



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #213 Minutes, November 13, 2018

I. Call to Order – CDR Chris van Twuyver

The meeting was called to order at 1302 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 | Present | N/A |
| Deptola | Matthew | LCDR | Present | N/A |
| Hensley | Jessica | CDR | Present | N/A |
| Hubbard | Katie | CDR | Present | N/A |
| Kincaid | Erin | LT | Present | N/A |
| Kupper | Drew | LCDR | Present | N/A |
| Leonard | Monica | CDR | Present | N/A |
| 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 | Excused | CDR Kelli Mohler |
| Quinn | Mike | CDR | Present | N/A |
| Rodriguez | Luis | CDR | Present | N/A |
| 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 |

III. Chief Professional Officer Report – RADM Kelly Taylor

- The Assistant Secretary for Health (ASH) and the Surgeon General (SG) remain supportive of the Corps and are advocating on our behalf with the Office of Management and Budget (OMB). Keep doing your job, do it well, support the mission, and improve the health and safety of the Nation.
 - Remember to maintain good hygiene on social media, especially as it pertains to any comments, thoughts, or feelings regarding the Corps. It would be good to attend the upcoming session on this for pointers.

- Next week we have two appointment boards scheduled which will close out all the applicants from February 2018. We will review all of them for potential appointment.
- The appointment standards cleared the CPO Board and are on their way to DCCPR for final approval and publishing.

IV. Chair Report – CDR Chris van Twuyver

- CAPT Piontkowski and CDR Bowser reported out that eOPF review will be offered again this year for officers eligible for promotion. Information on that should be forthcoming shortly. They also reported that the mandatory career counseling was 86% complete.
- CDR Cook is continuing to update the PAC Rolling Action Item List (RAIL). He will be contacting you to obtain your update for this month. We appreciate your efforts as we continue to track and monitor PAC progress towards our goals.
- CDR Horsch will be acting as our PAC Liaison for EHOPAC meetings, so he will be joining us to provide information from RedDOG.
 - This is very timely as we just received word that the PAC and the Readiness Subcommittee will no longer receive readiness reports from RedDOG, so we are searching for ways to continue to assist with maintaining PAC Readiness in the absence of that critical information.
- There is a new Standard Operating Procedure (SOP) template on the All Partners Access Network (APAN). Subcommittees should use the template to update their SOP and upload the most current version in APAN. This will help us standardize our SOPs. This includes merging your SOP's and workplans into one document.
- LT Jason Ferry will be reaching out to the Subcommittee Chairs to review your SOPs to ensure that they follow the SOP template, he will also review each Subcommittee's APAN folders to help us declutter our APAN files.
- Thank you letters for volunteers should be sent out before the end of the year. We are working to complete the Special Assignment Awards for Voting Members finishing out their terms this year.

V. Chair-Elect Report – CDR Michael Quinn

- We successfully completed the voting for the 1 At-Large position on the PAC. LCDR Bill Bird from FOH was selected and will begin his term on 1 JAN 2019. We appreciate LCDR Danny Malashock's service to the PAC over the past three years in this position.
- Attended a webinar hosted by the HSO category on social media hygiene. They are working on a policy document on social media at DCCPR. Officers should be looking out for that policy and ensuring they don't post anything that might be questionable or unbecoming.

VI. Ex-Officio – CAPT Jill Shugart

- Attended the 2018 APHA Conference. We had a chance to meet and greet with the Surgeon General yesterday.
 - There was a roundtable event at the conference that helped attendees navigate through multiple topics and it was a great use of time. We should consider using a similar model at the Commissioned Officers Association (COA) Symposium in the future so that each category could better understand each other.
 - I got feedback about our recruitment webinar from a student who was attending APHA and planning to submit an application that the event was very helpful.
- I hosted a "Dinner with a Captain" in the Atlanta area. No other EHOs have been able to participate yet. I had three participants show up and it was a great mentoring opportunity.
- Our Charter language updates were voted on and approved. We got some feedback to try to incorporate some document history (top-level) into the document so we have more context moving forward. We reached out to CDR Freed for some historical context so we can incorporate it into the document.

- The Policy and Standards Subcommittee drafted a table to be included in the Charter that succinctly summarizes the information. They suggested adding a similar table to the By-laws as well.
- The Voting Members agreed to add this table to the Charter before forwarding to the CPO for final signature.

VII. Secretary/Treasurer Report – CDR Jessica Otto

- October minutes were voted on and approved for posting to the EHOPAC website.
- We have 11 coins left
 - We need to know the inventory for the Mentoring and Orientation group that keeps coins for OBC graduates, and who the point of contact will be for the next operational year.

VIII. Executive Committee Liaison Report – LCDR Danny Malashock

- It's been a pleasure serving the PAC the past three years, thank you to everyone who has helped me learn and grow along the way.
- For those interested in the EC Liaison position, I'll be happy to assist with your transition and will stand ready to assist.

IX. Executive Committee Nominations

Officer Nominations/Statements of Intent

- The following officers self-nominated and read statements of intent for the following offices:
 - CDR Elena Vaouli – Chair Elect
 - CAPT Jill Shugart – EC Liaison
 - CDR Jessica Hensley – Secretary/Treasurer
- The PAC will hold elections immediately following the call.

X. Subcommittee Briefings

Mentoring and Orientation – CDR Monica Leonard and CDR Carolyn Oyster

- Co-Chairs introduced the subcommittee and all members and their roles
- Co-Chairs explained the development of the OBC Open House and Graduation Workgroups – and the EHO staffing and presence at these events
 - OBC Graduation
 - Workgroup started in February 2018
 - Workgroup developed: a commitment form, monthly staffing matrix, coin tracking plan, coin challenge history document with the help of the History Subcommittee, training requirements for all volunteers, and a hotwash process.
 - All volunteers receive a standardized introduction.
 - All Workgroup members (team of seven) volunteer 1-2 times per year, to allow for a sustainable process and not over-work any one volunteer
 - Workgroup SOP prescribes a thank you letter for each volunteer by December 15 each year, co-leads are finalizing letters for all volunteers.
 - Open House working group
 - Began in formation in July 2018
 - Workgroup lead used the OBC Graduation SOP to define procedures for OBC Open House SOP

- Rolled out the first Open House event for the EHOPAC in November 2018
- 2018 EHO Welcome Packet
 - This project began with a request for the M&O subcommittee to participate creating a combined category welcome packet. In the process, the Subcommittee realized the EHO Welcome Packet needed updating. Following the 2018 Symposium, the Welcome Packet workgroup began updating this document. Prior to our update, the Welcome Packet had not been available and dated back to 2011. The plan is to distribute to the Executive Committee and VMs for review before the end of the calendar year.
- Mentoring Program
 - 2018-2019 mentoring year functions on a fiscal year. This year our mentoring program:
 - 20% increase from 2017-2018
 - Implemented quarterly tracking
 - Number of protégé apps
 - Number of mentor apps
 - Number of EHO mentor pair
 - Distributed thank you letters to participants in October 2018
 - Offered separate webinars to protégés and mentors.
 - Administered surveys throughout process (6 mo and 1 year)
 - Continued use of HSO mentoring database for EHO mentoring program
 - The M&O Subcommittee Chairs recommended removing the mentor statement from EHO benchmarks. It seems some officers are applying to the EHO Mentoring Program to fulfill a benchmark for promotion, but are not invested in participating in the program. A discussion ensued regarding the need to pull the statement from the benchmarks. This will be further discussed in 2019 when the Career Development Subcommittee works on updating benchmarks for the next promotion season.
 - Finally, the M&O Subcommittee Peer-to-Peer project will roll out in 2019

Training and Events – CDR Elizabeth Valenti and CDR Eva McLanahan

- Symposium
 - Planning is well underway. There are three Category Day planners, and one additional volunteer was added to help with cross-category planning.
 - Registration is open until April 17, 2019. Anyone wanting to register after will need to register on site.
 - Category Day
 - Scheduled for Wednesday May 8, 2019. Eight abstracts were submitted, six were selected. The presenters are from a wide range of agencies and ranks.
 - Key Note Address will be given by the NEHA President, Vince Radke.
 - Cross-Category update- there was a call for cross-pollination. EHO Category Day Planners requested abstracts for a TedTalk style presentation from other categories. Only one abstract was received from an HSO. The effort may be tabled for a year.
 - NEHA proctored exams- planners need to receive expressed interest by Dec 3, and to make a commitment to NEHA by Dec 21.
- DC-Area EHOPAC Networking Social
 - December 6, 2018
 - Location TBD: Bethesda, Rockville, or Gaithersburg
- EHO leadership resources (book, articles, media) are posted to the web:

<https://dcp.psc.gov/OSG/eho/leadership-resources.aspx>. Share feedback with: jennifer_dobson@ykhc.org.

XI. Open Discussion

Marketing and Recruitment – CDR Elena Vaouli and LCDR David Bales

- We are trying to prepare for the next operational year. We continue to seek guidance on how to best engage hiring officials and how to navigate the changing landscape to better assist applicants with placement/commissioning, considering the current guidance that applicants can only be called to active duty by IHS, BOP, and DHS.
 - RADM Taylor offered the advice that we should wait and not make any big changes until it becomes clear what the official policy is. She also shared that these changes would also make it smart to pare back our recruitment efforts until we get guidance from DCCPR.

Awards Subcommittee – CDR Jamie Mutter

- Reminder that votes are due by Friday for EHOPAC Responder of the Year

XII. Adjournment – CDR Chris van Twuyver

The meeting was adjourned at 1455.