



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



## Meeting #225 Minutes, 10DEC19

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### 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	N/A
Bird	Bill	CDR	Present	N/A
Bowser	Travis	CDR	Present	N/A
Deptola	Matthew	CDR	Excused	CDR Elisa DuBreuil
Havranek	Jessica	CDR	Present	N/A
Hubbard	Katie	CDR	Present	N/A
Kincaid	Erin	LT	Present	N/A
Kupper	Drew	CDR	Present	LCDR Krista Ferry
Leonard	Monica	CDR	Present	CDR Danielle Mills
Merritt	Steven	LCDR	Present	N/A
Mutter	Jamie	CDR	Present	N/A
Otto	Jessica	CDR	Present	N/A
Oyster	Carolyn	CAPT	Present	N/A
Piontkowski	Stephen	CAPT	Present	N/A
Quinn	Mike	CDR	Present	N/A
Rodriguez	Luis	CDR	Present	N/A
Shugart	Jill	CAPT	Present	N/A
Valenti	Elizabeth	CDR	Present	N/A
Van Twuyver	Chris	CDR	Present	N/A
Vaouli	Elena	CDR	Present	N/A

#### 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

- 3 New CPOs in HSO, Therapist, Veterinary Categories effective 1JAN20
- Reminder: Deadline for promotion materials uploaded into eOPF is 31DEC19
  - Refer to 2020 Checklist for requirements and information on promotion materials
- Reminder: To keep readiness up-to-date!
- Reminder: DD-2807-1 “Report of Medical History” and DD-2808 “Report of Medical Examination” are no longer required for Permanent Promotion. Please see Medial Affairs Website for information on new requirements: [https://dcp.psc.gov/ccmis/Medical%20Affairs/MA\\_Periodic\\_Health\\_Update.aspx](https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_Periodic_Health_Update.aspx)
- Reminder: 4JAN2020 deadline for online COER to be uploaded into system
- CCHQ is implementing modernization initiatives to improve HQ
  - eCMCS will be used to distribute important information. See Officer Secure Area (OSA) for more information.
- Reminder: For readiness updates will now be in in CCMIS OSA ([https://dcp.psc.gov/osa/osa\\_security\\_statement.aspx](https://dcp.psc.gov/osa/osa_security_statement.aspx)):
  - New: Officers and supervisors will receive automatic emails if required readiness information is missing
  - New: An Officer’s on-call month is available on CCMIS OSA dashboard (both officers and supervisor will receive messages)
  - New: Officers can now view entire immunization history and print it out
- Reminder of rollout of electronic application prescreen system called: Application Enrollment System (AES). This is now used to pre-screen and enroll PHS applicants
- RADM Taylor participated in CPO Panel at AMSUS
  - Discuss how modernization impacted their category
- Starting 1NOV2019, PHS applicants are not just relegated to serve at ICE, BOP, and IHS. Additional positions could be available to Coast Guard, NIH, Defense Health Agency at DOD, etc. Please note, applicants will be placed where needed the most.
- Starting 1JAN2020, additional positions may be made available for EHO applicants pending review by contractor. Assessment of positions and billets not completed, additional information coming out soon.

### IV. Chair Report – CDR Michael Quinn

- 2020 Executive Committee
  - CDR Elena Vaouli (EPA), Chair
  - CDR Jessica Otto (FDA), Chair-Elect
  - CDR Mike Quinn (DOI), Ex-Officio
  - CDR Jessica Havranek (FDA), Secretary/Treasurer
  - CDR Eva McLanahan (ATSDR), EC Liaison
- Voting Member Farewells
  - CDR Katie Hubbard (IHS)
  - LT Erin Kincaid (USDA/Pro Tem)
  - CDR Monica Leonard (CDC)
  - CDR Jamie Mutter (CDC)
  - CAPT Carrie Oyster (USCG)
  - CAPT Stephen Piontkowski (IHS)
  - CDR Luis Rodriguez (CDC)
  - CAPT Jill Shugart (CDC)

- CDR Chris van Twuyver (FDA/Pro Tem)
- 2020 Leadership Transitions
  - CDR Mike Quinn, Combined PAC Charis Group (CPCG) – Chair
  - CDR Jamie Mutter, CPCG – Executive Secretary
  - LCDR Beth Wittry, JOAG – Chair-Elect
- 2020 EHO Responder of the Year
  - CDR Bryan Christensen, CDC
- 2019 EHOPAC Chair Priorities
  - Assess, evaluate, and track EHO professional competencies
  - Support EHO professional development by providing training opportunities and resources
  - Provide timely updates regarding changing policies and the status of the Corps
  - Promote engagement and partnerships with professional organizations
  - Increase EHO visibility and provide information that demonstrates the importance of the category as a Corps and national asset
- 2019 Accomplishments
  - **Awards and Recognition - Chair: CDR Jamie Mutter**
    - Managed the Moran, Todd Eason, Crow, and Responder of the Year Awards
    - Assumed oversight of new CPO Awards Board process and updated awards management procedures
  - **Career Development - Chairs: CAPT Stephen Piontkowski & CDR Travis Bowser**
    - Provided training for officers conducting Career Counseling and Mentoring
    - Coordinated end-of-year eOPF reviews and assisted CPO with official career counseling
    - Updated all promotion reference documents and posted to the EHOPAC website
  - **Communications - Chairs: CDR Bill Bird & CDR Luis Rodriguez**
    - Managed transition to new electronic category newsletter
    - Expanded the EHO “Share your story” program
    - Increased social media activity
  - **History - Chair: CDR Matt Deptola**
    - Conducting research and developing content for the EHO History Electronic Journal
    - Assisted EHOPAC EC in response to CCHQ data calls
  - **Information Technology - Chair: LT Erin Kincaid**
    - Continued implementation of IT sustainability plan including WG SOPs
    - Developed and delivered user training for APAN system
    - Managed complex 508 review requirements
  - **Marketing and Recruitment - Chairs: CDR David Bales & CDR Jessica Otto**
    - Supported CPO, EC, and CCHQ regarding management of boarded applicants and COSTEP recruitment windows/processes
    - Provided critical outreach including a presentation at NEHA AEC, virtual COSTEP Symposium, and the Adopt-a-School Program engagement
    - Lead efforts to understand priority mission/agency assignments and effects on new CADs
  - **Mentoring and Orientation - Chairs: CAPT Carrie Oyster & CDR Monica Leonard**
    - Transition after loss of mentoring database
    - Revised EHO Welcome package
    - Completed first mentoring program survey evaluation and analysis
  - **Policy and Standards - Chairs: CDR Katie Hubbard & CDR Drew Kupper**
    - Completed major revision/update of EHOPAC bylaws

- Responded to requests/provided input regarding model PAC charters
  - Supported EC during response to CCHQ data calls
- **Readiness - Chairs: LCDR Krista Ferry & LCDR Steven Merritt**
  - Cataloged EHO category deployment specialties
  - Completed EHO credential survey
  - Developed readiness and deployment skills webinars
- **Training and Events - Chairs: CDR Eva McLanahan & CDR Elizabeth Valenti**
  - Planned and coordinated EHO Category Day and other EHO activities (mentoring, social, etc.) at the COF Symposium
  - Planned and coordinated networking socials at NEHA, and the DC and Atlanta areas
  - Supported leadership webinar development and presentations
- **Executive Committee - Members: RADM Kelly Taylor, CAPT Jill Shugart, CDR Jessica Havranek, CDR Mike Quinn, CDR Chris van Twuyver, & CDR Elena Vaouli**
  - Ensured continuity of operations during and after lapse in government funding
  - Spearheaded update of EHOPAC bylaws
  - Responded to numerous requests for information from OSG, CCHQ, CPO Board, and CPCG
  - Conducted briefings for the DSG
  - Improved PAC voting member selection process
  - Engaged new partner groups and added organizational liaisons
  - Coordinated an enhanced PAC-lead training initiative

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

- **2019 Focus Areas**
  - **Prepare for service as Chair**
    - Enforced & supported revision of Bylaws
    - Revamped & oversaw Voting Member selections
  - **Chair/EC Support**
    - Supported cross-category and external collaborations
    - Assisting with 2020 PAC Volunteer selections
  - **Subcommittee support**
    - Marketing & Recruitment Subcommittee communications
    - Awards Subcommittee processes
- **2020**
  - **Immediate Plans**
    - Finalize EHOPAC 2020 Organizational Chart
    - Develop/present VM Orientation – scheduled for 14JAN20
    - Support PAC Volunteer Selections
  - **Determine my 2020 EHOPAC Leadership Vision**
- **Congratulations to the 9 new VMs**
  - CDR Racquel Williams, CDC
  - LCDR Michelle Dittrich, CDC
  - LCDR Candis Hunter, CDC
  - CDR Martin Smith, IHS
  - LT Sam Frank, IHS
  - LCDR Charles Darr, At-Large
  - LCDR Steven Merritt, EPA

- LT Doug Erling, DHS/USCG
- CDR Eva McLanahan, Open Agency

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

- Summary of 2018-2019 EHOPAC Training Activities
  - Leadership training provided by CAPT Edwards December 2018 and March 2019
  - EHO deployment skills presentation for the Nurse Category training was provided by CDR Quinn, CDR Vaouli, LCDR Ferry, CDR Bird, LCDR Merritt, CDR Gibbs and CDR van Twuyver- 7 separate 50-minute training sessions were provided at the Symposium preconference session in May 2019
  - Operational and Deployment Risk Training for EHO Safety Officers by LCDR Merritt in June – 30 attendees
  - Safe Water for EHO Responders by CDR Ritter in September – 45 attendees
  - Public Health Recovery for EHOs in October 2019 by CDR McLanahan, CDR Ritter and LCDR Gooch – 26 attendees
  - Radiation Incident Response for EHOs in November 2019 by CAPT Noska, LCDR Merritt and LCDR Evans – 72 attendees
- Deployment Skills Training results
  - 211 Student- hours of EHO Deployment Skills Training delivered in four sessions
  - Over 100 EHOs participating in at least one training session
  - Many EHOs participated in multiple sessions
- Training classes planned for the first half of 2020
  - Indoor Air Quality – January
  - Healthy Housing – February
  - Shelter Sanitation – March
  - Food Safety – April
  - Solid Waste Management – May
  - Vector Identification, Control, and Considerations for Deployment – June
- Future Plans for EHO deployment related training and deployment resources
  - EHO Deployment Skills Training sessions were recorded and will be available on the EHOPAC website soon
  - A Deployment Resource Guide is being developed to augment the content of each training session. The guide is planned to have a chapter to cover each deployment skill training session and to serve as a ready reference for EHOs on deployment
  - Training sessions included a survey to collect participant feedback
  - Six EHO Deployment related training sessions are planned for January through June 2020
  - The Readiness Subcommittee will be identifying additional training sessions to be held in the second half of 2020
  - The Readiness Subcommittee is taking a long term look at providing subsequent, more in-depth training on each of the deployment training topics covered this past year to take it past the awareness level training provided during the past year
  - Future training enhancements will include hands on training sessions where appropriate/possible

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

- Secretary Updates
  - November Minutes Voting Window Closes 10DEC - Today

- EC Vote Window Closed 19NOV
- Bylaws Closed 20NOV
  - 18 Yes – 1 Did not vote
- Volunteer Call will go out in January 2020 from LCDR Miller
- Treasurer Updates
  - Coin sales are currently suspended until further notice from CCHQ

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

- Updated EHOPAC Bylaws - Great work P&S!
- DEC EHO Monthly News published! Its new name is The EHO Assessment, a name suggested by LCDR James Gooch in the naming contest.
- 2020 EHOPAC EC Liaison - Congratulations CDR Eva McLanahan!
- COA Board update

## IX. Liaison Reports

- Commissioned Corps Headquarters – CDR Robert Horsch
  - December updates - December PHS overall readiness was 96%; EHO 96.4%
    - 65 EHOs not basic ready, 57 only missing one item
  - 3 EHOs will be at OBC in January
  - PHS Officers are staffing one deployment mission: IHS Fort Belknap Behavioral Health Mission
  - Recently closed missions: RAM Event; 92 PHS Officers participated including EHOs; Customs and Border Patrol Mission
  - Reminders to be mindful of readiness and information into eOPF
  - RDB is transitioning some of their email address for communications.
    - For all deployment information use [reddog@hhs.gov](mailto:reddog@hhs.gov). In the future (date TBD), this email will be changed to [phsdeployment@hhs.gov](mailto:phsdeployment@hhs.gov)
    - The readiness email will be updated to [phsreadiness@hhs.gov](mailto:phsreadiness@hhs.gov). More information about these changes will be distributed soon.
- American Academy of Sanitarians – CAPT (Ret.) Gary Noonan
  - Received three applications for membership for PHS officers for the most recent application period. Standby for results.
- Commissioned Corps Women’s Issues Advisory Board – CDR Monica Leonard
  - Mission: To identify and analyze key issues that impact women in the Commissioned Corps and to develop action plans to address these issues
  - Membership: Chair, Co-Chair, and 12 Voting Members
  - 5 Committee and Workgroups
    - Anti-Harassment
    - Health & Wellness
    - Pregnancy
    - Outreach & Membership
    - Website : <https://dcp.psc.gov/OSG/ccwiab>
  - “CCWIAB Uniform Shoe Policy Recommendation for Female Officers”
    - CCWIAB wrote white paper to request an update of Commissioned Corps Instruction (CCI) 421.02 Uniforms and Appearance to expand the current female dress shoe standards. This is still under PHS review.
    - Consulted with a licensed podiatrist for recommendations on the dress shoe uniform policy

- Navy has modified their service and dress footwear policy to allow flats
      - 25MAR19, the U.S. Navy released a NAVADMIN Message 075/19 entitled “Navy Uniform Policy and Uniform Initiative Update”
    - Coast Guard allows female officers to wear flats with skirts
      - ACN139/19, additional female grooming standards approved
  - Other Issues Under Review
    - Deployment Challenges
    - Pregnancy Related Issues
    - Domestic Violence Prevention and Treatment
  - Completed CDC PHS Awareness Day 25SEP19
    - Deputy Surgeon General, Rear Admiral (RADM) Erica G. Schwartz
    - CDR Leonard staffed CCWIAB Booth
- Environmental Health Accreditation Council – CAPT Donald Williams
  - Busy time of year for EHAC. All schools up for reaccreditation must submit a self-study for reaccreditation. Five universities up for reaccreditation.
  - Call for council member openings coming up soon. Three openings this next year, for more information please visit NEHSPAC.org
- Junior Officer Advisory Group EHOPAC Liaison – LCDR Beth Wittry
  - Next General Meeting will be 31DEC19 1300-1400 Eastern Time
- American Industrial Hygiene Association - CAPT Bradley King
  - Call for abstracts for 22<sup>nd</sup> World Congress on Safety and Health at Work (4– 7OCT20) deadline to submit 15JAN20
- National Environmental Health Association – Jonna Ashley
  - Registration is open for the NEHA Annual Educational Conference & Exhibition (AEC), NYC, 6– 13JUL20
  - Consider submitting an award nomination to be honored during the 2020 AEC

## X. Open Discussion

- Marketing and Recruitment – CDR Jessica Otto
  - 2019 Updates
    - Attempted to navigate lots of policy and proposed policy changes
    - Assisted 10 newly boarded applicants in securing a commission (5 successful placements)
    - Recruitment/placement of 14 JrCOSTEPs
    - Hosted first ever category-wide COSTEP Symposium
    - Orientation webinar for Adopt-a-School reps
    - Provided updated marketing materials and messaging
    - Supported engagement, value, and visibility efforts
    - BOP pop-up-talk on EHO work at the agency
    - Presented at NEHA
  - 2020 Plans
    - Sustain wide-reaching and highly visible recruitment efforts
      - Assist with visibility initiatives, develop marketing materials
    - Improve engagement with boarded applicants
      - AAP in constant contact, helping applicants navigate policy changes
      - Special projects. (kick-off webinar)
    - Increase EHO visibility

- M&R collaborating with EC/Liaison
  - M&M exploring ways to communicate EHO value and contributions
- Update and improve recruitment materials
  - M&M updating print and web-based content
- Ensure consistency in EHO recruitment messaging
  - RAE needs updated messaging PAC-wide
  - Increase outreach and training of Adopt-a-School Reps. (2 new schools!)
- M&O –CDR Monica Leonard
  - Mentoring survey is available: <https://surveys.max.gov/index.php/443829?lang=en>
- History – CDR Matthew Deptola (not presented during the meeting)
  - We are continuing to collect information for the chapters, and we are trying to obtain additional information for all of the noted deployments in Chapter 3 which stems from 1987 to present.
    - Currently we have Daveta Bailey working on obtaining the overview reports from CC Headquarters which is presented to HHS for each deployment USPHS is involved with. We will look to use those snapshots in our journal.
  - Information gathering has been trickling in, but it has been slow and a constant challenge in obtaining everything that we are looking to place into the journal. This has delayed us substantially this operational year.
    - Timeline: the following tasks still needing completed:
      - Additional information gathering
      - Electronic journal format/transformation using an e magazine or similar software
      - Vetting
      - Final document
    - It will likely take next operational year to put out an interactive/high quality document
  - Vetting Process:
    - What electronic software are we able to use for compatibility and security approval (ex. Adobe flash, Adobe InDesign) or something in the below link?
      - <https://fliphtml5.com/learning-center/6-best-online-magazine-software-tools-publishing-unlimited-magazines-with-ease/>
      - Will it be expected that officers who provide a story regarding their duty station and current position to be vetted through their agency liaison?
      - What will the vetting process be within the EHOPAC, I am assuming IT Subcommittee, possibly the communications subcommittee as well as leadership?

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

The meeting was adjourned at 1455 ET.