



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



Closed Meeting Minutes, July 12, 2016

The following are abbreviated minutes from the closed EHOPAC meeting on July 12, 2016. Any questions about these minutes can be directed to the EHOPAC Chair, CDR Carolyn Oyster at Carolyn.J.Oyster@uscg.mil, for further clarification.

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

EHOPAC Members Absent

CAPT David Cramer	CDR Derek Newcomer (Excused)
CDR Matt Albright (Excused)	LCDR Chyla Hunter (Unexcused)
CDR Darren Buchanan (Excused)	

EHOPAC Alternates Present

CDR Donald Ackerman (for CDR Newcomer)	LT Mistin Ray (for CDR Buchanan)
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II. Chief Professional Officer Update – CAPT Alan Parham

Report

- Promotion results have been released.
- The eOPF system is still not available. You are not able to put anything in your eOPF at this time until further notice.
- There is no update on the switch to the new pay system.

III. EHOPAC Chair Report – CDR Carrie Oyster

Report

- The EHOPAC will be putting out a call for 2017 applicants for a Voting Member position. The email message will go out in August. The following positions will be open: 1 at large, 1 CDC, 1 EPA, 1 FDA, 1 NPS and 1 Open Agency. Note: this Open Agency seat is a NEW seat for the PAC starting in 2017. Officers serving in any agency that has 1 seat on the PAC (ex: USCG, NPS, EPA, etc) or officers serving in agencies with NO seat on the PAC (ex: OS, DHS, etc) may apply. Please be looking for a call for applicants later this summer.

IV. EHOPAC Vice Chair Report – CDR Jill Shugart

Report:

- The 2016 EHOPAC application window closed on June 30, 2016.
- Former JRCOSTEPs and former Commissioned Corps officers can apply at any time.

V. EHOPAC Treasurer Report – CDR Jamie Mutter

Report:

- Current financial situation: \$1,240.92 pending a \$5 deposit and \$32.06 reimbursement for coin shipping costs and bubble mailers.
- EHOPAC new coins:
 - New coins have been reordered and will be delivered to CDR Jamie Mutter.
 - When the new coins are received, an email will be sent to the EHOPAC listserv.

VI. Subcommittee Reports

A. Career Development

Chair: CAPT John McKernan and CDR Stephen Piontkowski

Report:

- The Career Development Subcommittee received over 100 comments regarding the benchmarks.
- Benchmark discussion with voting after the call.

B. Training

Chair: LCDR Carla Tuite and LCDR Travis Bowser

Report:

- Discussion on the future of the Training Subcommittee

C. Communications

Chair: CDR Elena Vaouli and LT Daniel Malashock

Report:

- Communications needs assessment survey discussion
- Workgroup will transition to a Subcommittee in 2017
- Subcommittee discussed the planned migration of the Liaison position to the EHOPAC leadership team in 2017

VII. Other Discussion

- Awards – CDR Katie Hubbard
 - CDR Hubbard brought up how we as a PAC can recognize officers who receive awards from other professional health organizations.
- Marketing and Recruitment – CDR Monica Leonard
 - 38 EHO have secured a position, 6 are in need of a job.
 - 20 JRCOSTEPS have been placed. 18 at IHS, 1 at NPS and 1 at FDA. The EHOPAC will be asking for narratives before rotating out of their assignments. A select few narratives will be highlighted on our website.
 - June EHOPAC open window. 71 candidates with 52 CV's and personal statement received.