



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Closed Meeting Minutes, June 14, 2016

**I. Call to Order 1300 EST**

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

**EHOPAC Members Present**

CAPT John McKernan	CDR Chris van Twuyver
CAPT Alan Parham	LCDR Travis Bowser
CDR Darren Buchanan	LCDR Matthew Deptola
CDR Monica Leonard	LCDR William Fournier
CDR Jamie Mutter	LCDR Katie Hubbard
CDR Derek Newcomer	LCDR Carla Tuite
CDR Carrie Oyster	LCDR Elena Vaouli
CDR Stephen Piontkowski	LT Daniel Malashock
CDR Jill Shugart	

**EHOPAC Members Absent**

CAPT David Cramer	CDR Jasen Kunz (Excused)
CDR Matt Albright (Excused)	LCDR Chyla Hunter (Unexcused)

**EHOPAC Alternates Present**

LT Steve Galvez (for CDR Albright)	
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**II. Chief Professional Officer Update – CAPT Alan Parham**

*Report*

- Attended the NEHA conference
  - Presented the John C. Eason Award to LT Katie Lynne Bante.
  - Presented the Thomas E. Crowe Award to CDR Vincent Garcia.
  - Thank you to the American Academy of Sanitarians for paying for the awards banquet.
- CAPT Parham has no updates on promotion results
- Commissioned Officers Foundation Symposium
  - Category day went very well. Thank you to the organizers.

- Will be doing another photobook. Please start sending pictures to CDR McLanahan who will be the POC.
- Recruitment update
  - Still in the middle of the open application period.
  - 27 applicants passed the call center screening in the first week.
  - Thank you to the EHO's serving in the call center.
- CCHQ updates
  - Not using fax machines for eOPF. There should be a new system in place by the end of the summer.
  - There is no new information regarding using Direct Access for pay.
  - Need to use 'use or lose' leave by October 1<sup>st</sup> this year.

### III. EHOPAC Chair Report – CDR Carrie Oyster

#### *Report*

- Leadership message
- Admin
- Website migration

### IV. EHOPAC Vice Chair Report – CDR Jill Shugart

#### *Report:*

- Background on application process.
  - CCHQ is allowing the EHOPAC to receive 60 applications during the open window.
- EHOPAC presentation given by CDR Shugart and CDR Leonard to EHAC/AEHAP
- CDR Joy Lee, Chief of the Student and Training Section at CCHQ, joined the EHOPAC to give a summary of the recruitment process.

### V. Subcommittee Reports

#### A. Mentoring and Orientation

Chair: LCDR William Fournier

#### *Report:*

- Officer Basic Course (OBC)
  - Started to have EHO officers greet new EHO OBC graduates. They will give them a new EHO coin, a letter from the CPO and talk with them about mentoring.
- Mentoring
  - New mentoring guidelines will be put on the website.

#### B. Policies and Standards

Chair: CDR Derek Newcomer

#### *Report:*

- Currently reviewing appointment standards.

- CDR Newcomer gave an Appointment Standards presentation that discussed background and issues pertaining to the appointment standards.

### **C. Career Development**

Chair: CAPT John McKernan and CDR Stephen Piontkowski

*Report:*

- CV Cover sheet discussion

### **VI. Other Discussion**

- Marketing and Recruitment
  - 38 EHO have secured a position, 6 are in need of a job.
  - 351 in EHO category as of June 2016.
  - As of 09 June 2016, 27 EHO applicant CVs and personal statements have been received.
  - 20 JRCOSTEPs have been placed and the preceptor guide has been shared.