for the new volunteers. Commended CDR

Buchanan for staying engaged with the PAC and volunteering to help train the new volunteers. Also commended LT Doug Erling who has been working to assign permissions to our new Voting members and Volunteers in APAN, LCDR Erickson for his work updating the EHOPAC website and to CDR Woodley for his efforts to review the EHOPAC newsletter and website content for 508 compliance.

LCDR Christine O'Leary will be serving as the new IT Liaison; she will be taking over management of the IT tracker once CDR Hensley finishes updating the format of the IT tracker. We will receive an updated tracker spreadsheet the first week of each month once the formatting is updated. Please copy CDR Christine O'Leary on all IT Subcommittee task requests to the IT Subcommittee.

Information received from DCCPR Division of Systems Integration (DSI)

1. We can continue to use APAN, DSI is seeking to expand the use of CCMIS to provide services currently provided by MAX and APAN- no timeline was provided for implementing this change. We are allowed to use APAN because it has secure and carefully managed access. However, it is important that we maintain it free of any **Personally Identifiable Information (PII)**.
2. Our current use of the NIH Listserv is acceptable. Past messaging from CCHQ mentioned that it was prohibited to use personal emails. We were informed that it is acceptable for Officers to sign up for the Listserv using personal emails if no PII or PHI is transmitted over the Listserv.
3. We need to cease use of EHO Directory on Google, and are considering finding an alternative.

PII and PHI:

- **Non-Personally Identifiable Information examples:** Government issued work phone number, email address, duty station - this is information available from multiple sources and not PII
- **Personally Identifiable Information examples:** Personal cell phones, home phone numbers, personal email address, serial numbers, social security numbers
- **Personal Health Information examples:** Do they have their vaccines, etc.

Reminder to update your SOPs, WP, and update the RAIL in APAN by the end of each month with your progress meeting your assigned work. CDR Quinn and I will be reaching out to each SCs to review progress and review your SOP and WP throughout the year. We will also review the status of your APAN SC library, CDR Leslie Jackanicz is available to assist with APAN file maintenance issues once she is fully trained.

V. Vice Chair Report – CDR Michael Quinn

- Thanks to RADM Taylor for the overview of the new Conditions of Service. It will be good for all the voting members to be familiar with them to be better equipped to answer questions that officers may have. A few to note include career growth and advancement and the security and suitability section.
- Met with Marketing and Recruitment and spoke with an official at EHAC to discuss how to work together and also our involvement with them at NEHA. Following the call they discussed the changing academic landscape. More students are coming to ask for commissioning from CEPH and other accrediting bodies with advanced degrees which is different than it has been in the past. We should maintain awareness and keep our eye on how this may change appointment standards.

VI. Ex-Officio – CDR Jill Shugart

- Working with the EHOPAC Policy and Standards Subcommittee to revise the EHOPAC Charter to be consistent with the EHOPAC Bylaws we updated last year. Working with the EC and the Policy and Standards Subcommittee on updating the appointment standards. The work done by the previous Policy and Standards Subcommittee under the leadership of CDR Derek Newcomer was shared and all new progress will be shared with the EHOPAC VMs and the category as a whole for feedback once we have recommendations in place.

VII. Secretary/Treasurer Report – CDR Jessica Otto

- Alternate forms are complete. Each voting member and alternate was given a copy for their records and a copy is retained in APAN for administrative purposes.
- The February minutes are finalized and should post to the website soon.
- The voting members voted to finalize the March minutes pending a small update from CDR Quinn.
- Voting members are reminded to participate in voting. We do keep track of participation and voting is a condition of service for your position.
- The PAC budget was discussed. Overall expenses for 2017 exceeded our income slightly. We have made modifications to the 2018 budget and the coin sales to break even this year.
- We are looking into accepting donations and, if allowed, can also accept donations in exchange for space in the newsletter for congratulations/recognition such as promotions/retirements/life milestones.
- The coin order request passed by the voting members and will be placed shortly. We will update the PAC when coins are available for sale again.
- The purchase request for awards passed and the order will be placed shortly.
- We discussed a reimbursement request from Mentoring and Orientation for folders to ensure that the CPO letter and coin are presented to OBC graduates in a professional manner.

VIII. Executive Committee Liaison Report – LT Danny Malashock

- There are four liaisons to the EHOPAC
 - Junior Officer Advisory Group (JOAG)
 - National Environmental Health Science & Protection Accreditation Council (EHAC)
 - American Academy of Sanitarians (AAS)
 - Commissioned Corps Women’s Issues Advisory Board (CCWIAB)
- A need was identified to standardize how the EHOPAC works with these liaisons. In March 2018, LT Malashock met with the four liaisons to better coordinate issues that affect the category and established the following methods of communication.
 - Develop an SOP to standardize process, including quarterly meetings with LT Malashock, where information will be identified to share during PAC meetings and in the quarterly newsletter.
 - LT Malashock will solicit updates from EHOPAC VMs for liaisons to report back to their respective groups.

IX. Subcommittee Briefings

Marketing and Recruitment– CDR Elena Vaouli and LCDR David Bales

- 24 newly boarded applicants in 2018. 35 total applicants are boarded as of April 2018 (5 secured positions and 30 need positions)
- AAP implemented a post-boarded survey. As of 5 April 2018, 10/33 that are post-boarded responded to the survey. Of those that responded, at least 6 have secured positions and waiting on converting, possible 7 (pending medical). One was medically disqualified from USPHS. Two of the 6 said they are working as USPHS Officers. Of the 3 unable to secure a position all applied to 4+ positions and had at least 3 interviews. All willing to relocate and thought correspondence with AAP was sufficient. Feedback included: Did not have veteran’s preference, hiring freeze and no feedback on applications from agencies. One response stated LT Sarah Meehan and LT Bradley Benasutti were very helpful. Kuddos to them!
- CDR Quinn, CDR Vaouli, and LCDR Bales met with Acting EHAC executive director to plan the presentation at the EHAC meeting in June. CDR Quinn and CDR Vaouli will be presenting at EHAC which is a great way for the EHOPAC to engage our accreditation bodies.

- CDR Quinn and CDR Vaouli will also be presenting at NEHA in June.
- JRCOSTEP updates
 - 42 orders in process
 - 10 of 42 pursuing EHO-eligible degrees
- 2017 and 2018 COSTEP stats
 - In 2017
 - 1500 calls received
 - 450 deemed eligible to apply
 - 250 sent in applications
 - 70 orders processed
 - 35 medically disqualified
 - In 2018:
 - 42 orders in process (compared to 70 in 2017)
 - 11 viable EH-students medically disqualified
 - 6 of these 11 had 1662's
 - 16% of COSTEPs from all categories go on to become commissioned officers.
- **What is (or isn't) on the recruitment horizon?**
 - Streamline medical reviews
 - Better info about medical disqualifying conditions
 - Considering viability of COSTEP program
- **How is M&R using this information?**
 - Enhance our recruitment messages
 - Emphasize "Conditions of Service"
 - Stress importance of readiness, and standards (weight/health)
 - Continue being proactive
 - Maintain close ties with DCCPR recruitment
 - Leverage partnerships to market our resources and opportunities
 - Communicate changes quickly and widely

Career Development – CAPT Stephen Piontkowski and LCDR Travis Bowser

- Welcome LCDR Travis Bowser as Co-Chair
- On target with subcommittee goals in the 2018 work plan
- Documents:
 - Promotion year 2019 benchmarks submitted to the EHOPAC Executive Committee and CPO. No major changes, due to DCCPR in early May 2018.
 - Career Progression Milestones document review completed, no change, and submitted for posting to website.
 - CV template, CV coversheet template supplemental guidance, and CEU summary sheet template were revised in CY17 but not released due to inability to update website. VMs are asked to complete a final review by April 30 before posting to web.
- Working with CPO, RAMD Kelly Taylor, on 2018 mentoring and counseling initiatives
 - Call for COF Conference mentoring sessions sign-up for Junior Officers forthcoming in May
- Thanks to subcommittee members for work updating documents, and CDR Mike Quinn's willingness to routinely join subcommittee calls.
- COSTEPs Selection Process- comments from M&R update
 - For all categories in 2018 DCCPR verbally reported most COSTEP applicants were medically disqualified due to BMI.
 - Recommendation to review the COSTEP white paper authored by CAPT Welch and CDR Shugart to review statistics. The percentage of EHO COSTEPs that return to service is higher than 16%, might be closer to 20-30%.
 - For 2018, IHS is placing 50% fewer COSTEPs than in 2017.

Awards – CDR Jamie Mutter

2018 Award Winners- thanks to everyone who reviewed nominations!

- Thomas E. Crow Mentor Award, CAPT Kenny Hicks, IHS
- Edward (Ted) Moran Award, CDR Bryan Christensen, CDC
- John C. Eason Award, LT Steven Merritt, EPA
- John G. Todd Award, CAPT David Cramer, IHS
- EHO Responder of the Year, LCDR Brian Czarnecki, NIH

X. Open Discussion

CDR Rodriguez- the last newsletter took a couple extra weeks to release due to 508 compliance checks and a more streamlined format. Adjustments to the schedule are expected, and new deadlines will be communicated to VMs.

XI. Adjournment – CDR Chris van Twuyver

The meeting was adjourned at 1444.