



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



Meeting #221 Minutes, 13AU 19

I. Call to Order – CDR Michael Quinn, Chair

The meeting was called to order at 1300 ET.

II. Roll Call – CDR Jessica Havranek (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	CDR	Present	Click or tap here to enter text.
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
Havranek	Jessica	CDR	Present	Click or tap here to enter text.
Hubbard	Katie	CDR	Excused	Click or tap here to enter text.
Kincaid	Erin	LT	Present	Click or tap here to enter text.
Kupper	Drew	CDR	Excused	Click or tap here to enter text.
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	Excused	LT Mark Otto
Oyster	Carolyn	CDR	Present	Click or tap here to enter text.
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	Excused	Click or tap here to enter text.
Shugart	Jill	CAPT	Excused	CAPT Aimee Treffiletti
Valenti	Elizabeth	CDR	Excused	LCDR Monique Lester
Van Twuyver	Chris	CDR	Excused	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
Bante	Katie	LCDR	Admin. Team

III. Chief Professional Officer Report – RADM Kelly Taylor

- RADM Taylor reiterated that we are in the transition phase of the implementation phase of the Corps modernization.
- Be a leader from where you are and speak to what we do know at this point.
- Looking ahead, we'll shift focus toward change management.

IV. Chair Report – CDR Michael Quinn

- CCHQ IT Guidance
 - Discontinue use of public Google-based products and other non-government approved systems
 - Google Calendars (e.g. EHO Event Calendar)
 - Gmail Addresses (e.g. coin sales and SC uses)
 - Goggle Forms (e.g. EHO Anonymous Feedback System and category surveys)
 - PAC Mentoring Program Database
 - SurveyMonkey?
 - Acceptable IT systems
 - .gov Email Systems
 - APAN and Max.gov
 - NIH Listservs
 - eCMCS
 - Questions/Feedback to DSG via CPO or PAC Chair
- CCHQ Guidance/Activities
 - Interactions with other federal organizations/offices by PACs need to be cleared by OSG (e.g. ASPR)
 - AMSUS Annual Meeting
 - Theme - *Transforming Healthcare through Partnership and Innovation*
 - USPHS Service Day (8DEC19)
 - Ongoing discussions about category awards
 - Next EHOPAC briefing for DSG (TBD)
 - Fall CPO Awards Board Submissions
 - Seeking EHOPAC SC nominations
- Other Chair Activities
 - Seeking French-speaking officers for potential deployments
 - Review of Bylaws, SOPs, and RAIL
 - Working with T&E/Readiness on Symposium Pre-Conference Application
 - CPCG Assignment of DWC category liaisons
 - NEHA Student & Young Professional Advisory Committee (23AUG)
 - Subcommittee Notes

V. Chair-Elect Report – CDR Elena Vaouli

- Recent Actions/Activities –
 - Bylaw proposed changes –
 - 3 major changes:
 - Defining VM primary duties
 - Clarifying alternate duties, length of term
 - Simplifying At-Large and Open seat designations

- Several minor changes:
 - Updating EC and SC processes to reflect current activities
 - Changing titles to match current references
 - Defining terms and abbreviations
 - Estimated timeline:
 - Review of proposals by P&S, CPO, EC (now)
 - Share with VMs for review (early September)
 - Discuss at next EHOPAC business meeting (October)
 - Vote (mid-October – early November)
 - Announce results at EHOPAC business meeting (November)
- EHOPAC Succession Planning:
 - Pop Up Talks series
 - Well attended, completed 6 of 8
 - Last 2 talks: CAPT Piontkowski (14AUG); CDR Vaouli (21AUG)
 - 9 vacant seats in 2020
 - 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.
 - 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 10/8/19 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
- Volunteer Status – None
- Requests for Assistance – None
- Other Items – None

VI. Ex-Officio – CDR Chris van Twuyver

- Continued to work with T&E and Readiness to set up future training classes for the EHOPAC
- Revising SOPs to identify and delineate T&Es and RSCs roles in developing future training sessions
- The EC approved 17 training topics which include mentoring, leadership, the remaining 15 training topics cover skills that EHOs need for deployment (water safety and emergency response, EHOs role in Disaster Recovery, Food Safety, Shelter Sanitation, Occupational Health, Safety Officer Training, Radiation Safety, Vectors, Building/Facility Assessment, Solid Waste, Biohazardous Waste, Hazardous Materials, Wastewater, Outbreaks and Infectious Diseases, EHO Field Equipment and Personal Safety for EHOs)
- The Readiness Subcommittee will be working with the presenters for each training session to develop reference notes which will be incorporated as a chapter in an online EHO Deployment Resource Manual.
- Planning is underway to seek approval for a pre-conference training session - several topics will be covered during category day- T&E and Readiness will provide additional details
- Two training sessions planned for September and October- Water Safety and Emergency Response presented by CDR Troy Ritter on 4SEP19, and The EHO in Disaster Recovery presented by CDR Eva McLanahan, CDR Ritter, and LCDR Gooch on 3OCT19
- Worked with a suggestion from T&E that we identify volunteers to host future Adobe Connect sessions, LT Jason Ferry and LT Sana Elassar volunteered to assist in this capacity, CDR Otto volunteered to provide training to both volunteers, this will be a shared service that each SC can use for meetings which use Adobe Connect meetings.

VII. Secretary/Treasurer Report – CDR Jessica Havranek

- Secretary Updates
 - June Minutes Voting Window Closed 18JUL
 - Yes - 14/No - 0/Abstained – 0 /Didn't vote - 5
 - July Minutes Review Window Closed 12AUG
 - Vote due 19AUG
 - Minutes Posted
 - Minutes through APR19 are now posted on the PAC website
- Treasurer Updates
 - Coin shipping costs have increased

VIII. Executive Committee Liaison Report – CAPT Aimee Treffiletti (for CAPT Shugart)

- NEHA Liaison will provide a briefing at SEP PAC meeting
- AIHA Liaison will provide briefing at DEC PAC meeting
- New EHO Monthly News distributed (BZ COMMS!)
- Working with P&S and EC to update bylaws
- Scrub of Anonymous Feedback System per new guidance from monthly news, documents & website
 - Working with EC on replacement solution

IX. Presentation

- EHOPAC Bylaw Proposals – CDR Vaouli (covered during Chair-Elect report)

X. Open Discussion

- Readiness Subcommittee (Co-Chair LT Merritt)
 - The PAC Push-Up Challenge began on 1 AUG 19 and runs through the end of August. Officers are encouraged to participate and need to log their push-ups via the SurveyMonkey link every week by Wednesday.
 - CCHQ has been issuing calls for volunteers to participate in upcoming deployments by sending out messages on the eCMCS platform in the Officer Secure Area. Officers are encouraged to check those messages promptly, as the timelines for submitting names for consideration are often short. The Readiness SC will continue to monitor these messages and relay EHO-specific information via the LISTSERV. An upcoming opportunity for EHO Safety Officers exists for the Baltimore RAM event, but the deadline for volunteering is 16AUG19.
 - Reiterated that the Readiness SC is working with the Training and Events (T&E) SC to put on a series of webinars to enhance deployment-related skills for EHOs. CDR Troy Ritter will present “Water Safety and Emergency Response” on 4SEP19 at 1400 hrs. ET via webinar. CDR Eva McLanahan, CDR Ritter, and LCDR Gooch will present “The EHO in Disaster Recovery” on 3OCT19 at 1400 hrs. ET via webinar. More information will follow in a flyer from T&E on the LISTSERV as the dates approach.
- Marketing & Recruitment (CDR David Bales)
 - JRCOSTEP Summer Symposium coming up.
- Career Development (CAPT Piontkowski)
 - Asked how to address tough questions he might get during a popup talk:
 - Can civil servants serve as alternate SC leads and VMs? Answer: Yes and yes, but junior officers are preferred for a number of reasons including succession planning and career development.

- Membership and Orientation (CDR Oyster and CDR Leonard)
 - Finalized the EHO welcome packet. Special thanks to CAPT Charles Woodlee for the quick 508 compliance review.
 - Mentoring solicitation year: the 2019-2020 message will be coming soon. 16AUG-13SEP is sign-up period. The Subcommittee is asking for more senior officers this year.
- CDR Quinn:
 - APHT and CDC Safety Office – Shared the sad news of the passing of recently retired CAPT Jean Gaunce.
 - CDR Quinn will be on a work assignment for a week starting 24AUG. Possibly out of connectivity. Direct questions to CDR Vaouli.
- Next meeting:
 - 10SEP – 1300 ET
 - Open to all EHOs

XI. Adjournment – CDR Michael Quinn

The meeting was adjourned at 1426 ET.