



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #214 Minutes, December 11, 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 | Excused | LCDR Dustin Joplin |
| 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 | Excused | LT Krista Ferry |
| 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 | Present | N/A |
| 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

- Had a good time at the Winter Social in the DC area last week. Looking forward to meeting the Atlanta EHO's tonight and Cincinnati EHO's before the end of the year.
- There is a lot of uncertainty right now, and a lot of confusion and new policies.
 - Please be patient, new guidance will be issued.
 - Do your job well and keep moving forward.
 - If you have a question you can call or email.
- We are in the middle of COERs and it is a new process.
 - If you are up for promotion, please follow the guidance provided to ensure your Reviewing Official completes the ROS section appropriately.

IV. Chair Report – CDR Chris van Twuyver

- Thank you to the Subcommittee Chairs, volunteers, CAPT Shugart, CDR Oyster and the EHOPAC EC for a successful year. Also, following the past practice I took the EHOPAC Chair's gavel on an adventure, which was to the Badlands with my family and will pass it along to CDR Quinn for the next operational year. A summary of the EHOPAC annual accomplishments follow:

EHOPAC Year End Summary

Executive Committee, Members: RADM Taylor, CAPT Shugart, CDR van Twuyver, CDR Quinn, CDR Otto, and LCDR Malashock

- Reviewed and revised the EHOPAC Charter and EHOPAC Appointment Standards
- Developed EHO Technical Skills and EHO Competencies documents and presented a summary of these documents to the CPO Board
- Prepared an overview of the EHO Category for presentation to the Surgeon General
- EHOPAC Organizational Summary prepared for the CPO Board
- Created a new CC Overview and Resources PPT for Supervisors and Reviewing Officials

Awards and Recognition, Chair: CDR Mutter

- Implemented a new SOP for processing and tracking awards as prescribed by the CPO Board
- Managed the Moran, Todd Eason, Crow, and Responder of the Year Awards
- Created an Awards Reference document which is posted on the EHOPAC website

Career Development, Chairs: CAPT Stephen Piontkowski and CDR Travis Bowser

- Provided training for Officers conducting Career Counseling and Mentoring
- Paired mentors and mentees, paired counselors with mentees at COF and for end-of-year file review, collaborated with CPO to ensure official career counseling was conducted
- Updated all [9] promotion reference documents and posted these documents to the EHOPAC Website

Communications, Chairs: CDR Luis Rodriguez and LT Erin Kincaid

- Updated the EHO Survival Guide and this document will be posted on the EHOPAC website shortly
- Contributed to the Combined Category Newsletter, also developed and issued quarterly EHOPAC Newsletters
- Initiated the EHO "Share your story" program

History, Chair: CDR Matthew Deptola

- Provided an updated EHO History for inclusion in the EHO Survival Guide
- Created a history for the EHOPAC Coin presented to the newly commissioned Officers at OBC
- Incorporated new CPO biography into the EHOPAC files and updated the EHO “Virtual Plaque” which is a history of past EHOPAC elected members

Information Technology, Chair: CDR Jessica Hensley

- Implemented an IT sustainability plan which included creation of three new WGs, addition and training of 8 new members
- Resolved backlog of documents awaiting posting on the EHOPAC website

Marketing and Recruitment, Chairs: CDR Elena Vaouli and LCDR David Bales

- Routinely communicated with DCCPR, and the Policy and Standards Subcommittee regarding EHO applicants
- Quickly and clearly conveyed unexpected changes in recruiting policy and procedures
- Managed the JRCOSTEP process and annual recruitment webinar
- Managed the “Adopt a school program”

Mentoring and Orientation, Chairs: CDR Monica Leonard and CDR Carrie Oyster

- Developed a new SOP and process to manage EHOPAC representation at OBC courses to include OBC open house and graduation ceremonies
- Recruited new volunteers to represent the EHOPAC at monthly OBC open house and graduation ceremonies
- Managed the EHO Mentoring Program and provided mentoring at the Symposium
- Conducted two webinar trainings for mentees and protégés
- Participated in the creation of a novel cross-category orientation packet for new officers
- Updated the EHO Welcome Packet provided to newly commissioned EHO Officers

Policy and Standards, Chairs: CDR Katie Hubbard and LCDR Drew Kupper

- Participated in the review and update of the EHO Appointment Standards and EHOPAC Charter.
- Screened and managed 60 new EHO applicants during the EHO open application window

Readiness, Chairs: LT Krista Ferry and LT Steven Merritt

- Revised the Environmental Health Readiness Guide
- Provided monthly readiness reminders
- Posted revised readiness resources on the EHOPAC Webpage

Training and Events, Chairs: CDR Eva McLanahan and CDR Elizabeth Valenti

- Developed Leadership resources which are posted on the EHOPAC Website
- Planned and coordinated EHO Category Day and other EHO activities (mentoring, social, etc.) at the Symposium
- Planned and coordinated GI Bill training
- Planned and coordinated networking socials at NEHA, and the DC and Atlanta areas

Future Activities for the EHOPAC:

- Leadership training
- Training for field work including water safety, food safety, safety and IH, and shelter sanitation
- Enhancements to the EHOPAC Website to consolidate training and reference material

V. Chair-Elect Report – CDR Michael Quinn

- Results of the Executive Committee (EC) elections are complete the results are below. In addition, we have one new voting member representing the at-large segment, LCDR William Bird (FOH) replacing LCDR Danny Malashock (EPA) who is rotating off the PAC.
 - Chair: CDR Mike Quinn
 - Chair-Elect: CDR Elena Vaouli
 - Ex-Officio: CDR Chris van Twuyver
 - Secretary/Treasurer: CDR Jessica Hensley
 - EC Liaison: CAPT Jill Shugart

VI. Ex-Officio – CAPT Jill Shugart

- Provided a special projects update:
 - EHO Appointment Standards were updated and approved by the PAC and sent to leadership for final approval and posting.
 - The EHOPAC Charter was updated and approved by the PAC and was sent to the Surgeon General for final signature.
 - Provided final review and editing for each of the 2018 EHOPAC quarterly newsletters. The fall edition should be out soon.

VII. Secretary/Treasurer Report – CDR Jessica Otto

- We will finalize the November EHOPAC minutes and vote on their approval and posting via email soon.
- The EHOPAC minutes from this operational year through June are now available on the EHOPAC website. The minutes for the remainder of the year will be posted soon.
- If voting members have changes to their alternates or contact information for the website please send that in as soon as possible so that we can prepare the site for the next operational year.
- We have a few EHOPAC coins left. You can find more information on ordering on the EHOPAC website at the following URL: https://dcp.psc.gov/OSG/eho/ehocoin_pre2016.aspx.
- We are in good shape for the next operational year financially.

VIII. Executive Committee Liaison Report – LCDR Danny Malashock

- We have a few new liaisons to the PAC. LCDR Beth Wittry will be our liaison for JOAG and CDR Robert Horsch will be our liaison for RedDOG.
- The Commissioned Corps Overview and Resources for Supervisors and Reviewing Officials presentation has been revised and will be available soon. Be on the lookout for a listserv message.

IX. Special Presentation

- “Leading Before You’re in Charge,” CAPT Calvin Edwards

X. Adjournment – CDR Chris van Twuyver

The meeting was adjourned at 1500.

Appendix: as necessary for attachments