



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



## Meeting #223 Minutes, 08OCT19

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

The meeting was called to order at 1300 ET.

### II. Roll Call – CDR Jessica Havranek, 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	CDR	Present	Click or tap here to enter text.
Deptola	Matthew	CDR	Present	Click or tap here to enter text.
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	LCDR Krista Ferry
Leonard	Monica	CDR	Present	Click or tap here to enter text.
Merritt	Steven	LCDR	Excused	LT John Skender
Mutter	Jamie	CDR	Present	Click or tap here to enter text.
Otto	Jessica	CDR	Present	Click or tap here to enter text.
Oyster	Carolyn	CAPT	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	LCDR Scott Daly
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	Excused	N/A
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**

- Upcoming 2020 appointment boards will only be in-person and not remote. CCHQ will not pay for travel for participation.

### **IV. Chair Report – CDR Michael Quinn**

- OSG/CCHQ Recent Updates
  - New Chief Nurse Officer
  - SGPAC Decommissioning
  - AMSUS Annual Meeting/2019 USPHS Awards
  - DSG Brief
- PAC-Related Updates
  - Fall CPO Awards Board Call
  - Interim EHO COA Board Representative – CAPT Shugart stepped into this role
  - New JOAG Chair-Elect & Financial Liaison
  - FY2020 Mentoring Program
  - Proposed Bylaws Revisions
  - VM Voting
  - 2020 Executive Committee Selection for Chair-Elect and EC Liaison in November

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

- Yielded time to discussion of VM Elections
- SC section of bylaws updates due 14OCT19

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

- COA Preconference training session planning- working with CDR Albright to identify a hotel room to host the food safety training in case the Preconference training session is not approved by COF. CDR Albright is exploring the option of having FDA fund training expenses for this training seminar in case COF does not approve the Preconference training session
- Training survey- M&O shared that Candice Hunter had discovered a means to use MAX.GOV to conduct surveys. Shared this information with T&E and Readiness and LCDR Merritt started exploring use of MAX.GOV to conduct future surveys
- EHOs role in recovery presentation- excellent work by LCDR Gooch, CDR Ritter, CDR Eva McLanahan, LCDR Merritt and LCDR Ferry preparing, presenting and hosting this training seminar, 29 Officers attended the training

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

- Secretary Updates
  - August Minutes Voting Window Closed 16SEP
    - Yes - 17/No - 0/Abstained – 0 /Didn't vote - 2
  - September Minutes Voting Window Closed 7OCT
    - Yes - 16/No - 0/Abstained – 0 /Didn't vote – 3
- Treasurer Updates
  - No Updates – No Coin Sales

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

- Liaison Update
  - Soliciting names for monthly publication. Submit to CDR Jonathan Blonk at [jonathan\\_blonk@nps.gov](mailto:jonathan_blonk@nps.gov)
  - If your subcommittee has any newsworthy items or pertinent updates to share with the EHOPAC Category in next month's EHO Monthly News distribution, please submit those items to CDR Jonathan Blonk at [jonathan\\_blonk@nps.gov](mailto:jonathan_blonk@nps.gov) by COB 15OCT19.
  - Because CCHQ does not have agreement with COA, all officers should be using personal email and should be using personal time when working on COA related issues, including for planning category day
  - Any issues you want taken to COA Board, please let CAPT Shugart know and she can take forward. She is serving on the board as the interim EHO representative through June 2020.
- 2019 EHOPAC Bylaws Update Project
  - Summary of Major Proposals
    - Voting Member Duties
      - Add language to explicitly state the VM duties in the bylaws
        - Voting as representative of EHOs assigned to respective agency
        - Managing a subcommittee, serving on EC, or another role
        - Identify alternate to fulfill obligations when necessary
        - Attending EHOPAC meetings
        - Delegating duties to appropriate designee when needed
      - Justification:
        - Increase understanding of duties among current and future members
        - Improve recruitment for new VMs
        - Add clarity to other bylaws sections that reference VM duties
    - Alternate Terms and Selection
      - Change term length for alternate serving for Pro Tem
        - Shorten from remainder of "term" to remainder of "calendar year"
        - The EHOPAC will then advertise the VM seat vacated by the Pro Tem during the next VM application window
      - Clarify alternate duties upon VM conversion to Pro Tem
        - Add clarifying language to indicate that the alternate will assume ONLY the voting privileges of the VM when the VM converts to Pro Tem status and will fulfill these voting duties for the remainder of the current calendar year
      - Change term length for alternate serving for Pro Tem
        - Shorten from remainder of "term" to remainder of "calendar year"
        - The EHOPAC will then advertise the VM seat vacated by the Pro Tem during the next VM application window
      - Clarify alternate duties upon VM conversion to Pro Tem
        - Add clarifying language to indicate that the alternate will assume ONLY the voting privileges of the VM when the VM converts to Pro Tem status and will fulfill these voting duties for the remainder of the current calendar year
      - Clarify approval process for VM alternates
        - Add language stating that all alternates should be properly vetted by the VM, PAC Chair, and CPO
      - Clarify VM responsibilities for arranging alternates to represent them at meetings, for voting, and while not able to fulfill duties for an extended time (e.g. maternity leave, deployment, TDY, etc.)

- Move language to more appropriate bylaws section (Meetings—Attendance and Participation), delete redundant language
- Alternate will serve out the remainder of calendar year or until VM can assume their duties. If alternate serves remainder of calendar year, EHOPAC will solicit volunteers to fill vacancy during next VM open season
- Justification:
  - VMs hand-select alternates, not vetted in the same rigorous, fair, and systematic manner as VMs. Currently alternates assume voting privileges for the VM who converts to Pro Tem for the remainder of the 3-year term
  - Widespread confusion and lack of understanding of the responsibilities between Pro Tems and Alternates. This can cause confusion regarding the forecasting of VM vacancies for future planning
- Representation of EHOs on the EHOPAC
  - Combine At-Large and Open seat categories to “Open Agency” seats
    - Preference will be given to applicants representing an agency with one or no seats
    - If not enough applicants for the Open Agency seat(s), qualified and approved applicants from any other agency can fill the vacant seat(s)
      - Selection based on next highest scoring Officer from any agency in addition to vetting by PAC chair and CPO
  - Justification:
    - At-Large and Open VM designations are confusing and frequently misunderstood
    - The true definition of “At Large” (an individual representing the whole of something and not a sub-set) does not align with the current EHOPAC At-Large designation
    - The original intent of the Open seat met the need of the EHOPAC at the time of its creation (2016) to provide greater representation of EHOs from “small” agencies: ATSDR, DOI, USCG, NIH, PSC, and EPA. However, the Open designation seems to be difficult to clearly explain VMs
- Additional Clarifications
  - Include abbreviations/acronyms/definitions section
  - Change all mention of DCCPR to CCHQ
  - All references made to USCG should be grouped with DHS
  - Update and revise Bylaws to reflect current processes and conditions (including subcommittees and SOPs)

## **IX. Presentation – CDR Vaouli**

- Discussion of the 2020 VM Applicants
  - 9 vacant seats, 28 applicants
  - Ground Rules
    - All applicant information and discussion/evaluation of applicants must remain confidential and internal to EHOPAC VMs or their alternates.
    - If you are unable to objectively evaluate an applicant for any reason, you may recuse yourself from the entire voting process or elect not to vote for a specific candidate.

- Due to inconsistent redacting across applications, we will discuss applicants by assigned ID and names.
- We will allow open discussion of applicants' merits as well as concerning factors, emphasizing the goal of remaining respectful, appropriate and confidential.
- Discussion Approach
  - We will discuss applicants in groups by vacant seat (CDC, IHS, At-Large, EPA, DHS, Open).
  - We will not discuss each applicant individually.
  - VMs should comment on the merits of or concerns about individual candidates.
  - For discussion of the Open Agency vacancy, we will only discuss the 4 other (non-EPA, non-DHS) applicants.
  - We will discuss the 3 EPA and the 3 DHS candidates in their respective groups, noting they are also eligible for the Open seat.
- Overview of Surveys and Scoring
  - VMs will receive links to 6 different surveys corresponding to the 6 groups of agency vacancies.
  - Each survey has 10 questions.
  - The maximum score an applicant can attain is 140 points.
  - You must enter a numerical score in each text box, or enter "N/A" if you recused yourself.
  - You will either select a score from a range of scores, or select an exact score from only two options.
  - Applicant(s) with the highest score(s) in each group will be designated as the new 2020 VMs (pending Readiness verification).
  - In the event of ties, the EC will determine special election measures.
- Overview of Surveys and Scoring: Questions
  - 1. Do you recuse yourself from this entire vote?
  - 2. Do you recuse yourself from voting for a specific candidate?
  - 3. Has the applicant volunteered on the EHOPAC, and if so, did he/she demonstrate growth in leadership?
    - Volunteered, showed significant growth (30 – 35 points)
    - Volunteered, showed moderate growth (20 – 25 points)
    - Volunteered, showed minor growth (10 – 15 points)
    - Did not volunteer (0 points)
    - N/A
  - 4. Does the applicant have recent (past 3 years) volunteer experience on the EHOPAC?
    - Yes (10 points)
    - No (0 points)
  - 5. How likely is the applicant to be a successful and contributing EHOPAC VM?
  - 6. Based on the applicant's leadership training and experience, does the applicant possess the skills and attributes to effectively lead a SC or fill an EC role?
  - 7. How well does the applicant's personal statement clearly articulate a vision and purpose for becoming a VM?
  - 8. How well does the applicant demonstrate a sincere interest in and awareness of current EHOPAC activities, initiatives and priorities?
  - 9. Is the applicant interested in serving as a non-VM for EHOPAC SCs if not elected as a VM?
  - 10. Please type your name (Last, First) and enter date completed (mm-dd-yyyy) to affirm you have completed survey...and will keep confidential all matters related to the selection of VMs.
- Timeline of Next Steps

- VM discuss applicants 08OCT19
- VMs receive 6 surveys 08OCT19
- VMs score applicants via SurveyMonkey (3 weeks) 08OCT19-29OCT19
- New VMs announced at November Business Meeting 12NOV19
- Discussion of Applicants – Redacted (Confidential)

## **X. Open Discussion –*NOT COVERED IN MEETING***

### **Comms – CDR Bird**

- EHOPAC Newsletter Naming Contest: We are excited to announce a category-wide naming contest for this digital newsletter. Creative naming entries should be submitted to CDR Jonathan Blonk at [jonathan\\_blonk@nps.gov](mailto:jonathan_blonk@nps.gov) by 15OCT19. The winner of the contest will receive an EHO Category Coin and enjoy long lasting bragging rights!
- Share Your Story: Initially an initiative of the Social Media Team, now also the Publications Team is looking to “Share Your Story” in the EHO Monthly news bulletin beginning in JAN 2020. Please submit topics you would be interested in learning more about for the “Share Your Story” to CDR Jonathan Blonk. at [jonathan\\_blonk@nps.gov](mailto:jonathan_blonk@nps.gov).
- EHOPAC Subcommittee Q&A: Have any questions you would like addressed by one of the EHOPAC Subcommittees or the Executive Committee? Send your questions to CDR Jonathan Blonk at [jonathan\\_blonk@nps.gov](mailto:jonathan_blonk@nps.gov) to have it researched and addressed in the monthly EHOPAC newsletter.

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

The meeting was adjourned at 1502 ET.