



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



Meeting #224 Minutes, 12NOV19

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	Present	Click or tap here to enter text.
Kincaid	Erin	LT	Present	Click or tap here to enter text.
Kupper	Drew	CDR	Present	LCDR Krista Ferry
Leonard	Monica	CDR	Present	CDR Danielle Mills
Merritt	Steven	LCDR	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	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	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	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 (Provided by CDR Quinn)

- Admiral Taylor is actively working with Corps leadership on all-category open application window for EHOs
- Admiral Taylor is representing all EHOs as we move into the next Corps modernization phases, particularly discussions on mission priority classifications
- COSTEP issues from 2019 are being evaluated to ensure there are no lapses in COSTEP applications in 2020

IV. Chair Report – CDR Michael Quinn

- COA/COF status unchanged/awaiting MOU. Until MOU is signed, do not engage in COA/COF activities during duty hours or using government resources
- Suspended coin sales until MOU with COA in place
- Health History is no longer needed for Permanent Promotion
- Any interpretations coming from PACs of new CCHQ policy may not represent official CCHQ policy
- Thank you for voting in new VM elections. Few hiccups, mostly data entry type errors. Remind VMs to recuse selves from votes, if there are conflicts or unable to provide unbiased vote.

V. Chair-Elect Report – CDR Elena Vaouli

- Discussion items
 - Nine newly elected VMs are:
 - CDC (3): CDR Racquel Williams, LCDR Michelle Dittrich, LCDR Candis Hunter
 - IHS (2): CDR Martin Smith, LT Sam Frank
 - At-Large (1): LCDR Charles Darr
 - EPA (1): LCDR Steven Merritt
 - DHS (1): LT Doug Erling
 - Open (1): CDR Eva McLanahan
 - Ongoing Activities
 - Working to finalize Executive Committee (EC) for 2020
 - Will assign SCs to VMs once EC is finalized
 - Working with EC to develop a VM Orientation, target completion date 31DEC19, launch date est. JAN 2019
 - CDR Vaouli will send email to current VMs requested feedback/responses on:
 - Does your SC need two co-chairs? If yes, why?
 - If we had to move you to another SC, which one would you absolutely NOT want?
 - What are critical topics or tips should be covered in a VM orientation talk?
 - Do you want to meet individually with Mike & Elena?
 - **These questions will be emailed to all current VMs and alternates*

VI. Ex-Officio – CDR Chris van Twuyver (Provided by CDR Quinn)

- Continue to work with T&E and Readiness to identify training topics, speakers, and to schedule training sessions
- Also, the Readiness Subcommittee is hosting a Radiation Safety presentation next Wednesday at 1400 EST.

VII. Secretary/Treasurer Report – CDR Jessica Havranek

- Secretary Updates
 - October Minutes Voting Window Closed 30OCT
 - Yes - 17/No - 0/Abstained – 0 /Didn't vote – 2
 - Please provide bullets for the November minutes
- Treasurer Updates
 - Coin sales are currently suspended until further notice

VIII. Executive Committee Liaison Report – CAPT Jill Shugart

- Working with P&S
 - Updating Bylaws
 - HSO Policy Document
- EHO Monthly News Update
 - Thank you CDR Jon Blonk for your work on the Publications Workgroup!
- COA Board Update
 - A reminder to not wear any uniform components while participating in COA activities
 - COA award nominations are due by COB December 31, 2019. More information is available at <https://coausphs.org/page/Awards>
- CAPT King will provide an AIHA overview during the March General Meeting

IX. Squad Report

- Awards – CDR Mutter
 - VM's please vote on the 2020 ROY award by 22NOV19
- Career Development – CAPT Piontkowski and CDR Bowser
 - Subcommittee Meeting Status: Last call 18OCT2019; next call 22NOV2019
 - Recent Actions/Activities: 83% of work plan goals complete; PY20 Promotion Benchmarks posted by CCHQ (no content changes), PAC website updated; lower quartile promotion counseling w RADM Taylor ongoing (webinar with her selected counselors complete & they are providing counseling); eOPF review to be offered to promotion eligible officers soon
 - Upcoming Needs/Priorities: complete counseling; offer eOPF file review to promotion eligible officers; routine Subcommittee end-of-year close-out
 - Volunteer Status: fully rostered
 - Requests for Assistance: None at this time
 - Other Items: None
- Communications – CDR Bird and CDR Rodriguez
 - The top seven names for the EHOPAC Newsletter have been selected and we hope to have a winner in time for the January 2020 newsletter
 - The November newsletter has been submitted to the Executive Committee for review and should be released by the end of this week
 - As a reminder, the Social Media Team welcomes posts from any other EHOPAC Subcommittee or EHO to help share efforts and initiatives across the category. You can post them directly to the Facebook page, (with a Social Media member approving prior to the post showing up) or they can email any of the post to Kristen Szenderski at Kristen.szenderski@fda.hhs.gov
- History – CDR Deptola
 - Continuing work on the History Journal which comprises of 7 chapters

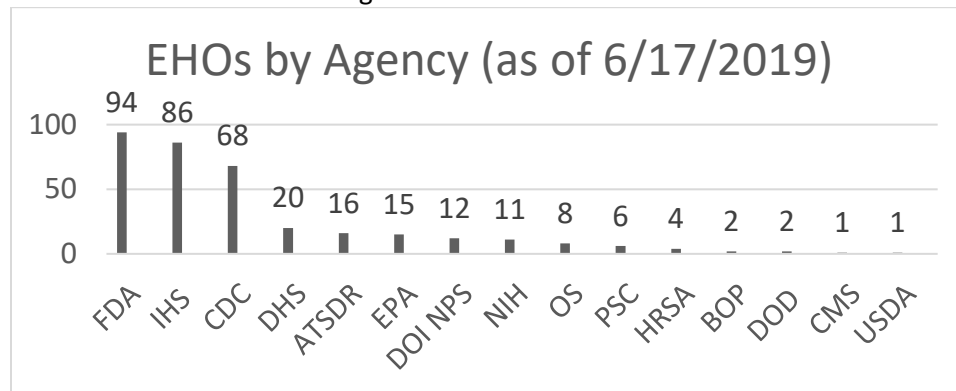
- We request that anyone who was contacted by a History Subcommittee member in regard to providing information for one of the Journal chapters to please respond with the requested information as soon as possible. This will help to move the project along in a timely manner
- Information Management – LT Kincaid
 - Recent Actions:
 - Adobe Connect Team was formed to provide training and consultation on Adobe Connect to VMs and Subcommittee members
 - All Meeting Minutes are posted through SEP 2019
 - Website updates:
 - EHO PAC Category Coin Sales page
 - Google Training Calendar
 - Anonymous Feedback System
 - Upcoming Needs/ Priorities:
 - Still working to get OBC Graduation pictures posted on the EHO PAC website
 - Working with M&R on posting Summer 2019 JrCOSTEP narratives
 - Continue to submit documents for uploading on website and APAN requests
- Marketing and Recruitment – CDR Bales and CDR Otto
 - Recent Actions/Activities – Two newly EHAC accredited programs: Western Kentucky University and Montana State. Seeking adopt-a-school representative
 - Requests for Assistance – General duty open window update? Updates to CAD Agencies/clarification available?
 - Other Items – Now that the CPO is the only person with access to the applicant data and the only avenue of communication with CCHQ, seeking opportunities to improve communications and create an SOP that meets the needs of the CPO and the category so that M&R can enhance their assistance to the CPO in applicant management, outreach, and placement.
 - 10 boarded applicants, 5 seeking positions and 4 placed pending comparison to RADM Taylor most recent report. 24 completed OBC since January 2018
- Mentoring and Orientation – CAPT Oyster and CDR Leonard
 - Completed Mentor and Protégé training for 2019-2020 mentoring year
 - Compiled pass-down list for new VMs taking over M&O
 - Updated and stored current M&O SOP on APAN (to include OBC Open House and Graduation WG updates)
 - Completed Thank You letters for all 2018-2019 Mentor/Protégés partners
 - Completed Thank You letters for all M&O Subcommittee volunteers and OBC WG volunteers
 - Finalized and completed all active RAIL items for M&O
- Policies and Standards – CDR Hubbard and CDR Kupper – Covered in Presentations below
- Readiness –LCDR Merritt and LCDR Ferry
 - Subcommittee Meeting Status:
 - Last Readiness SC All-Hands Call: 29 AUG 19; Next Readiness SC All-Hands Call: 5 DEC 19
 - Recent Actions/Activities:
 - Deployment Role Webinar Series
 - Have completed three sessions to date:
 - [Operational and Deployment Risk Management for EHO Safety Officers](#) – LT Merritt
 - [Safe Water for EHO Responders](#) – CDR Ritter
 - [Public Health Recovery for EHOs](#) – CDR McLanahan, CDR Ritter, and LCDR Gooch

- Fourth and final session of 2019 on 13 NOV 19 @ 1400 ET:
 - [Radiation Incident Response for EHOs](#) – CAPT Noska, LCDR Evans, and LCDR Merritt
- Planning for 4 Upcoming Sessions Beginning in January 2020:
 - Indoor Air Quality on Deployments – January; Healthy Housing in Disaster Response – February; Shelter and Temporary Housing Sanitation – March; Food Safety Considerations for EHO Responders – April; and Solid and Hazardous Waste Management Basics for EHOs – May
 - Many more EHOs will be involved in these presentations
- Updates to legacy documents and Readiness Page on the EHOPAC Website per Work Plan
 - Goal to complete these updates by the end of the calendar year and hang webinar links and resources on the Readiness page of the EHOPAC Website
- Upcoming Needs/Priorities:
 - Synthesize summary of recent CCHQ readiness and deployment policy updates and send out to EHOPAC in next Readiness Reminder, finalize Letters of Appreciation for presenters of Deployment Role Webinar Series, modify SOP by 2020 Operational Year to reflect current approach for developing, marketing, and conducting webinars, complete remaining RAIL items
- Volunteer Status: 2 Workgroups – 6 Volunteers Each, including WG Leads CDR Ritter and CDR Putz
- Requests for Assistance:
 - Need clarity from EC on the continued updates or archival of certain legacy EHO readiness documents and deployment guides
 - Need access to summary monthly readiness percentage data for the EHOPAC to assist with Readiness Reminders - made request to EHOPAC RDB Liaison
- Training and Events – CDR Valenti and CDR McLanahan
 - Subcommittee Meeting Status
 - Next meeting Tuesday 19NOV at 1230 ET
 - Recent Actions/Activities
 - 2020 COF Symposium and Category Day:
 - Planned by a group of COA members
 - DC-Area EHO Social
 - December
 - Considered AMSUS
 - Final voting on location (Montgomery County, MD area), Wed 13NOV
 - Then determine date
 - Upcoming Needs/Priorities
 - Training and leadership updates for the EHOPAC site
 - LOAs for SC volunteers
 - 2020 webinars
 - Not readiness/deployment-related
 - SOPP revisions for training webinars
 - Volunteer Status
 - 14, including Non-VM Co-Chair
 - 2 terms ending in December
 - Requests for Assistance
 - Review and finalization of SOPP, once sent

- Appreciate, and continue to have open communication/support for changes related to COA/COF/Symposium/Category Day planning
- Other Items – None

X. Presentations

- EHOPAC Bylaws Proposed Updates – CDR Hubbard and CDR Kupper
 - The 2019 EHOPAC Bylaws update included changes to clarify Voting Member duties, alternate terms and selection, and representation of EHOs on the EHOPAC.
 - Discussed eligibility for the three new Open Agency seats
 - Open Agency I
 - Eligible only to officers from agencies with no agency representation on the PAC (OS, USDA, DOD, etc.)
 - Open Agency II
 - Eligible only to officers from agencies with one voting member seat (ATSDR, DOI, DHS, NIH, EPA)
 - Open Agency III
 - Eligible only to officers from agencies with two or more voting member seats (FDA, IHS, CDC)
 - Adding language to indicate that service as an Alternate to a Voting Member does not count towards the accumulated years of service on the EHOPAC.
 - A final clean copy and track-changes copy, along with the presentation slides, will be sent out to all VMs for a vote after the November meeting.



- Discussion
 - Number of seats can change annually based on the number of officers in each agency. Seats will be allocated annually in June.
 - Process change for choosing seat alternates. This process will now be similar to how voting members are selected via a vetting process. New language for this process will be added to the by-laws. There will be an annual meeting with EC and alternate to explain responsibilities. Discussion about the alternate serving out the remainder of the calendar year instead of serving out the remainder of the 3-year term.
- EHOPAC EC Self-nominations – CDR Vaouli
 - Two self-nominations were put forward, one each for Chair-Elect and EC Liaison
 - The vote request will be sent to VMs by CDR Havranek by email

XI. Open Discussion

- Discussion on opening training webinars to other PACs. If Adobe Connect capacity is available, they can be shared via recordings stored in a specific location on the EHOPAC site

XII. Adjournment – CDR Michael Quinn

The meeting was adjourned at 1455 ET.