



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #208 Minutes, 8 May, 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 David Bales	CDR Jessica Otto
LCDR Travis Bowser	CDR Carolyn Oyster
LT Erin Kincaid	CAPT Stephen Piontkowski
LCDR Drew Kupper	CDR Luis Rodriguez
CDR Monica Leonard	CDR Jill Shugart
LT Danny Malashock	CDR Elizabeth Valenti
LT Steven Merritt	CDR Chris Van Twuyver
CDR Jamie Mutter	CDR Elena Vaouli

Voting Members Absent

LCDR Matthew Deptola (absent)
CDR Jessica Hensley (excused)
CDR Katie Hubbard (excused)
CDR Mike Quinn (excused)

Alternates Present

CDR Michael Box
CDR Leslie Jackanicz
LCDR Martin Stephens

Other Attendees

CDR Eva McLanahan

III. Chair Report – CDR Chris van Twuyver

- LT Steven Merritt and LT Krista Ferry have stepped up to take over the Readiness Subcommittee duties as LCDR Daniel Adams needed to step down from the PAC due to work duties. LT Merritt will also serve as the EPA representative to the PAC. Thank you to LCDR Adams for his service and LTs Merritt and Ferry for stepping up.
- The IT Subcommittee is hard at work updating our website and APAN. We appreciate their efforts.
- A representative from DCCPR will be providing an informational session at the JUN EHOPAC meeting on the Blended Retirement System
- Please check your volunteer lists and provide any updates to contact information to travis.hunt@fda.hhs.gov to ensure that our volunteers receive all pertinent updates.
- We are fully staffed with volunteers, however if your subcommittee requires more assistance please let CDR van Twuyver know and he'll do his best to get you the assistance you need.
- We're focusing on updating our SOPs this year to make sure that the prescribed roles and responsibilities match PAC work assignments. If you have any issues with roles and responsibilities in those documents for your subcommittees please focus on that so we can be sustainable from year to year.
- Reminder to provide monthly updates to the RAIL as you go through your workplan each month.
- Reminder that CDR Jackanicz is available if you need assistance with filing or maintenance on APAN.

IV. Vice Chair Report – CDR van Twuyver for CDR Michael Quinn

- The final version of the benchmarks has been reviewed by the EC and is with RADM Taylor for final review and submission. Thank you to Career Development for their work on that.
- Mentoring and Orientation has completed a lot of work revamping the OBC procedures. They have identified officers to complete the work and we're thankful to them for their leadership in this initiative. They also are working on the mentoring fact sheet and will follow up with past subcommittee leadership.

V. Ex-Officio – CDR Jill Shugart

- Working on editing the EHOPAC Charter. The comments should be in to Policy and Standards by the end of May for incorporation.
- Working on the appointment standards. Once we compile the recommendations we will discuss it with the voting members later in the year.
- The EC worked with RADM Taylor to develop a draft of core minimal competencies for EHOs. This request is to ensure EHO alignment with the ASH's and SG's vision of the Corps and is an accompaniment of CC leadership trying to identify clinical competencies that must be demonstrated for Health Professions Special Pay in 2019. Much of the discussion centered around credentials and certifications needed for job placement and deployments. This should dovetail nicely with the benchmarks work and the appointment standards revision.
- The Benchmarks were also updated and are under review by RADM Taylor.

VI. Secretary/Treasurer Report – CDR Jessica Otto

- The April minutes were edited and voted to be finalized and uploaded to the EHOPAC website.
- The coins were ordered and should be in stock by the end of May. When they are available an announcement will go out over the listserv and an ad will appear in the newsletter. Working with IT to update the ordering form to reflect the new shipping charges for 2018.
- Reimbursements were disbursed for the 2017 coin shipping and the purchase of folders for OBC.

- In the future we hope to make it possible for officers to reserve slots in the newsletter for kudos/congrats/recognition slots in exchange for a donation to sustain the PAC. This is under review to ensure we don't break any ethics rules.

VII. Executive Committee Liaison Report – LT Danny Malashock

- We met with DSI/DCCPR to ensure that we could continue to use APAN. Because of the controlled access and security protocols we can continue to use APAN for file management but should scrub the site of any PII. We do not collect, store or publish PHI.
 - Marketing and Recruitment will need additional information on what data they can house on APAN for the tracking of applicants.
- We had to shut down the EHO Directory but will work to find another platform that is acceptable to DSI to house this type of information so that EHOs can better connect.

VIII. Subcommittee Briefings

Readiness – LT Steven Merritt and LT Krista Ferry

- Thank you to LCDR Adams for his leadership. LT Ferry and LT Merritt are stepping up to fill his shoes.
- The Officer Readiness Workgroup is working on FAQ's for basic readiness. They're also working with any officer flagged as "not basic ready". They will be continuing their work to liaise between officers, the PAC, RedDOG and DCCPR.
- The Resources Workgroup is working on the Readiness Guide and EHO Handbook. They will continue to work on EHO Utilization during deployments documents and promote what EHO's can do during deployments.
- Readiness checks are now monthly, and officers should monitor their status frequently in the CCMIS Secure Area. Readiness history is now considered a factor for promotions.
- Conditions of service policy just came out. Officers now are required to continually maintain readiness standards. They must also meet Corps medical retention standards and must notify MAB of any status changes. Officers must also maintain height and weight standards. Failure to meet a condition of service could result in administrative action or involuntary separation.
- EHOs have continued to maintain >90% readiness, and the workgroup will continue to work to help officers meet and achieve this standard.

Training and Events – CDR Betsy Valenti and CDR Eva McLanahan

- The COA Symposium online registration closes 25 MAY.
- Mentoring at the symposium will take place 5 JUN from 0800-0900 in Spectrum B. Email CDR Jessica Pharo by 21 MAY to be assigned a slot for mentoring. Mentoring and Orientation is coordinating mentors and training/resources.
- EHO social will be 5 JUN from 1945-2200 at the Lazy Dog Restaurant and Bar.
- There will be awards presented over lunch at category day.
- Category day agenda is set and was advertised in the winter newsletter. It will go out again in the spring newsletter.
- There will also be an EHO social at NEHA. It will be 26 JUN at 1830. A flyer and RSVP survey will be sent via the listserv soon.
- Training and Events has agreed to coordinate any calls for volunteers to speak at events to represent the PAC. They will keep track of the requests, identifying speakers, and documenting their frequency, etc.

Information Technology – CDR Leslie Jackanicz for CDR Jessica Hensley

- Section 508 review is underway. There are some new members to the group and they are training up and assisting with 508 document review.
 - The 2018 minutes are ready for posting
 - The 2017 minutes are mostly ready and are being used as training for posting materials
 - The recruitment presentation is nearly complete with review
 - The EHO Go-Kit is also under review
- The website team has new volunteers and they are working on training and updating the website.
 - The Training and Events calendar has been added to the site
 - The Voting Members page has been updated
 - The EHO Photo Book is also up, but may not be viewable at all OpDIVs due to security issues

IX. Open Discussion

- CDR Rodriguez updated for the Communications Subcommittee.
 - Reminder that the call for articles for the spring newsletter is COB 8 MAY. Please send in your articles by COB today.
 - The social media committee will be piloting “share your story” highlights of stories of officers in the field. These will be posted on the Facebook page and group, and eventually the listserv. We hope this may help improve recruitment efforts and communication about what EHOs do.
- CDR Leonard shared for the Mentoring and Orientation Subcommittee.
 - The survey for the mentoring program went out and you are asked to complete your survey by 15 MAY.
- CDR Vaouli shared for Marketing and Recruitment Subcommittee.
 - All of the scheduled application windows for non-open continuous specialties have been closed for the remainder of the year so we were exceedingly lucky to get one this year. Medical, Dental, and other clinical specialties as well as previous officers and interservice transfers remain open.
 - The medical accession standards were disseminated and can be distributed so they will be shared via the listserv. Voting members should make themselves familiar with the document as they will likely receive questions. It is now a 47 page document and mirrors our sister services.
- CAPT Piontkowski reported for Career Development.
 - Thank you for all the feedback and comments on the Career Development documents. The subcommittee is working through the comments and hopes to have the documents complete by the end of the month.
- Thank you to CDR Mutter for compiling and announcing the EHOPAC Awards for 2018.

X. Adjournment – CDR Jill Shugart

The meeting was adjourned at 1400.