



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Meeting #215 Minutes, February 12, 2019

I. Call to Order – CDR Michael Quinn, Chair

The meeting was called to order at 1300 EDT.

II. Roll Call – CDR Jessica Hensley, Secretary/Treasurer

Roll call was performed; a quorum was confirmed.

Voting Member Attendance Status: Present, Absent, Excused

Rank and Name	Status	Name of Alternate in Attendance
LCDR David Bales	Present	N/A
CDR Travis Bowser	Present	N/A
CDR Williams Bird	Present	N/A
LCDR Matthew Deptola	Present	N/A
CDR Jessica Hensley	Present	N/A
CDR Katie Hubbard	Excused	CDR Michael Box
LT Erin Kincaid	Excused	LCDR Gamola Fortenberry
LCDR Drew Kupper	Present	N/A
CDR Monica Leonard	Excused	CDR Danielle Mills
LT Steven Merritt	Present	N/A
CDR Jamie Mutter	Present	N/A
CDR Jessica Otto	Present	N/A
CDR Carolyn Oyster	Present	N/A
CAPT Stephen Piontkowski	Present	N/A
CDR Mike Quinn	Present	N/A
CDR Luis Rodriguez	Present	N/A
CAPT Jill Shugart	Present	N/A
CDR Elizabeth Valenti	Present	N/A
CDR Chris van Twuyver	Present	N/A
CDR Elena Vaouli	Present	N/A

Others on the line

-none

III. Chief Professional Officer Report – RADM Kelly Taylor

- RADM Kelly led a discussion about the Town Hall held 11 FEB. RADM Kelly asked for feedback to be sent for the development of a frequently asked questions (FAQ) resource.
- 11 February 2019 Town Hall summary
 - A FAQ will be compiled by CPOs. The RADM is accepting questions from EHOs via email.
 - New applicants can currently only be assigned to IHS, BOP, and DHS (although she's verifying FEMA); *not* CDC, FDA, or elsewhere. The M&R Subcommittee needs to convey this information to the new applicants and COSTEPs.
- Modernization
 - RADM Joan Hunter is retiring March 1, 2019. RADM Susan Orsega, Nursing CPO, will be taking over as Director CCHQ.
 - RADM Erica Schwartz from the USCG is our new Deputy Surgeon General.
- RedDOG Readiness: Going towards 30-, 60-, and 90-day alerts for readiness updates.
- There are many IHS positions of varying grades for EHOs. She will discuss this with M&R.
- Q&A revelations
 - All of DHS is included, although she will clarify whether FEMA is included.
 - Clinical is priority, but EHOs are still needed.
 - Future categorical percentages are still to be determined. OPDIVS are the focus.
 - Make sure to submit questions to her.

IV. Chair Report – CDR Michael Quinn

- Provided the 2019 Chair Priorities:
 - Assess, evaluate, and track EHO professional competencies
 - Support EHO professional development by providing training opportunities and resources
 - Provide timely updates regarding changing policies and the status of the Corps
 - Promote engagement and partnerships with professional organizations
 - Increase EHO visibility and provide information that demonstrates the importance of the category as a Corps and national asset
- Listed EC Points of Contact for the SCs
 - CDR Quinn – Career Development and Mentoring and Orientation
 - CDR Vaouli – Awards and Recognition and Marketing and Recruitment
 - CDR vanTwuyver – Readiness and Training and Events
 - CDR Hensley – History and Information Technology
 - CAPT Shugart – Communications and Policies and Standards
- Subcommittee Management
 - New Assignments
 - LT Kincaid moving from COMMS to IT Chair
 - LCDR Bird co-chair COMMS
 - CDR Otto moving from Secretary/Treasurer to M&R Co-Chair
 - Chair/Co-Chair Collaboration
 - The EC is available to assist with collaboration
 - Non-Voting Co-Chairs
 - This process will continue.
 - Volunteer Selection, Retention, & Recognition

- If someone volunteers but does not maintain their engagement, the chairs have the discretion to drop those folks.
 - RAIL Management
 - CDR Vaouli will be in charge of the RAIL in 2019.
 - Intent/Expectations: The RAIL is a tool and not an endpoint. The RAIL should be maintained as best we can, because it's a great historical record.
 - Tasks:
 - Review/Update RAIL, SOPs, Work Plans – Due by 3/31
 - Volunteer Needs – Due by 2/22 – Provide to CDR Hensley, CDR Quinn & EC POC
- EHO PAC Meetings
 - Monthly Business Meetings
 - Second Tuesday: 1300-1500 ET
 - VM, Non-voting Co-chairs, & Alternate Participation
 - 1st Month: Expanded Subcommittee Briefings
 - 2nd Month: Squad Report
 - Minute Summaries – due by end of meeting week
 - Quarterly Open Meetings
 - 3rd Month: March, June, September, December
 - Significant Updates, Guest Speakers, & PAC Questions
- Reminders
 - ListServ Signature for PAC-related Announcements
 - Rank (Last Name)
 - EHO PAC Position
 - For more information, please visit the EHO PAC website at: <https://dcp.psc.gov/osg/eho/>
 - For questions or feedback for the EHO PAC, please submit to: <https://goo.gl/lgy9TD>
 - To subscribe or unsubscribe from the EHO PAC ListServ, please visit: <https://dcp.psc.gov/osg/eho/ehopaclistserv.aspx>
- Recent Activity
 - One-on-One Meetings with Chair and VMs
 - EHO Competencies Survey
 - EHO Deployment Skills
 - Electronic Corps Mass Communication System (eCMCS)
 - Commissioned Corps Town Hall
 - Readiness and Duty Requirements CCI
 - Readiness Compliance POM
 - Inter-category Cooperation – EPAC
 - EHO PAC Newsletter & Communications Strategy
- Upcoming Activities
 - One-on-One Availability
 - EC Meetings
 - EHAC 50th Anniversary
 - Category Day Presentation Planning

V. Chair-Elect Report – CDR Elena Vaouli

- 2019 Goals: Learn, Assist, Support
- SC POC for Awards, M&R

- VM Reminders (By-laws)
 - Attendance
 - Excused vs unexcused – Voting members are expected to attend all meetings. Exceptions need to be covered appropriately and are covered in the 2017 Bylaws.
 - Alternates
 - VM identifies alternate at start of his/her 3-yr term.
 - VM must reconfirm alternate each year (Bylaws, Att B.)
 - See Bylaws for additional criteria
 - Non-VM SC members
 - 1 SC, 3-yr term limit
 - Non-VM SC Co-Chairs – expectations – see above for other comments

VI. Ex-Officio – CDR Chris van Twuyver

- Working on the SAA awards for VMs who completed their three-year term in 2018
- Working with the EC to review the EHO Welcome packet which was updated in December by Mentoring and Orientation SC
- I will be working with CAPT Shugart to review and update the Ex-Officio SOP
- Connect with the Training and Education Subcommittee and CAPT Edwards to hopefully schedule part two of CAPT Edwards leadership training at our March meeting.
- Also working with Training and Education and the Readiness Subcommittee for readiness related messaging and training including the training that LT Merritt is developing for Safety Officer/Risk Management

VII. Secretary/Treasurer Report – CDR Jessica Hensley

- Secretary
 - December minutes are in APAN. An email will be sent today with a link. Please review and make comments by 25 FEB.
 - An email will also come regarding alternates. Please confirm your alternate is still willing and able and meets the requirements of the by-laws. The email will contain the alternate form should you need to identify an alternate.
 - Please review the website for any contact information changes needed.
 - Please provide bullets for any presentations given for the PAC meetings to facilitate meeting minutes.
- Treasurer
 - We are putting together a new coin order. Current supplies are limited.
 - CDR Otto and I are conducting a year end audit and will work on getting the account balance.

VIII. Executive Committee Liaison Report – CAPT Jill Shugart

- Overarching Activities
 - Link between PAC and external and internal organizations
 - Manage anonymous feedback system
 - Assistance to P&S and COMMS Subcommittees
 - Revamp of EHOPAC Newsletter
- Current EHOPAC Liaisons
 - JOAG – LCDR Beth Wittry
 - EHAC – CAPT Don Williams
 - AAS – CAPT (ret) Gary Noonan

- CCWIAB – CDR Monica Leonard
- RedDOG – CDR Robert Horsch
- Send me other names/organizations if you have other ideas for liaisons.

IX. Squad Reports

Awards – CDR Mutter

- Subcommittee Meeting Status – A&R does not have a subcommittee – no volunteers needed
- Recent Actions/Activities – listserv message (below) for Eason, Moran, Todd and Crow awards sent out on 2/6 – due date is 3/6
- Upcoming Needs/Priorities –
 - The EHOPAC voting members will be voting on the awards after the 3/6 due date and have approximately 2 weeks to read the nominations and vote using SurveyMonkey.
- Requests for Assistance – spread the word for EHOPAC officers to nominate for the awards
- Other Items – none

Career Development – CAPT Piontkowski and CDR Bowser

- Subcommittee Meeting Status: Last call 21DEC2018; next call 22FEB2019
- Recent Actions/Activities: Achieved all 2018 goals; no report for January due to lapse in appropriations
- Upcoming Needs/Priorities: Finalize 2019 Work Plan & SOP
- Volunteer Status: 5 current volunteers; need 2-5 more on 2019 roster
- Requests for Assistance: None at this time
- Other Items: None

Communications – CDR Rodriguez and LCDR Bird

- Before our report, I just want to ensure everyone knows that the Listserv guidance is in our website and it includes the signature block you should use, the one CDR Quinn talked about.
- Leadership change. New co-Chair is LCDR Bill Bird. LT Erin Kincaid is chairing this year the IT SC.
- LCDR Bird was our co-Team Lead in Publications and we will be looking for a new co-Team Lead from within the team.
- A few notes from our two teams:
 - Publications – last year we published our newsletters, which were well received. This year we will continue the newsletters, and as you heard from CAPT Shugart, we still need to meet with the EC to determine the direction of the newsletters this year. Last year we updated the EHO Survival Guide, mostly correcting hyperlinks and 508 compliance issues. This year we have the intention of working with all subcommittees in a bigger update of this wonderful resource. More details on this will also be upcoming.
 - Social Media – Last year we kept both Facebook accounts engaged. The open page reached (over 9 thousand) 9,419 users through 14 postings, and the closed page got (almost 700 likes) 690 likes on 124 postings. We also increased participation in the Facebook group highlighting EHO careers within the category through the “Share My Story” initiative. We also collaborated with the HSO PAC to promote the Social Hygiene Webinar. In the past we had a Google + account that we decided not to keep since it had little acceptance among EHOs and now Google+ is going out of business soon. This year we will continue with Facebook, will maintain a YouTube channel (something we just created but is not yet exactly ready). We are also planning another campaign of EHO stories through Facebook.

History – LCDR Deptola

- For 2019, two-tier system
 - Looking to make information more useful
 - Normal (maintenance) docs looking at annually (e.g. awards)
 - EHO History Book or Online magazine to document the Hx of the EHO

Information Management – LT Kincaid

- LT Kincaid moved from the Communications SC to the IT SC
- Will work with former IT SC chair to become more familiar with the duties and responsibilities of the IT SC

Marketing and Recruitment – CDR Otto and LCDR Bales

- Subcommittee Meeting Status – first meeting this Thursday 2/14/19
- Recent Actions/Activities – Rostering, visioning, right-sizing the workgroup. Also sent correspondence to newly boarded EHO Applicants so that they could get looped in with the AAP group.
- Upcoming Needs/Priorities – Fill co-lead position for Marketing and Materials, work with EHOPAC Chair to vision support of priorities. Top two priorities for the year are applicant placement and internal/external marketing strategy.
- Volunteer Status – currently have 13 volunteers; we will likely need ~3 more volunteers in various capacities.
- Requests for Assistance – Talking points for AAP contacts for recruit placement, working with EHOPAC EC to vision/scope our work for the year.
- Other Items - We currently have 34 boarded applicants, 3 secured IHS positions. 9 expire 2/14/19 and 6 expire 3/1/19.

Mentoring and Orientation – CDR Leonard and CDR Oyster

- Subcommittee Meeting status: met 12/2018, next meeting 03/2019
- Recent Actions/Activities – ready for February OBC open house and graduation, fully staffed for both groups. Set for volunteers for the year.

Policies and Standards – CDR Kupper and CDR Hubbard

- Subcommittee Meeting Status – Plan to have a meeting with CAPT Shugart and team sometime in February or early March
- Recent Actions/Activities – Charter has been finalized and signed by HQ; Awaiting HQ approval of new Appointment Standards
- Upcoming Needs/Priorities – Finalize SOPs, Workplans; Create guidance document to assist future appointment boards with new EHO appointment standards; discuss review and update of by-laws
- Volunteer Status – Requesting two volunteers for 2019; Two officers cycled off and would like to fill the vacancies
- Requests for Assistance – Will be scheduling meeting with CAPT Shugart to discuss 2019 priorities

Readiness –LT Merritt and LT Ferry

- Subcommittee Meeting Status – last meeting in Dec, next meeting scheduled for 02/14/19
- Recent Actions/Activities – activities for 2019 dependent on RedDOG updates to processing of readiness. EHOPAC used to send out notifications but the process is now being automated and we no longer have access. The role of group is changing. New objective is for deployment specific training.
- Upcoming Needs/Priorities – Update workplan, SOPs, RAIL, trainings
- Volunteer Status - LT Garner cycled off, LCDR Putz joined; no need for additional volunteers
- Requests for Assistance - Working with RedDOG liaison to develop Safety Officer presentation

Training and Events – CDR Valenti and CDR McLanahan

- Subcommittee Meeting Status - Met this year already, lots of activities in first half of year, volunteers are needed
- Recent Actions/Activities
 - Training Workgroup: working with Readiness Subcommittee and CDR van Twuyver on webinar for deployment and leadership; updating credentialing, training and leadership resources on EHOPAC website
 - Events Workgroup: Atlanta social moved from fall to spring (April), still need volunteers for planning committee; planning social at NEHA AEC;
 - Symposium Workgroup working with IHSC for CEs for symposium, leadership bios and abstract submission is needed; EHO Mentoring Session on Tuesday May 7th from 9-10 am, will reach out to PD SC once confirmed; working with Awards Subcommittee on awards presentation, EHO social scheduled for May 7th, still working to finalize venue; agenda for Category Day is finalized; planning scavenger hunt for Category Day Networking Event during one long break of the day; hosting NEHA proctored exams on May 6th at 9:00 am, 8-11 officers expressed interest, need commitment from officers interested in taking exams by March 4 to LT Carpio, this is last time NEHA will offer paper exams, will need to support computer based testing to offer it in the future; working to finalize other symposium activities, will promote on EHOPAC listserv and social media once finalized

X. Open Discussion

Comment: The USPHS Modernization Slides from Yesterday's Town Hall are available in the secure section of your eOPF under the section "Commissioned Corps Modernization". Slides are not for distribution or posting to social media. Survey was also sent out.

Q: Have there been any updates on deployment Standards?

A: Not update yet but expect movement shortly. New director of CCHQ is interested in moving forward.

Next meeting March 12, 2019

XI. Adjournment – CDR Michael Quinn

The meeting was adjourned at 1505.

Appendix: none