



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



## Meeting #220 Minutes, 16JUL19

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### I. Call to Order – CDR Michael Quinn, Chair

The meeting was called to order at 1300 ET.

### II. Roll Call – LCDR Michelle Dittrich, Administrative Team

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	CDR	Excused	LCDR Dustin Joplin
Bird	Bill	CDR	Present	Click or tap here to enter text.
Bowser	Travis	LCDR	Present	Click or tap here to enter text.
Deptola	Matthew	CDR	Excused	CDR Elisa Dubreuil
Hensley	Jessica	CDR	Excused	CDR Leslie Jackanicz
Hubbard	Katie	CDR	Present	Click or tap here to enter text.
Kincaid	Erin	LT	Present	Click or tap here to enter text.
Kupper	Drew	CDR	Excused	LCDR Krista Ferry
Leonard	Monica	CDR	Present	Click or tap here to enter text.
Merritt	Steven	LT	Present	Click or tap here to enter text.
Mutter	Jamie	CDR	Present	Click or tap here to enter text.
Otto	Jessica	CDR	Present	Click or tap here to enter text.
Oyster	Carolyn	CDR	Excused	LCDR Tyler White
Piontkowski	Stephen	CAPT	Present	Click or tap here to enter text.
Quinn	Mike	CDR	Present	Click or tap here to enter text.
Rodriguez	Luis	CDR	Present	Click or tap here to enter text.
Shugart	Jill	CAPT	Present	Click or tap here to enter text.
Valenti	Elizabeth	CDR	Present	Click or tap here to enter text.
Van Twuyver	Chris	CDR	Present	Click or tap here to enter text.
Vaouli	Elena	CDR	Present	Click or tap here to enter text.

#### 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

- RADM Taylor provided updates from CCHQ regarding potential changes to PAC management procedures

### IV. Chair Report – CDR Michael Quinn

- NEHA AEC Recap
  - Strong EHO turnout
  - Awards
    - EHOPAC Awards Ceremony
    - AAS Wagner Award – CAPT Mike Welch
    - NEHA/NSF Snyder Award – LCDR Katie Bante
  - Student & Young Professional Reception
  - EHAC Briefing – CAPT (Ret) Williams
  - Recruitment Presentation – CDR Bales
  - USEHA President (2019-2021) – LCDR Okumura
  - EHO Social – LCDR Galvez
- Current Executive Committee Activities
  - AMSUS Awards Feedback
  - Review/update of EHOPAC bylaws
  - Succession planning
  - Subcommittee SOPs
  - Training Initiative
  - Identification of additional liaisons
  - IT security and information management
  - Communications with CCHQ

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

- Recent Actions/Activities –
  - EC & M&R collaboration – developed one-pager of EHO recruitment talking points; reviewed/approved by CPO; used by CAPT Don Williams to provide briefing on behalf of EHOPAC to EHAC members at annual meeting in Nashville, TN on 7JUL19
  - EHOPAC Succession Planning:
    - Anticipated vacant seats in 2020 = 9
      - 3 CDC, 2 IHS, 1 DHS/CG, 1 EPA, 1 At-Large, 1 Open
    - Advertisement of vacancies: 8 pop-up talks scheduled each week throughout July and August; Completed 2; prepared internal guidance of Q&As for speakers
  - Bylaws review: working with EC Liaison (CAPT Shugart) and P&S SC to review and prepare summary of proposed changes
  - Schedule (tentative):
    - Issue call for VM nomination (4 weeks) – mid August – mid September
    - Share package of nominations with VMs (2 weeks) – late September
    - Discuss at 8OCT19 business meeting
    - Vote via Survey Monkey (3 weeks) – October
    - Announce new VMs at 12NOV19 business meeting
- Upcoming Needs/Priorities –
  - Ensure all SOPs are complete, understandable, and cover all major SC tasks with adequate detail and information

- Establish formal process for orienting new VMs

## VI. Ex-Officio – CDR Chris van Twuyver

- Met with T&E last week to work together to update their SOP to incorporate a process to generate a list of training topics in the future years. The process outlines T&E working with the Readiness SC to develop a list of proposed training sessions. Once generated, the proposed list of training will be submitted to the EC for review and approval. I will be meeting with the Readiness SC next week to review and update their SOP to incorporate similar language
- For this year, we currently have a draft list of 14 proposed training sessions, CDR Quinn, CDR Vaouli and I will be reviewing and finalizing this list on Friday. Our goal as an output of these training classes is to distill the content of each training session down to a summary which will be incorporated into an online EHO Deployment Resource Guide managed by the Readiness Subcommittee
- The next EHOPAC training session will be Water Safety presented by CDR Troy Ritter. LCDR Ferry and LCDR Merritt are working with him to present his training session which is scheduled to be presented in September
- I am starting to work with CDR Albright, LCDR Ferry and others (Otto) to develop a food inspection training seminar- basic food safety instruction, evaluation of temporary food facilities, evaluation of food products impacted by a disaster (floods, power outages, etc.)
- 2019 PAC Push Up Challenge was announced yesterday, it starts 1AUG19, LCDR Ferry and LCDR Merritt will be serving as the EHOPAC POCs for this event
- Working with CDR Quinn and CDR Vaouli to draft proposed changes to the Bylaws, once finalized, the changes will be presented at a future EHOPAC meeting for your review

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

- Secretary Updates
  - May Minutes Voting Window Closed 2 JUL
    - Yes - 15/No - 0/Abstained – 0 /Didn't vote - 4
  - June Minutes Review Window Closed 11 JUL
    - Vote due 18 JUL
  - Minutes Posted
    - Minutes were posted by IT current to the end of 2018 and sent through ListServ to EHOs. However, IT is aware of an error for the 2019 minutes posted, which all link to the DEC18 minutes and is working to correct this
  - Minutes reminder:
    - Two weeks for review (All edits need to be made during this time. Please no voting.)
    - Voting open for five days (No edits during this time please - unless it's absolutely critical.)
- Treasurer Updates
  - Account Balance
    - \$3397.14 (2018 EOY balance)
    - \$1110.00 (Coins purchased)
    - \$216.46 (Awards purchased)
    - \$668.30 (Coin sales)
    - \$2738.98 (End of June balance)**
  - Coin Balance
    - 6 (2018 EOY balance)
    - 200 (purchased)
    - 67 (sold as of end of June)
    - 139 (End of June balance)**

Note: Additional coins have been sold via the website and NEHA that are not yet reflected here.

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

- The EC is planning on having one new liaison for each of the following organizations: National Environmental Health Association (NEHA), American Industrial Hygiene Association (AIHA) and the Health Physics Society (HPS). Individuals have been identified to fill these roles. The EC is also considering adding a liaison for the American Society of Safety Professionals (ASSP). There were no concerns by voting members to move forward on this initiative
- Working on updating the EC Liaison SOP by updating new language in the bylaws and removing the role of overseeing the non-voting members of the PAC. This role is now being done by the SEC/TREAS position
- Assisting the EC with updating the Bylaws and working with Policy and Standards to roll out a proposal for the voting membership to review
- Leading a Pop-up talk on 17JUL19 at 1300 ET to try and increase interest in EHOs who may apply for voting membership on the PAC

## **IX. Subcommittee Briefings**

### **Awards – CDR Mutter**

- Awarded 4 awards at NEHA
- Next up, responder of the year 2020 nomination package – updating package and information requested
- Getting ready for handing over committee

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

- Meeting Status: Last call 21JUN19; next call 19JUL19
- Recent Actions/Activities: 83% of work plan goals complete; workgroups meeting as needed; PY20 Promotion Benchmarks submitted to EC, no content changes (entire document reviewed, updated dates/hyperlinks), CPO submitted to CCHQ; CEU Summary sheet posted to website; OS/ROS Examples 2020 reviewed, no content changes (updated dates/hyperlinks, etc.; request to post to website submitted)
- Upcoming Needs/Priorities: routine document reviews ongoing; initiating lower quartile promotion counseling w RADM Taylor which includes a webinar with her selected counselors

### **Communications – CDR Rodriguez and CDR Bird**

- Publications has submitted the Draft Newsletter to the Executive Committee for review/approval
- IT has worked out a process for hosting information to the EHOPAC website
- Social Media revised the Share Your Story flier to reflect some new guidance for retaining stories on the EHOPAC website
- COMMS will submit the flier to the EC for comments before Social Media creates the new page

### **History – CDR Deptola**

- Currently working on Journal on chapters 1-6, in draft stage – sent to review by 1AUG
- May reach out to PAC about agency positions for EHOs in which credentials have helped but questions have not been finalized yet

### **Information Management – LT Kincaid**

- Recent Actions/Activities
  - APAN Training given on 07JUN19
  - 2018 and 2019 Meeting Minutes now posted on EHOAPC Website

- Posted several updated documents on EHOPAC Website
- Working closely with Communications Subcommittee on updated Newsletter and Share your Story Initiative
- Upcoming Needs/Priorities – Continue to submit documents for uploading on website and APAN requests

### **Marketing and Recruitment – CDR Otto and CDR Bales**

- Presented information on leadership of the various workgroups and the subcommittee members. The tireless efforts of these officers are to be commended, especially during this difficult time of change.
- Presented current initiatives:
  - Improving communications and reporting between the Applicant Assistance Program (AAP) and the CPO, since the CPO has the only access to up-to-date candidate information
  - Advocacy work for a second COSTEP application window. The window was only open for one month, when the programs and students were not in session, which could have serious negative impacts on our ability to secure COSTEPs this year
  - Special project to better quantify how many candidates we have lost and why over the past year since the new call to active duty measures went in place. Also tracking how many IHS billets are available, where, and at what level, to better quantify if there are even sufficient opportunities to place candidates since IHS is the only viable option
  - Created a fact sheet that was given to contacts at NEHA to answer some basic recruitment questions.
  - Gave a presentation on student and job opportunities at NEHA
- Presented new projects in the works
  - Development of EHO value during deployment. There was a presentation by the ASPR at NEHA that indicated that new public health emergency preparedness and response legislation specifically calls out environmental health and that it would be timely to have something to give senior leadership that outlines our capabilities, value, and availability to assist. Would like to make sure the product is a concise capture of facts, but perhaps in a storyline format so that real world EHO contributions to response can be included for effect
  - Working on a COSTEP Symposium where students can share their experiences amongst each other in a wider forum
  - Working on pop-up talks with the two EHO officers at BOP to discuss what they do and how other EHOs might be able to secure jobs with BOP

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

- Recent actions/activities:
  - CDR Oyster plans to represent the category during the graduation for 3 EHOs on 19JUL
  - The HSO database for pairing mentors and protégés will soon be shut down due to PII security concerns; EHO content has been backed up
  - Working to address EHOPAC EC recommended edits for EHO Welcome Packet
- Upcoming needs/priorities:
  - Develop a new way to track mentoring pairing when HSO database is disabled
  - Develop a process to receive mentoring applications before the next operational year; 1OCT19
- Requests for Assistance:
  - EHOPAC EC review of Year 1 Evaluation survey results and the news article shared in MAY19

### **Policies and Standards – CDR Kupper and CDR Hubbard**

- Policies and Standards Subcommittee is currently developing a guidance document to assist appointment boards with interpreting and implementing our category's appointment standards during the applicant review process.

The guidance document will consist of a plain-language version of the appointment standards, instructions on how to verify an accredited degree program, a decision tree to walk the reviewer through the process, and tips on how to interpret the standards when questions come up, based on past experiences of officers serving on review panels. The draft version of the guidance document will be completed by early August and sent to the Executive Committee for review.

### **Readiness –LT Merritt and LT Ferry**

- On 27JUN19, LT Merritt presented a Safety Officer Deployment training to the PAC. The training was well received and approximately 35 EHOs were in attendance
- The next Readiness Deployment training is scheduled for August and will be presented by CDR Troy Ritter on Water Sanitation
- The Subcommittee is currently reaching out to Subject Matter Experts within the PAC for additional deployment training opportunities

Next/Last SC meetings:

- The Readiness subcommittee held an All-Hands meeting on 11JUL19. Meeting attendance was low. An additional meeting will be scheduled sometime in August
- Readiness Co-Chairs, Merritt and Ferry met with CDR vanTwyver on 25JUL to discuss the Readiness SOP and upcoming deployment trainings

Assistance Required:

- No assistance is needed at this time. Although, the subcommittee expects a large turnover in volunteers at the end of this calendar year

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

- Last T&E Meeting: 16JUL19
- Next T&E Meeting: 20AUG19
- Events:
  - The May Atlanta-area social was closed out and LOAs have been sent to local planning volunteers.
  - The NEHA social was held last week. There was a great turn-out of EHOs at the conference and social. Other EHO-related events were included in the promotional advertisements
- Training:
  - Met with CDR vanTwyver last week and updated the SOP to include T&E's responsibilities for training webinars
  - Submitted final list of proposed webinar trainings to EC. Awaiting final approval; but will begin working from proposed list for planning purposes. Will coordinate with Readiness for deployment-related trainings
  - As mentioned earlier in the meeting, CDR Ritter will present at a webinar in August
- Symposium
  - Solicited was sent on the listserv for a new junior planner
  - This planner would help with 2020-2022 Symposiums
  - Please encourage anyone interested to apply.
  - Applications due 9AUG19

## **X. Open Discussion**

- New business
  - CDR Vaouli raised the question about Adobe Connect capacity, challenges and limitations, and the burden of using someone's account vs having our own. Other subcommittees are discussing other options. Are other options available?

- Adobe Connect within APAN but it doesn't come with phone line and can't record. Open to other suggestions or options
- EPAC uses Zoom and CDC uses it too. It works well and has been used for exercises. It would help with PAC leadership transition to have an account not tied to an organization and is free, but there are concerns with using a system that is not approved by HQ
- Skype is an option. It works well for HHS but cumbersome outside HHS
- Issue will be deferred to IT subcommittee to research and work with EC
- Next business meeting 13AUG 1300 ET
  - Send out info for bylaw proposal, discussion during meeting and voting after

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

The meeting was adjourned at 1447 ET.