



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Closed Meeting Minutes, November 8, 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 Stephen Piontkowski
CDR Matt Albright	CDR Jill Shugart
CDR Darren Buchanan	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 Derek Newcomer	LCDR Chyla Hunter
CDR Carrie Oyster	LCDR Carla Tuite
	LT Daniel Malashock

**EHOPAC Members Absent**

CAPT David Cramer	CAPT Alan Parham
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**EHOPAC Alternates Present**

LCDR Danielle Mills (CDR Leonard)	
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**II. Chief Professional Officer Update – CDR Carrie Oyster on behalf of CAPT Alan Parham**

*Report*

- Reminder: Voting Members please refer to CDR Buchanan's November email regarding the CCMIS shutdown and the use of the listserv to pass information to the category.
- We suggest officers go ahead and complete their COER and have it reviewed by the officer's supervisor. Be prepared as there might not be a long window to complete the COER once the CCMIS website is stood back up and the new COER deadlines are published.

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

#### *Report*

- CDR van Twuyver has been unanimously elected as the 2017 Vice Chair for the EHOPAC.
- The EHOPAC adopted the appointment standard revisions presented by the P&S Subcommittee. These revised appointment standards will be sent to CCHQ by the end of the year. As CCHQ reviews category appointment standard revisions, we are hopefully our proposed modifications will be included in the next publication of category appointment standards.
- The EHOPAC proposed the following changes in the by-laws:
  - Change terminology of EHOPAC leadership to EHOPAC Executive Committee. Positions include: CPO, Chair, Vice Chair, Ex-Officio, Secretary/Treasurer, Liaison.
  - Combine the Secretary and Treasurer positions into one voting member position.
  - Formalize the Ex-Officio role to incorporate leadership tasks. This position would also be responsible for Special Projects as assigned by the EHOPAC Chair.
  - Update the Training Subcommittee name to Training and Events Subcommittee

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

#### *Report:*

- EHOPAC Voting Member Status
  - There were six 2017 open EHOPAC seats. Seventeen applications were received.
- 2017 EHOPAC VM Survey Tool
  - A new tool to promote transparency and equity
  - Based off the Awards Subcommittee voting scheme
  - Weighted questions to reflect the best fit for the EHOPAC
  - Discussion on the Survey Tool
- 2017 Voting Members
  - CDR Luis Rodriguez, CDC
  - CDR Michael Quinn, DOI
  - LCDR Daniel Adams, EPA
  - LCDR Jessica Otto, FDA
  - LT Erin Kincaid, USDA (At-Large)
  - CDR Jamie Mutter, ATSDR (Open-Agency Seat)

### **V. EHOPAC Treasurer Report – CDR Jamie Mutter**

#### *Report:*

- Current financial status: \$2,301 in account with approximately \$450 pending deposit.
- EHOPAC new coins: 19 EHOPAC coins left

- EHOPAC will vote to approve ordering more coins

## **VI. Subcommittee Reports**

### **A. Communications Workgroup**

Chair: CDR Vaouli

*Report:*

- Status of EHO Survey
- Preliminary Survey Results
- Next Steps regarding survey
- Transition to standing Subcommittee

### **B. Communications Liaison**

Chair: LT Malashock

*Report:*

- Transition of the Liaison Position

### **C. Training**

Chairs: CDR Carla Tuite and LCDR Travis Bowser

*Report:*

- Working to develop and strengthen the following workgroups:
  - COA Category Day
  - EHO Events
  - Training Calendar, etc.
- Discussed EHOPAC Survey Data Results and how the Subcommittee is incorporating the data into the Subcommittee

### **D. Policies and Standards**

Chairs: CDR Newcomer

*Report:*

- Reviewed SOP and Work Plan template.