



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

January Voting Member Meeting Minutes, February 14, 2017

I. Call to Order 1300 EST

II. EHOPAC Chair, CDR Jill Shugart, called the meeting to order. Roll call was held for members in attendance.

EHOPAC Members Present

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|-------------------------|----------------------|
| CDR Matt Albright | CDR Elena Vaouli |
| CDR Darren Buchanan | LCDR Travis Bowser |
| CDR Katie Hubbard | LCDR Matthew Deptola |
| CDR Carrie Oyster | LCDR Carla Tuite |
| CDR Stephen Piontkowski | LCDR Daniel Adams |
| CDR Michael Quinn | LCDR Jessica Otto |
| CDR Jill Shugart | LT Danny Malashock |
| CDR Chris Van Twuyver | LT Erin Kincaid |
| CDR Luis Rodriguez | |

EHOPAC Members Absent

CDR Monica Leonard (Excused)

EHOPAC Alternates Present

LCDR Danielle Mills

EHOPAC Guests Present

CDR Eva McLanahan

III. Chief Professional Officer Update – CAPT Alan Parham

Report

- CCHQ updates: next Commissioned Corps Leadership Meeting in March. USPHS has been specifically excluded from the hiring freeze.
- Sent out a reminder email about key points for officers up for promotions. If officers have specific issues with document uploads or discrepancies in their eOPF/Direct Access, please let CAPT Parham know. Specifically there are issues

with the way our certifications are listed. He will brief the promotion boards to not rely on just the PIR, eOPF, or Direct Access but to use all three systems to ascertain if an officer has multiple certifications.

- Reminder that there are medical reporting requirements for permanent promotion and the deadline for that paperwork is 30 APR 2017. It is also very important that an officer maintain readiness for both the FEB and APR readiness checks. Please check the CCMIS website promotions checklist for important dates and requirements:
https://dcp.psc.gov/ccmis/promotions/PROMOTIONS_2017_checklist_m.aspx.
- Two new EHO RADMs. Both are stationed with Indian Health Service (IHS). RADM Chris Buchanan is the Acting Director of IHS and RADM Kelly Taylor is the Acting Chief of Staff.

IV. EHOPAC Chair Report – CDR Jill Shugart

Report

- Reminder that the theme for the year is Building a Successful EHO. Everyone can contribute to this effort. We're focusing on M&O, T&E and CD but all can contribute.
- CDR Buchanan is updating the EHOPAC website. There is a new IT structure coming soon.
- Selecting non-VM is due COB 24 FEB. If there are extra officers you do not select, let us know so that we might place them on another subcommittee in need.
 - Subcommittee volunteers cannot serve on more than 1 subcommittee at a time.
 - They cannot serve more than 3 consecutive years on a single subcommittee.
 - They must apply through the call for volunteers application process to be selected.
- Rolling Action Item List (RAIL) changes are also due 24 FEB. The final draft should be in your inbox for review. Please review your tab for accuracy and completeness. Let CDR Shugart know if you have any edits by the 24 FEB deadline.
- SOP and Workplans for 2017 are due to be posted on APAN by 1 MAR. There is a new report that the PAC Chairs will be giving via a template to OSG monthly. This is at the request of OSG to provide better visibility on support to SG Initiatives, cross-category collaborations, and category specific issues of concern.
- First seasonal meeting of 2017 will be 14 MAR. T&E, M&R and M&O will be asked to present at the MAR meeting.

V. EHOPAC Vice Chair Report – CDR Chris Van Twuyver

Report:

- IT Subcommittee needs more assistance and specifically needs volunteers with IT skill sets.
 - If you have any IT requests please route them through LT Malashock so we can better track and manage the requests.
- Updating APAN: much of the documentation your subcommittees should be uploading is missing. Please do your best to upload your SOPs, workplans, pertinent documents, etc. Please upload any documents from the 2016 CY that

you might have so they can be archived appropriately, as well as your new documents for CY 2017.

- Directions on where/how to file documents will be sent.

VI. EHOPAC Secretary/Treasurer Report – LCDR Jessica Otto

Report:

- Voting member alternate forms are nearly complete. Obtained the end of year report from COF. CDR Mutter worked to verify the information and we have an accounting discrepancy on COF's side for \$50. LCDR Otto will work with them moving forward to account for the missing money. For the January report the account balance was \$2745.37. For February we re-ordered coins so best estimate today including coin purchase and coin pre-orders is \$1851. CDR Buchanan was able to push an update for coin ordering on the website to the production server and it went live today. A listserv message will be coming out shortly.
- Reminder if you have an expense for your subcommittee, please go to the APAN site under templates and download an expense form. Fill in the form and return it to LCDR Otto for routing. If the request is <\$25 the EC will vote on it and if it is >\$25 the voting membership will vote on the proposal.

VII. EC Liaison Report – LT Danny Malashock

Report:

- Send a list of selected and non-selected subcommittee volunteers by 24 FEB.
- Reminder that the newsletter will be coming out next week so send in your notable news by this Friday.
- You should also send forward your communications coordinator names for your committee by the 28th. If you have any feedback on the newsletter orientation presentation please let LT Malashock know.

VIII. Ex-Officio Report – CDR Carrie Oyster

Report:

- Gave a presentation on the Affordable Care Act (ACA) and some of the unplanned consequences regarding Permanent (P) Grade promotion credit for officers who were deemed Regular Corps on 23 March 2010. As we move forward as a category the EHOPAC is working to educate our officers on what happened. CDR Oyster is drafting a newsletter article with more details for our Spring publication.
- Please address all questions/concerns regarding this issue directly to CDR Oyster so that she can answer them (anonymously) in the spring newsletter article.

IX. Notable News

A. Team Building Exercise

Report:

- Voting members were paired up and performed a team building exercise where they developed the name of a candy shop which represented them and described what they learned about each other in the process.

B. Communications – CDR Luis Rodriguez and LT Erin Kincaid

Report:

- Communications is now an official subcommittee, was a working group for the past two years. They have three teams: Social Media, Publications, and Planning.
- There are specific uses/purposes for the listserv. The policy for what can be posted is on the EHOPAC website here:
https://dcp.psc.gov/osg/eo/documents/EHOPAC_Listserv_Guidance_ver1_0.pdf.
The listserv is moderated so you send in your message and it will get approved or denied before distribution. You send your email to EHOPAC-L@LIST.NIH.GOV when it's ready for distribution. When you send a message, please include at a minimum your rank, name, and position at the end of your email request.
- For the Social Media group, there is an open page on Facebook where anyone can join. It is a public-facing group for general EHO related information. There is also a closed group, where members are vetted before joining. This group is intended for current active duty EHO's and retirees only.
- For the Publications group, they publish the quarterly newsletters and also annually update the EHO Survival Guide.
- For the Planning group, they work on surveys to enhance communications and planning for the PAC.

C. Training and Events – CDR Eva McLanahan and LCDR Travis Bowser

Report:

- Have set the agenda for category day at the Commissioned Officers Foundation Scientific and Training Symposium.
- Keynote speaker will be the Executive Director of NEHA, Dr. David Dyjack.
- EHO Social will be held Tuesday, June 6th 7:30-9:30pm at the Chattanooga Brewing Company. A flyer will be coming out shortly.
- Awaiting more information for mentoring sessions from COF.
- A description of the EHOPAC awards is included in the program. T&E will work with awards to make sure the award descriptions are up to date, and include the awardee information in the program if possible.

D. Marketing and Recruitment – CDR Matt Albright and CDR Elena Vaouli

Report:

- Meet with DCCPR monthly regarding COSTEPs. Right now there are 25 viable EHO COSTEP applicants, 18 have been medically cleared, 7 pending medical clearance. Tentative selections are as follows: 20 IHS, 4 CDC, 1 FDA. Hard deadline of MAR 1, 2017 1662 (request for personnel action) to be submitted to DCCPR.
- There are currently 18 general duty applicants that have been boarded and are looking for jobs. If you are a hiring official or know one, please send CDR Vaouli their information so that she can put them on the hiring official distribution list to better market the applicants.

X. Open Discussion

XI. Adjournment

The meeting was adjourned at 1500.