



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #212 Minutes, October 9, 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 Member Attendance Status: Present, Absent, Excused

Last Name	First Name	Rank	Status	Name of Alternate in Attendance
Bales	David	LCDR	Present	N/A
Bowser	Travis	CDR	Excused	CAPT Martin Smith
Deptola	Matthew	LCDR	Present	N/A
Hensley	Jessica	CDR	Absent	N/A
Hubbard	Katie	CDR	Absent	N/A
Kincaid	Erin	LT	Present	N/A
Kupper	Drew	LCDR	Excused	LT Krista Ferry
Leonard	Monica	CDR	Excused	CDR Danielle Mills
Malashock	Danny	LCDR	Present	N/A
Merritt	Steven	LT	Present	N/A
Mutter	Jamie	CDR	Present	N/A
Otto	Jessica	CDR	Present	N/A
Oyster	Carolyn	CDR	Present	N/A
Piontkowski	Stephen	CAPT	Present	N/A
Quinn	Mike	CDR	Present	N/A
Rodriguez	Luis	CDR	Excused	LCDR Scott Daly
Shugart	Jill	CAPT	Present	N/A
Valenti	Elizabeth	CDR	Present	N/A
van Twuyver	Chris	CDR	Present	N/A
Vaouli	Elena	CDR	Present	N/A

Others on the line

CDR Eva McLanahan

III. Chief Professional Officer Report – RADM Kelly Taylor

- The 2017 EHOPAC appointment letter package was submitted to the Office of the Surgeon General.
- No updates on the assessment of the Corps. According to the timeline the baseline assessment should be complete and the in-depth assessment should be underway.

- Working on Category Day TED talk planning.
- There are lots of policies coming out daily, please check the CCMIS website frequently to stay up-to-date.
- Attended the FDA Promotion ceremony on Friday, got to meet one EHO.

IV. Chair Report – CDR Chris van Twuyver

- Looking forward to the proposed updates to the EHOPAC Charter, which we will be discussing later today.
- We will also have an update from Marketing and Recruitment regarding updates to the COSTEP program.
- The Information Technology Subcommittee was able to complete their review of the EHOPAC website and get all of the documents restored.
 - One of the PACs had posted PII on their website so they shut down all of the PAC websites until a review could be completed.
 - Past meeting minutes should be uploaded soon, along with readiness resource updates, and a leadership resources section of the Training and Events Subcommittee page.
- Reminder to provide monthly RAIL updates to CDR Cook so we can have a good picture of where we are on projects and deliverables.
- LT Jason Ferry will be helping us to clean up APAN and have a better file structure moving forward, as well as making sure we have all of our SOPs in a standardized format.
- Thank you letters for volunteers who have completed a year of work on the PAC should be developed and issued by the Voting Members/Subcommittee Chairs. If you have questions or concerns about who meets the criteria or what the letter should look like contact CDR van Twuyver.

V. Chair-Elect Report – CDR Michael Quinn

- A procedural discussion was held along with a confidential discussion on the nominees for the At-Large position open on the EHOPAC.
 - Voting will open after the call and run through 10/26/2018.
- Continuing to work to develop and finalize an EHO Competency Survey to capture our capacities to contribute to response work, as well as to document the value we add to the Corps.

VI. Ex-Officio – CAPT Jill Shugart

- Discussed proposed changes to the EHOPAC Charter. The last update was in 2014, so we took a look at it to make sure it was congruent with the changes we've made to our Bylaws. Policy and Standards Subcommittee has done a lot of work to get the comments and changes proposed in a format to discuss. A few highlights:
 - Updated the history of the document/approval memo/cover sheet.
 - Needs approval and signature by the Office of the Surgeon General.
 - Section IV. Functions: updated to reflect an accurate capture of a succinct description of what each of our Subcommittees does.
 - Added that all the other details not included in the Charter (procedures/descriptions/etc.) live in the Bylaws.
 - Changed Ex-Officio members to “Non-voting members” for consistency and to clarify these are not the same people as the EHOPAC Ex-Officio.
- The CPO Board is working on some blanket language for Charters, as well as working on where CPOs fall in the chain of command between PACs and the Office of the Surgeon General to clarify and make that official/consistent across PACs. RADM Taylor will work with the board to present our proposed changes after we vote and see how we can come to agreement on our Charter given this new development.

- EHO's won the push-up challenge!! HSO's tried to say the Pharmacists won because their total was higher but they have over 1200 officers so that's not a fair measure. When reviewing the total number of participants and pushups PER OFFICER we clearly came out way ahead.

VII. Secretary/Treasurer Report – CDR Jessica Otto

- Working with the IT Subcommittee to get the outstanding minutes posted to the website now that we can post documents again.
- Voted to approve the September minutes, thank you for your feedback.
- Look out for an email to vote on the changes to the Charter.
- If you have any changes to your contact information or if your alternate has any changes let me know so I can reflect that accurately in our records.

VIII. Executive Committee Liaison Report – LCDR Danny Malashock

- Taking a sabbatical from PAC work at the end of my term in December, starting a new job and a doctoral program.
- Feel free to contact me if you're interested in the EC Liaison position and want more information.

IX. Subcommittee Briefings

Marketing and Recruitment – CDR Elena Vaouli and LCDR David Bales

- Webinar planned on 22 October to cover COSTEP questions with the accredited programs.
 - Will also have advice from hiring officials and information on general call to active duty.
 - Will have a representative from DCCPR on the line as well to answer questions.
- COSTEP applications will be open 15 October and run through 30 November.
 - Updating materials on our website.
- Joint PAC Recruitment Call mentioned that there will be a SharePoint developed to assist in the processing of applicants with very limited access and no sharing/printing/downloading. DCCPR requested no more than two EHOPAC contacts to be granted access to this site. After conferring with EC, P&S Chairs were provided as the contacts because of their role in managing general duty application packages.

X. Open Discussion

Upcoming elections – CDR Mike Quinn

- Three positions will be open on the EC, we will open the floor for nominations and Chair-Elect, Secretary/Treasurer and Liaison positions will be open and you must be voted in to those positions at the next PAC meeting.

GI Bill Webinar: Marketing and Recruitment Subcommittee – CDR Betsy Valenti

- Scheduled for 23 October. Representatives from DCCPR will be available to answer your questions.

NEHA/Work with associations – CDR Mike Quinn

- Got to assist with the rewriting of the CP-FS exam for NEHA. They are very interested in engaging with us and capturing the EHO perspective in their work as an association.
- Also spoke with their credentialing official. Now that the credentials are available online, you can contact them directly to get a copy of your credential before it expires so that you can update your eOPF and not show as "expired".

Awards and Recognition Subcommittee – CDR Jamie Mutter

- 2019 EHO Responder of the Year nominations are open and will close 2 November. Please consider nominating someone or encourage folks to apply.

Mentoring and Orientation Subcommittee – CDR Carolyn Oyster and CDR Monica Leonard

- On 2 November 2018, the Mentoring and Orientation (M&O) Subcommittee is planning two webinars. One for Mentor EHOs and another for Protégé EHOs. The trainings will help EHOs understand their roles in the Mentoring Program as we began our 2018-2019 operational year (October-September).
- M&O also encourages all Mentor EHOs to rotate yearly and select new Protégées each operational year. If you participated in the Mentoring Program this past year (2017-2018) and you want to continue with the program, we request you continue with a new Mentor/Protégé.
- Finally, all participants in the 2017-2018 Mentoring Program should have received a Thank You certificate via email. If not, please contact us.

Readiness Subcommittee – LT Steven Merritt

- Reminder to get your flu shot before thanksgiving and upload your documentation to eDOC-U.

XI. Adjournment – CDR Chris van Twuyver

The meeting was adjourned at 1437