



# U.S. Public Health Service Environmental Health Officer Professional Advisory Committee (EHOPAC)



## Meeting #217 Minutes, 9APR19

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### 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

Last Name	First Name	Rank	Status	Name of Alternate in Attendance
Bales	David	LCDR	Present	N/A
Bird	Bill	LCDR	Excused	CDR Rob Gibbs
Bowser	Travis	LCDR	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
Merritt	Steven	LT	Absent	N/A
Mutter	Jamie	CDR	Excused	LCDR Jona Johnson
Otto	Jessica	CDR	Present	N/A
Oyster	Carolyn	CDR	Excused	N/A
Piontkowski	Stephen	CAPT	Present	N/A
Quinn	Mike	CDR	Present	N/A
Rodriguez	Luis	CDR	Present	N/A
Shugart	Jill	CAPT	Excused	CDR Aimee Treffiletti
Valenti	Elizabeth	CDR	Present	N/A
Van Twuyver	Chris	CDR	Present	N/A
Vaouli	Elena	CDR	Present	N/A

#### Voting Guests and Attendees Present

Last Name	First Name	Rank	Organization Represented
Cook	Brian	CDR	EC-RAIL

### III. Chief Professional Officer Report – RADM Kelly Taylor

- Symposium
  - Trying to hold a mentoring session at the USPHS. More information to come.
- Modernization of USPHS
  - Currently in the third phase, or the implementation phase, of the modernization of USPHS
  - Bullets and talking points about the modernization have been developed and distributed to all officers. Officers should refer to the talking points if asked questions about the modernization
  - Officers should also continue to review policies on CCMIS website for information and updates

### IV. Chair Report – CDR Michael Quinn

- March Meeting
  - Good Q/A presentation – took too long
  - Moved leadership presentation to 4/2/19
  - Will work to better balance guest speakers with reports
- EHOPAC listserv
  - >130 subscribers automatically removed on 4/4/19
  - FDA and USCG primarily affected
  - Most likely email authentication (i.e. spoofing) protection
  - Notice posted on FB page
  - IT subcommittee is working with NIH helpdesk- Turned off automatic probing
  - Tribal entities also having issues
  - Administrators have a list of everyone removed
- Awards and Recognition
  - CPO Board training provided to all PAC chairs/vice-chairs/awards chairs
  - Awards calls annually in April/October
  - One award to submit in April
  - Focus on individual awards in April, group awards in October
  - Subcommittee awards for October
  - Award subcommittee taking over management of awards
  - Need to update Awards SOP
  - SAA award for 2017/2018 submitted in February
- Leadership & Readiness Presentations
  - Leading When You're in Charge – CAPT Edwards
  - Upcoming readiness presentation – LT Merritt
  - Send speaker/topic suggestions to CDR Quinn
- PAC Charters
  - New format being developed by CPO Board
  - Requirements for all categories based on approved EHOPAC charter
- COF Symposium
  - Multiple updates provided later during this meeting
- 2019 Appointment Package
  - Draft completed for review

- NEHA Student & Young Professional Advisory Committee
  - Purpose: how students and young professionals become involved in professional organizations and grow their careers
  - PHS/EHOPAC invited to participate – need to work them M&O and M&R
- NEHA Conference Planning
  - EHAC presentation during pre-conference
  - Possible panel discussion – EHAC 50th Anniversary
  - EHAC recognition letter from SG
  - AAS/EHOPAC awards ceremony
  - July EHOPAC meeting falls during conference – may need to reschedule
  - EHOPAC Meet-up at conference
  - M&R presentation planned on PHS Careers – LCDR Bales
  - No plans for EHOPAC booth at conference but need to revisit in the future
- EHOPAC Award Winners
  - CAPT Don Williams (IHS) – Todd Award
  - CDR Joe Laco (CDC) – Moran Award
  - CDR Sarah-Jean Snyder (IHS) – Crow Award
  - LT Christine Lloyd (ATSDR) – Eason Award
  - Feedback on award voting process to CDR Mutter
- ASPR/RedDOG safety officer initiative
  - Currently focusing on NIST Teams: qualifications of PHS officers in SOFR, position tasks books, training.
  - Being let by CDR Bird & CDR Horsch, still in early stages
  - Want to partner with EHOPAC – involving LT Merritt and LT Ferry
- Meeting/VM reminders
  - Continue sending bullet points to CDR Hensley
- Chair uncompleted tasks
- Several emails received/issues being review by CDR Quinn

## V. Chair-Elect Report – CDR Elena Vaouli

- Membership
  - 9 VM spots anticipated to be vacated in 2020 (term completion, non-renewals, other circumstances)
  - Forecasting for 2020 VM nominations – Chair-Elect will reach out to VMs individually to confirm membership status in 2020, and to help forecast vacancies needing to be filled for 2020 VM nomination period. Estimated start date: July/Aug 2019
  - No questions from group.
- Awards (*also covered in Chair Report*)
  - Harmonizing our internal PAC awards with CPO Awards board processes – CPO Awards Board has detailed process for submitting awards; EHOPAC Awards SC adheres to this process. Awards process for internal PAC awards will be made more transparent, explicit, and operations sustainable if these steps are added to current EHOPAC Awards SC SOPs. CDR Mutter working on these efforts. Potentially adding one or several non-voting members for administrative and SOP development support.
- RAIL (rolling action items list)
  - Purpose –EC wishes to clarify purpose of RAIL for greater understanding among VMs about use and expectations/reasons for monthly updates. EC intends to use for two main reasons: (1) keep abreast of and report high priority tasks/deliverables of PAC in real-time; and (2) use as a tool for efficiently summarizing major accomplishments for CPO, end-of-year reports, award nominations, etc.

- Management of RAIL (report provided by CDR Brian Cook, RAIL manager)
  - Priorities
    - Value of Priority field
      - Track status of major action items
      - Will help with PAC's EOY summary, reports, and SC awards
      - Engagement between SCs and EC via the RAIL
    - What makes a Priority 1 (P1) finding?
      - SC SOP components
      - Items EC the identifies as being important
      - A P1 could be the equivalent of information the SC would cover during a call.
    - How many priorities should there be?
      - Just two: P1 and P2
    - Required RAIL fields
      - Proposal: all SC RAIL tabs have fields Action (column A) through Notes (column H) in the following order: a) Action, b) Priority, c) Responsible Subcommittee, d) Monthly Updates, e) Status, f) Due Date, g) Update Entered, h) Notes. SCs may add fields to the right of column H for their use, but only A through H will be transferred to the EC Review tab. Benefits:
        - Ease of EC review process
        - Ease of updating RAIL
      - Brian and Elena are developing an SOP
        - Currently gathering information and discussing benefits and weaknesses
  - Tracking number
    - Benefits
      - Used for quick reference in discussions
      - The action item can be identified if the wording gets changed to the extent it's unrecognizable or ambiguous.
    - Drawbacks
      - Another thing to track for everyone
      - Generating new numbers would require a separate tab and either a shared SC platform or more work for the RAIL updater.
    - Conclusion: Return on investment is low, so remove Tracking Number field from RAIL.
  - Next request for update: April 30 (two weeks before meeting on May 14)
- Questions/Concerns – discussion items will be taken into consideration as SOP is developed. No comments/questions received from the group.

## VI. Ex-Officio – CAPT Chris vanTwuyver

- EHO deployment skills presentation for the Nursing Category
  - Worked with CDR Quinn, CDR Vaouli, LT Ferry, LCDR Bird, LT Merritt and CDR Gibbs to generate a training session for the NursePAC which will be delivered on 5/6/2019 during the preconference training sessions. The group will present 7 - 50-minute training sessions which will include an overview of the EHOPAC, EHO Officer characteristics (education, licensure, etc.) and the skills that we bring during deployments. The training will include a demonstration of equipment including but not limited to FLIR camera, TSI personal particle counter, porta count, dosimeters, sound level meters, personal sampling pumps, and a Q-track. A demonstration of the equipment will be provided with an opportunity for attendees to participate in a hands-on exercise.
- Meeting with RADM Schwartz - received a request to meet with RADM Schwartz to provide an overview of the EHOPAC. I am attempting to contact her assistant to work out details of the meeting including who determining who else should attend.

- EHO Field training exercise-
  - Working with LT Sana Elassar to develop a field training exercise which is planned to occur on 5/6/2019. The event is being planned with the Hennepin County Wetland Health Evaluation Program. The exercise will include water sample training, collection of aquatic macroinvertebrates, including insects, leeches, small crustaceans, and snails. Teams also focus on wetland vegetation by inventorying the plant community. We are also trying to include arbovirus surveillance sampling with this event. We are facing time constraints finalizing the event planning due to limited availability of Hennepin County staff. We may have to cancel planning this event if we cannot finalize the plans by the end of next week to allow time to announce the event, provide time for registration, etc.

## **VII. Secretary/Treasurer Report – CDR Jessica Hensley**

- Secretary Updates
  - February Minutes
    - Look for email to vote since meeting vote at March meeting didn't work
  - March Minutes – Look for email for vote
  - Alternates - (due 25 FEB)
    - Missing 2 confirmations (2 additional awaiting Chair/CPO concurrence)
  - Must send bullets if on the agenda to present.
  - Volunteer Solicitation/Placement
    - New to Sec/Treas and Admin Team for 2019.
    - Moving from the EC Liaison SOP to Sec/Treas SOP.
    - Observed inefficiencies and needed process improvements that will be implemented for 2020.
      - Including changes to the volunteer solicitation - like rank ordering SC preferences
- Treasurer Updates
  - 200 coins arrived April 4, 2019-held by CDR Cook
    - Developing process for sale and distribution
    - Updating the Coin Order Form to be posted to website to reflect change
  - Year End Audit in process
    - Current balance is around \$1900. Voted to approve awards funding for \$300 (Yes - 14/No - 1/Abstained – 0/Didn't vote – 4). New balance will be around \$1600.

## **VIII. Executive Committee Liaison Report – CAPT Jill Shugart**

- CAPT Shugart will continue to monitor the Anonymous Feedback System to follow-up on any outstanding issues or concerns, especially regarding modernization and new policy questions from the category.
- She will also continue to provide support to the Policy and Standards and Communication Subcommittees as needed. Please let her know if she can be of any assistance.

## **IX. Subcommittee Briefings**

### **Career Development – CAPT Piontkowski and CDR Bowser**

- Completed 2019
  - Work plan
  - SOP
  - Roster

- Mentoring Session at COF
  - Distributed invitation on the Listserv for junior officers to sign-up with CDR Bowser by 4/22 (6 signed-up to date)
  - RADM Taylor and CAPT Piontkowski secured the list of senior EHOs
  - Pairings will be completed by 03MAY
  - Session is scheduled to occur on 07MAY
- The subcommittee is preparing for the routine review of officer support documents

### **Mentoring and Orientation – CDR Leonard and CDR Oyster**

- Subcommittee Meeting Status –April 1, 2019, next meeting, Monday, May 13<sup>th</sup>. Meet 1<sup>st</sup> Monday of the month normally.
- Recent Actions/Activities –
  - Mentoring year (October-September) is off to a wonderful start, #77 matched pairs to date, 7 surplus of mentors); conducted two mentoring webinars in November 2018.
  - M&O plans to shear a “Year One Mentoring Evaluation summary” write up and comments for the summer EHOPAC newsletter.
  - Created the USPHS 2019 Symposium 1-page flyer for officers who participate in Mentoring, to introduce them to the M&O Mentoring database. CDRs Leonard and Oyster will be in attendance at the conference.
- Upcoming Needs/Priorities –
  - Our M&O Year one evaluation survey results will need to be review by EC so we can post in the EHOPAC newsletter;
  - OBC and EHOs matching of new CADs;
  - M&O formed a new work group to review the current mentoring documents for the PAC. We plan to update the resources to include review of mentoring items on our EHOPAC.
- Requests for Assistance – at the EC Level
  - Awaiting final Review of M&O Welcome Packet so we can publish
  - Awaiting clarification of our Peer to Peer tasking via e-mail sent to EC.
  - Awaiting review of OBC Open House SOP so we can add to our M&O SOP
- Other Items –NSTR

### **Training and Events – CDR Valenti and CDR McLanahan**

- The SOP, Workplan, and roster are finalized
- Reminder: T&E captures Outreach and Speaker Requests to:
  - Monitor general EHOPAC outreach and speaker requests
  - Document requests and frequency
  - Work with EC to identify attendees and speakers, as needed
  - Please send requests to CDR Valenti
- Events Workgroup: April social in Atlanta
  - Survey of area officers: adult event preferred over a family friendly event
  - Location: Sweetwater Brewery or 57<sup>th</sup> Fighter Group, availability dependent
- NEHA AEC Social to be planned:
  - Will connect with CDRs Quinn and Vaouli so planning is not duplicated and social does not conflict with other events (i.e., EHAC's 50<sup>th</sup> anniversary celebration)

- Symposium Workgroup
  - May 6-9, 2019
  - Minneapolis Convention Center & Hyatt
  - 58 EHOs
  - Symposium Highlights

<u>Date</u>	<u>Time</u>	<u>Event</u>
<b>May 6<sup>th</sup></b>	9:00	NEHA Credentialing Exams
<b>May 7<sup>th</sup></b>	9:00-10:00	EHO Mentoring Session
	7:30-9:30	EHO Social @ Barrio
	8:00	All Category Social @ Pourhouse
<b>May 8<sup>th</sup></b>	8:00-5:15	Category Day

Time	Session Title	Agency	Speakers
8:00 - 8:15	Welcome and Introductory Remarks	EHOPAC	Symposium Day Planners
8:15 - 9:00	Keynote: Hockey, the Food Code and Professional Relationships	EHOPAC	Vince Radke, NEHA President
9:00 - 10:00	CPO and EHOPAC Chair Update	EHOPAC	RADM Kelly Taylor & CDR Michael Quinn
10:00 - 12:00	<i>Break in Exhibit Hall (Room must be cleared)— Stage for SG Picture &amp; Networking Session (Scavenger Hunt)</i>		
12:00 - 1:30	<b>Awards Luncheon (Awards presented 12:15-12:45 pm)</b>		
1:30 - 2:30	Food Safety: USDA FSIS & FAO/WHO	USDA & EPA	LCDRs Gamola Fortenberry & Aaron Niman
2:30 - 2:45	<b>Break</b>		
2:45 - 3:15	The Manhattan Project – A Radiation Exposure Assessment in St. Louis	ATSDR	LCDR Erin Evans
3:15 - 3:45	Building the Standard for Healthy Cruising: Vessel Sanitation Program’s Construction Inspections	CDC	LTs Ronan King & Erin Kincaid
3:45 - 4:00	<b>Break</b>		
4:00 - 4:30	Partnering with Alaska Native Tribal Health Clinics to Improve Facility Environmental Health Practices	ANTHC	CDR Michael Box
4:30 - 5:00	Using Invention to Power Innovation to Support Public Health Partnerships	HHS	LCDR James Speckhart
5:00 - 5:15	Wrap Up	EHOPAC	Symposium Day Planners

- Full Agenda <https://www.phscof.org/agenda.html>
- Training Workgroup EHOPAC website updates:
  - [Google Calendar](#) - updated

- [Leadership](#) – updated
- [Credentialing](#) – in process

## **X. Open Discussion**

### **IT – LT Erin Kincaid**

- Look for an email about updating subcommittee member APAN access and the EHOPAC Membership website
- Also look for an email about APAN training for VM and subcommittee members
- SOPs will be reviewed and may need to be revised to be 508 compliant
- Adopt-a-school webinar coming up soon
- May 2019, next scheduled meeting

## **XI. Adjournment – CDR Michael Quinn**

The meeting was adjourned at 1432.