



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



Meeting #218 Minutes, 14MAY19

I. Call to Order – CDR Michael Quinn, Chair

The meeting was called to order at 1300 ET.

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	Present	N/A
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	CDR	Present	N/A
Leonard	Monica	CDR	Present	N/A
Merritt	Steven	LT	Present	LT John Skender
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	CDR Eva McLanahan

Voting Guests and Attendees Present

Last Name	First Name	Rank	Organization Represented
N/A	N/A	N/A	N/A

III. Chief Professional Officer Report – RADM Kelly Taylor

- Update from COF Symposium
 - A town hall is anticipated for June
 - Leadership is stressing use of secure file transfer- EHOPAC we should begin using for communications.
 - Corps Modernization talking points were sent to CPOs to ensure all CPOs are on the same page.
 - Event planners for Category Day did a great job!
 - Consider going to AMSUS this year, December 2-6, 2019.
 - Many policies have been released. Review CCMIS website regularly. We often receive little or no notice. About 50 policies will be published between 2018-2020.

IV. Chair Report – CDR Michael Quinn

- COF Symposium
 - Outstanding EHO turnout
 - Pre-conference deployment skills training
 - EHOPAC sponsored/coordinated events
 - Ideas for a bright future
- DSG Briefing – 12APR
 - EHOPAC representatives – CPO, Chair, Chair-Elect, & Ex-Officio
 - Topics: Modernization, CADs, Future of the EHO Category
 - Expected updates every 2-3 months
- Professional Organization Outreach
 - AIHA board member presentation
 - Need to identify NEHA liaison
 - Contact with HPS board member initial meeting
 - EHAC board members/liaison
 - USEHA Executive Council Nominations – Due 31MAY
- NEHA Student & Young Professional Advisory Committee – 22APR
 - Reviewing strategy document/charge
 - Next meeting TBD (NEHA?)
- ASPR/RedDOG safety officer initiative
- EHOPAC listserv
 - Message to rejoin the listserv
- PAC Charters
 - Proposed format being reviewed by PAC chairs – 13MAY
- NEHA Conference Planning
 - Possible conflict with July EHOPAC meeting – Decided to move the July EHOPAC meeting to 16JUL19.
- SOP/Bylaw updates
 - Critical for next year

V. Chair-Elect Report – CDR Elena Vaouli

- Current Projects
 - Forecasting for 2020 VM nominations – Chair-Elect (CE) reached out to VMs individually to confirm membership status in 2020, and to help forecast vacancies needing to be filled for 2020 VM nomination period.

- CE anticipates 8 vacant seats for 2020 VM nomination:
 - 2 Indian Health Service, 2 CDC, 1 USCG, 1 EPA, 1 At-Large, 1 Open seat
 - Estimated start date for nomination solicitation: July/Aug 2019
 - CE thanks all VMs who have confirmed their status for 2020.
 - CE asks remaining VMs to send confirmation on status as soon as possible.
 - Other related needs/challenges:
 - Large turn-over of VMs = loss of institutional knowledge; bumpy transition period to orient new VMs
 - One solution to prepare → ensure all SOPs are complete, understandable, and cover all major SC tasks with adequate detail and information.
 - Another solution → establish formal process for orienting new VMs
- Chair-Elect will lead EC-level review of all SOPs
 - SOP reviews will be completed SC by SC. These reviews will be prioritized by SC request, or by those SC with the most urgent need, significant change or anticipated loss of leadership in 2020 due to VM turnover.
 - Target completion date = TBD anticipate 10 weeks (end of July 2019), but aiming for quicker review
- Projects Under Development
 - Chair-Elect intends to develop a process for orienting new VMs. This process can also be repeated by current VMs who may need a refresher. This project is still in the very early stages. CE gathering input from EC and newer VMs. The goal will be to ensure that VMs understand all aspects of the EHOPAC, including their role as a VM, help manage expectations, and increase transparency and communication.
- RAIL (rolling action items list) Reminder
 - CE asks all VMs to submit their RAIL updates to CDR Brian Cook each month by the deadline. The next deadline is today, 14MAY19.
 - EC POCs will follow up with each SC on the status of outstanding and significant RAIL items.
 - EC POC contacts are as follows:
 - CDR Quinn: CD, M&O
 - CDR Vaouli: Awards, M&R
 - CDR VanTwuyver: Readiness, T&E
 - CAPT Shugart: Comms, P&S

VI. Ex-Officio – CDR Chris van Twuyver

- SOPs- review SC SOPs with CDR Vaouli and CDR Quinn- with an eye towards ensuring that the SOPs adequately cover the duties expected from each SC
- Bylaws-review and draft changes to the Bylaws
- Training- promote development of additional EHO training classes
- Serve as the EC POC to Training and Events and Readiness Subcommittees

VII. Secretary/Treasurer Report – CDR Jessica Hensley

- Secretary Updates
 - March Minutes
 - Yes – 17
 - No – 0
 - Abstained - 0
 - Didn't Vote - 2
 - April Minutes
 - Yes – 16
 - No – 0
 - Abstained - 0

- Didn't Vote – 3
- Alternates
 - 4 are in the process of being reviewed by CDR Quinn and RADM Taylor and signed.
- [Rosters](#) – Please review and update in APAN (Due NLT COB 24MAY19)
 - VMs
 - Volunteers
- Minutes- Minutes are the minutes of the PAC, and it is most helpful to get them to the EHOs as soon as possible. To minimize the time it takes:
 - Please provide bullets (in advance of the meeting if possible)
 - Helpful if they are in Calibri 11 pt. font and dates are listed DDMMYY and times are listed in military time for consistency. Also, please spell out acronyms. Per squad report format.
 - We give 2 weeks to review. Please review during this time. After vote is called, please do not make edits unless there's something major because a revote should be required for changes.
 - Voting has only been open 2 days and will be open 5 days going forward.
- Working with IT to publish past minutes on Website and ListServ and improve the process
- Facilitating other meetings/trainings using Adobe Connect
- Treasurer Updates
 - CDR Cook developed a process for sale a distribution of coins and updated the coin order, which was sent to IT to be posted to the website, and he updated the payment instructions forms. Coins will be advertised on ListServ once the updated form is posted.
 - Account Balance
 - \$3455.44 (EOY 2018)
 - \$1110.00 (coins)
 - \$216.46 (awards)
 - + \$370.00 (COF coin sales) - Thanks to CDR Quinn and LT Kincaid for facilitating these sales!
 - + \$100.00 (coin sales)
 - = \$2598.98 (current balance)
 - Will be setting a budget with all SCs soon.

VIII. Executive Committee Liaison Report – CAPT Jill Shugart

- Thank you and great job to everyone involved in Category Day – Record attendance
- Working with Communications Subcommittee to reformat newsletter
- CAPT (Ret.) Gary Noonan, American Academy of Sanitarians liaison, will be presenting on how to be a diplomat, history, importance, etc. during the Summer PAC Meeting in June
- Continuing to work with additional organizations such as NEHA and AIHA, etc. to increase our liaisons to the PAC

IX. Subcommittee Briefings

Awards – CDR Mutter

- Subcommittee Meeting Status - Awards and Recognition Subcommittee does not have volunteers so no meetings are necessary
- Recent Actions/Activities – presented awards at the USPHS Scientific and Training Symposium to CAPT Donald Williams (John G. Todd Award) and LT Christine Lloyd (John C. Eason Award)
- Upcoming Needs/Priorities – Preparation for the NEHA award ceremony, update RAIL and SOP

- Volunteer Status – no volunteers on Awards and Recognition Subcommittee
- Requests for Assistance – None at this time
- Other Items – None at this time

Career Development – CAPT Piontkowski and CDR Bowser

- Subcommittee Meeting Status - Last call 17APR19; next call 24MAY19
- Recent Actions/Activities – Workgroups meeting as needed; updated & posted to website Career Progression Milestones; Updated CEU Summary sheet (request to post to website submitted); assisted with COF mentoring session
- Upcoming Needs/Priorities – routine document reviews ongoing; lower quartile promotion counseling with CPO this summer
- Volunteer Status – fully rostered
- Requests for Assistance – None at this time
- Other Items – None

Communications – CDR Rodriguez and LCDR Bird

- COMMS Publications Team will be rolling out a new EHO Monthly News newsletter. Advantages is that it is quicker for users to read the news, much easier to read in the field on a mobile device, a lot less work for the Publications Team, and quick turnaround.
- It will be a digital table of contents and in an e-mail format that is 508 compliant. There will be no photos; however, the links will take you to stories with photos.
- Like in the past, SC submissions will be due on the 20th.
- Will try a pilot newsletter for 3 months and get feedback. If there are things that are lacking, we may look at doing one large newsletter.

History – LCDR Deptola

- Subcommittee Meeting Status – Our Next meeting will be 22MAY at 1200
- Recent Actions/Activities – The subcommittee is in the process of finalizing our SOP and we are working on subjects for each chapter of our history journal
- Upcoming Needs/Priorities – We will continue our content work on the history journal for the next 3 months
- Volunteer Status – final number of volunteers added to the history subcommittee was 5, bringing the total number of participants to 13
- Requests for Assistance – nothing currently needed

Information Management – LT Kincaid

- Thanks to the IT SC workgroups for their work in ensuring documents are 508 compliant and are posted on the website. Additionally, thank you for making sure those that need access to APAN have it.
- Accomplishments include reviewing for 508 compliance the updated Bylaws, Charter, and EHOPAC Survival Guide. Additionally, these documents, among others, were all posted to the website.
- Reminders:
 - Send website updates using the EHOPAC Website Addition/Change Request Form
 - Send APAN permission requests
- APAN training coming soon – VMs or Volunteers that need APAN training. Will send a reminder for a training in June.

Marketing and Recruitment – CDR Otto and LCDR Bales

- Subcommittee Meeting Status – Next meeting this Thursday, 16MAY19

- Recent Actions/Activities – Finalized JRCOSTEPS documents, including the guide for preceptors. Recruit-an-EHO (RAE) Adopt-A-School Program webinar for Reps. Developed Q/A document for EHOs. Finalized updated recruitment presentation.
- Upcoming Needs/Priorities - Working with IT on M&R EHOPAC website updates. NEHA presentation. Work with IT Subcommittee to make recruitment PowerPoint 508 compliant and distribute via listserv with messaging.
- Volunteer Status - New volunteers 3 M&M (1 co-lead), 2 AAP and 1 JRCOSTEP
- Request for Assistance - In the past CCHQ shared applicant information on Max.gov and CCHQ has had monthly joint PAC calls to ensure we had latest applicant and COSTEP information but neither options are available now. We need COSTEP and AAP data sharing plan and communications plan.
- Other Items - We currently have 15 boarded applicants, 3 secured IHS positions and 1 disqualified.
- Added Conversation
 - LCDR Bales will notify CAPT Shugart when the Benefits of JRCOSTEP Brochure is updated.
 - The IT subcommittee received a request from M&R to update COSTEP documents on the web. Work is underway.
 - CDR Otto indicated that CCHQ has restricted access of the COSTEP and CAD tracking systems to CPOs. Formally a few EHOPAC voting members had access to the tracking systems.
 - Periodically RADM Taylor requests updates from CCHQ about CADs. We have 15-20 applicants that need to be placed. An open window will not be entertained until we make progress on the current pool of boarded applicants finding jobs. AAP should notify RADM Taylor of any changes in the boarded applicant pool. There seems to be miscommunication that CCHQ is responsible for finding assignments for applicants rather than the applicants being proactive. Additionally, boarded applicants have turned down IHS positions offered to them.

Mentoring and Orientation – CDR Leonard and CDR Oyster

- Subcommittee Meeting Status – Met last in April. Will meet next in June.
- Recent Actions/Activities – Submitted Newsletter article for EC review this week.
- Upcoming Needs/Priorities - Awaiting EC review on OBC Open House SOP and M&O Welcome Packet.
- Volunteer Status – Subcommittee is fully staffed.
- Requests for Assistance – none other than review of three pending documents
- Other Items – Over 70 matched Pairs; Free Emory Mentorship Webinar-Thursdays, 16MAY19, announcement via EHOPAC ListServ (1200-1330 EST)

Policies and Standards – CDR Kupper and CDR Hubbard

- Subcommittee Meeting Status – Subcommittee meeting planned for Thursday, 16MAY19 at 1400 ET; Previous meeting held in April.
- Recent Actions/Activities – Created an excel spreadsheet to document and track proposed changes to Bylaws/Charter for inconsistencies, necessary clarifications, etc. This log will allow for a historical account of proposed changes; Updated SOPs with current appointment standards, appointment processes.
- Upcoming Needs/Priorities - Meeting on Thursday with all volunteers to discuss plan for the year and to discuss strategy for developing guidance document to assist appointment boards with new EHO appointment standards.
- Volunteer Status – Two new volunteers added, total of three.
- Requests for Assistance – none
- Other Items – N/A

Readiness –LT Merritt and LT Ferry

- May Readiness Check:
 - 5th Overall (↓2)

- Still over 95% of EHOs are Basic Ready
- Working with M&O to get list of new EHO officers slated to come off “exempt” status
- Readiness News:
 - RedDOG Self-Service Deployment Demographic Information Request
 - TPAC Exercise Challenge on Lose It! App
 - RedDOG rolling out new automated notification system
 - RedDOG not yet fully enforcing Readiness Compliance POM
- Readiness Workgroup:
 - Working on Monthly Readiness Reminders
 - Still working on EHO-Deployment Cache project data gathering
 - Re-tooling to work more on deployment role-specific training modules with Training & Events SC
- Resources Workgroup
 - Legacy document and SC SOP revisions to account for RedDOG changes
 - Researching Corps Care Deployment Plan/FCP guidance for EHOs
- Priorities and Assistance Needed
 - Completed development of the “EHO Safety Officer” deployment role training module (now on APAN)
 - Need RedDOG Liaison (CDR Horsch) and EC to review and comment on “EHO Safety Officer” module content
 - Working to schedule and deliver the 1st deployment training module via T&E webinar in early June

Training and Events – CDR Valenti and CDR McLanahan

- Subcommittee Meeting Status – Next meeting Tuesday 21MAY19 at 1230 ET
- Recent Actions/Activities – 2019 COF Symposium and Category Day, 08MAY19; Atlanta-Area EHO Social, 13MAY19 1730 ET
- Upcoming Needs/Priorities – Training webinar: deployment-related, TBD; 2019 Symposium Hotwash 22MAY19, 1000 ET; 2020 Symposium, pre-conference training, and Category Day Planning Meeting with EC, 20MAY19 1300 ET
- Volunteer Status – 14, including Non-VM Co-Chair
- Requests for Assistance – Updates from EC on NEHA events to include in advertisements with the EHO Social
- Other Items – None

X. Open Discussion

Nothing was raised during open discussion.

XI. Adjournment – CDR Michael Quinn

The meeting was adjourned at 1447 ET.