



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

January Voting Member Meeting Minutes, January 10, 2017

**I. Call to Order 1300 EST**

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

**EHOPAC Members Present**

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

**EHOPAC Members Absent**

|                            |  |
|----------------------------|--|
| CDR Jamie Mutter (Excused) |  |
| CDR Mike Quinn (Excused)   |  |

**EHOPAC Alternates Present**

|  |  |
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**II. Chief Professional Officer Update – CAPT Alan Parham**

*Report*

- EHO Social went well. There are discussions for a spring social in the Atlanta area.
- EHOs in Action book will be mailed to key leadership this week. Thank you to CDR Eva McLanahan for her work on developing the book.
- New Director at the Readiness and Deployments Operations Group (RedDOG).
- There is an appointment board today and another on the 25<sup>th</sup> of January.
- We have one EHO commissioning in the February Officer Basic Course (OBC).

- There is still a lag in flu shot updates. Please call or email if you submitted your documentation in November or December to follow up. CDR Van Twuyver sent out directions on the listserv on how to follow up.

### III. EHOPAC Chair Report – CDR Jill Shugart

#### *Report*

- Welcome to the 2017 Operational Year. The new leadership of each committee is posted below:

| <b>Name</b>             | <b>Subcommittee/Position</b> | <b>Non-voting Member Co-Chair</b> |
|-------------------------|------------------------------|-----------------------------------|
| CAPT Parham             | CPO/EHOPAC Advisor           |                                   |
| CDR Jill Shugart        | Chair                        |                                   |
| CDR Chris Van Twuyver   | Vice-Chair                   |                                   |
| LCDR Jessica Otto       | Secretary/Treasurer          |                                   |
| LT Malashock            | EC Liaison                   |                                   |
| CDR Carrie Oyster       | Ex-Officio                   |                                   |
| CDR Mike Quinn          | Mentoring and Orientation    |                                   |
| CDR Monica Leonard      | Mentoring and Orientation    |                                   |
| CDR Luis Rodriguez      | Communications               |                                   |
| LT Erin Kincaid         | Communications               |                                   |
| LCDR Daniel Adams       | Readiness                    |                                   |
| CDR Jamie Mutter        | Awards                       |                                   |
| LCDR Travis Bowser      | Training and Events          | CDR Eva McLanahan                 |
| CDR Stephen Piontkowski | Career Development           |                                   |
| LCDR Carla Tuite        | Career Development           |                                   |
| CDR Katie Hubbard       | Policy and Standards         | LCDR Drew Kupper                  |
| CDR Elena Vaouli        | Marketing and Recruitment    |                                   |
| CDR Matt Albright       | Marketing and Recruitment    |                                   |
| CDR Darren Buchanan     | Information Technology       |                                   |
| LCDR Matthew Deptola    | History                      |                                   |

- 2016 Year in Review: Held quarterly meetings open to all, with closed business meetings every month for Voting Members only. We will keep this meeting structure for 2017. The former “closed meetings” are now called monthly Voting Member (VM) meetings (e.g. January EHOPAC VM Meeting) and the former “open meetings” will be called by season. (e.g. Spring EHOPAC Meeting, etc.) to align with the quarterly newsletters and to try to be more transparent about the material covered in the meetings.
- End of year voting summary:
  - Communications Workgroup now a Subcommittee
  - Training Subcommittee now Training and Events

- The Secretary and Treasurer positions are now combined
- The Ex-Officio position will work on special projects assigned by Chair
- EHOPAC Leadership is now Executive Committee
- Standard Operating Procedure (SOP) and Work Plan Templates by Policy and Standards adopted for all Subcommittees.
- Voting for new VMs – feedback will be used to refine new process
- New EC Liaison position approved as an elected position Note: an election will be held for this position once we get the SOP and Work Plan stood up.
- 2017 Theme: Building a Successful EHO. The lead subcommittees in this initiative will be Mentoring and Orientation, Career Development, and Training and Events. All other subcommittees have important supporting roles in this initiative.
  - Mentoring and Orientation will begin by revamping the mentoring program. Right now there is a need for mid-career materials and an update of current beginning of career tools.
  - Training and Events will have a new leadership focus, to provide courses, books, recommended reading and other resources for officers.
  - Career Development will work on tying all the work of the above together with some special projects and career counseling.

#### **IV. EHOPAC Vice Chair Report – CDR Chris Van Twuyver**

*Report:*

- There have been a lot of organizational changes from last year that should help everyone have smoother transitions and more documentation of tools and deliverables. The leadership team will be working with each Subcommittee to better populate the historical documents and will have the expectation moving forward that working documents be posted to APAN. CDR Van Twuyver will be the point person on reorganizing and populating APAN, so contact him with questions or issues.

#### **V. EHOPAC Treasurer Report – LCDR Jessica Otto**

*Report:*

- Current financial status: the category funds have not been reconciled by COA yet, so there is not a current financial update.
- EHOPAC new coins: no coins left for sale, more have been ordered and we will offer those for sale when they become available.
- Each Voting Member will need to confirm their alternate or set an alternate by 31 January. LCDR Otto will send out specific instructions by close of business 13 January.

#### **VI. EC Liaison Report – LT Danny Malashock**

*Report:*

- This is a new position that was voted into existence for this operational year. LT Malashock will be reaching out to each subcommittee to assist with and be a resource for SOP and Work Plan development for the year.
- This year he will focus on increasing collaboration with other PACs and USPHS entities, as well as build better communications with outside organizations such as

the Commissioned Officers Association (COA) and the National Environmental Health Association (NEHA).

- Proposed to designate a Communications Coordinator on each Subcommittee to ensure projects, products, events, and other support are appropriately marketed and utilized. This should improve awareness for our officers of the tools and initiatives you are working on. LT Malashock will provide information to the Voting Members on how to identify these individuals and what their expected roles and responsibilities will be, as well as a deadline for identifying these individuals.

## **VII. Ex-Officio Report – CDR Carrie Oyster**

### *Report:*

- Working on the position description, SOP and Work Plan for Ex-Officio.
- Working with Policy and Standards to update the Bylaws with all of the changes voted in last operational year.
- Some of the critical functions of CCMIS have been taken down. We no longer have the Blue Book (officer roster) so we cannot track rank, active duty status, or retirement. We also cannot check our billets/grades. Much of the statistical functions of the website are also no longer available.
- There are quite a few issues regarding permanent grade promotions and the passing of the Affordable Care Act (ACA). If you were assimilated by the ACA (approximately 1500 officers) you may have been impacted. Headquarters has promised a frequently asked questions (FAQ) document about how this was calculated and implemented. Each officer is highly encouraged to find their seniority credit date and your permanent grade and be on the lookout for the FAQ document from headquarters.

## **VIII. Notable News**

### **A. Information Technology – CDR Darren Buchanan**

#### *Report:*

- As you develop new materials you need to consider Section 508 (Accessibility) issues. Please make sure to touch base with CDR Buchanan early in the process of developing any new tools or documents.
- Sustainability is very important, please think about how things will be updated after you are gone. Keep things as simple as possible, and focus on the message/content.
- If you find any errors on the EHOPAC website please let Darren know.

### **B. Career Development – CDR Stephen Piontkowski**

#### *Report:*

- Electronic Official Personnel File (eOPF) file review has historically been offered as a service to promotion eligible officers. When CCMIS was shut down and reinstated the sharing function was removed. Headquarters worked with the PAC to provide work-around instructions however headquarters has subsequently removed the availability for the file share to take place. Hopefully this will change for 2017. Officers are encouraged to be resourceful and seek alternate methods if they still desire a file review (screen shots/file sharing/webex, etc.).

- Thank you letters for those who participated mentoring have been sent. Acknowledgement for those participating in official career counseling is ongoing, but nearly complete.

## **IX. Open Discussion**

## **X. Adjournment**

The meeting was adjourned at 1500.