



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Voting Member Meeting Minutes April 11, 2017

I. Call to Order – CDR Jill Shugart, Chair

The meeting was called to order at 1303 EDT.

II. Roll Call – LCDR Jessica Otto, Secretary/Treasurer

Roll call was performed, a quorum was confirmed.

Voting Members Present

Rank and Name	Rank and Name
CDR Matt Albright	CDR Luis Rodriguez
CDR Darren Buchanan	CDR Elena Vaouli
CDR Katie Hubbard	LCDR Travis Bowser
CDR Monica Leonard	LCDR Matthew Deptola
CDR Jamie Mutter	LCDR Carla Tuite
CDR Carrie Oyster	LCDR Daniel Adams
CDR Stephen Piontkowski	LCDR Jessica Otto
CDR Michael Quinn	LT Danny Malashock
CDR Jill Shugart	LT Erin Kincaid
CDR Chris van Twuyver	

Voting Members Absent

None

Non-Voting Members Present

CDR Eva McLanahan

III. Chief Professional Officer (CPO) Update – CAPT Alan Parham

- We will be moving away from Direct Access. There is not any information on what system will be used to replace it or what the planned transition is. Updates will be given when information is available.
- The Surgeon General continues to travel and engage the public on his initiatives including battling the opioid epidemic, promoting emotional wellbeing, and a nutrition/food security campaign. Whenever possible officers should assist in this work.

- The new blended retirement system will be rolled out soon and later this year the Office of the Surgeon General plans to send out some messaging, training, and a calculator to compare retirement systems
- Five Chief Professional Officers (CPOs) are due to rotate out of their duties this year: Medical, Dietician, Engineer, Scientist and Environmental Health Officer. OSG is working on Medical and Scientist now and then move on to the Engineers and EHO's. A call for nominations should be out soon.
- There is a workgroup including the Medical CPO to reform and update our medical accession standards.
- There is a backup in the background check and security clearances for commissioning and COSTEP call to active duty. This is a government-wide backup. Headquarters is doing their best to work through the backlog and we are cautiously optimistic that COSTEPs will not be adversely impacted.
- There are readiness and response training events becoming available. Right now they are Remote Access Medical (RAM) events. Information about this was sent over the listserv and officers are encouraged to participate if they are available. The rosters for this event are due soon so if you are interested send your information in to the point of contact as soon as possible.

IV. Chair Report – CDR Jill Shugart

- Happy Spring! We're off to a great start and there are a lot of great initiatives going on.
- March 15th I was able to attend the combined leadership call to include the CPO Board meeting. Two particular topics of interest were brought forward by the PAC Chairs group including not being able to access key CCMIS resources that used to be available to include the billet descriptions, officer statistics, and the bluebook. We are hoping to regain access to these resources. The other issue was that of fundraising. There has been a multi-year initiative to get clarity around where the PACs fall under the HHS guidance for employee morale groups. The PAC has been sensitive to the concerns raised regarding the prohibition of using government systems for fundraising and has moved all of the coin sales to private email accounts off government systems.
- The PAC Chairs group sent forward their first report to OSG. The EHOPAC submitted their updates and will be working on their next report to include more information on how we can better collaborate across PACs.
- The rolling action items list (RAIL) for April was sent out via email. You should check back in to this document often to monitor your progress on action items for the year. There was an ask from the voting members to post them to APAN to facilitate checking-in on this document. A read-only version will be posted by CDR van Twuyver in addition to the monthly emailed version.
- There will not be an EHOPAC meeting at the USPHS Scientific Training and Symposium this year, but we would like to get as many voting members together to get to know each other better. If you will be attending the symposium please send your information to CDR Shugart as soon as possible.

V. Vice Chair Report – CDR Chris van Twuyver

- IT Subcommittee was reorganized with new volunteers, as a reminder please forward all IT requests to CDR Jessica Hensley as indicated at the last meeting.
- For APAN there is an initiative to standardize our filing system. We are working to remove redundant files and clean up the file structure overall.
- APAN procedures should be included in each subcommittee's SOP. We will be working on some template language to assist with updating your subcommittee's SOP.

VI. Secretary/Treasurer Report – LCDR Jessica Otto

- There was some feedback on the voting process for funding requests. We will work to ensure you have critical information with each request to include funds available for the year. Thank you for all of your participation in the votes we have had so far.
- COF is in the middle of their tax season and as such will not give us our March or February statements until May. This is difficult for budgeting but I am keeping the best records I can. We have a little over \$1700 in our account including the deductions for recently approved expenses.
- We're proposing that we start revamping the minutes review and approval process. This will include giving you more time to review the minutes and for the first time will include a vote to approve the minutes each time to ensure that we know when the minutes are actually final.
- If any of the subcommittees know that they have recurring expenses each year or have any incidental expenses please send those to LCDR Otto so that she can better plan for the rest of the operational year.

VII. Executive Committee Liaison Report – LT Danny Malashock

- The EHOPAC newsletter notable news and subcommittee articles are due by COB April 21 to LT Malashock for publishing to the next quarterly newsletter.
- Next week LT Malashock will be sending out an email introducing all of the new communications liaisons/logistics support team.
- Brainstorming is underway on how to better utilize our partner liaisons to ensure we're getting all of the information we need in a timely and consistent manner and vice versa.

VIII. Ex-Officio Report – CDR Carrie Oyster

- No report this month.

IX. Subcommittee/Workgroup Reports

Awards – CDR Jamie Mutter

- Thank you for those that voted for the PAC Awards. As a reminder, voting is a major function of your role as a voting member to represent your agency and provide your professional perspective and feedback so please participate in the process or exercise your alternate for voting.
- Feedback was gathered on the call regarding the awards voting process. If you have additional feedback, please email that to CDR Mutter so that she can compile it and work to improve the process for next year. CDR Shugart asked CDR van Twuyver to work with CDR Mutter to improve this process. LT Malashock offered to assist.
- The vote to approve funding the awards was approved. After the awardees are contacted awards will be purchased for delivery at COA.
- We are working on developing some resources for officers on writing awards nominations to assist them with that process.

Communications – CDR Luis Rodriguez and LT Erin Kincaid

- There was a briefing provided on the results of the EHOPAC Communications Survey. The listserv, website, and newsletter were identified as the most effective and utilized methods for receiving information.
- One of the gaps identified in the survey was information on deployments and readiness. The Communications Subcommittee will partner with the Readiness Subcommittee and try to reach out to CDR Horsch at RedDog to develop a webinar and a newsletter article to better compile and disseminate this type of information.

- Another gap identified was our reach to junior officers and new officers. Communications will work with Mentoring and Orientation to see if there are ways to better populate the listserv email list with newly commissioned officers to try to bridge this gap.

Marketing and Recruitment– CDR Elena Vaouli and CDR Matt Albright

- There are currently 31 boarded applicants; eight were newly boarded in March. Seven have been hired so far, three were not hired for various reasons.
- The next open application period is tentatively scheduled for early summer.
- There were 21 EHO COSTEPs matched with preceptors, and twelve have already cleared security. The updated preceptor guide will be sent out to the preceptors later this week.

X. Open Discussion

Mentoring and Orientation – CDR Michael Quinn and CDR Monica Leonard

- Subcommittee roster was completely revamped and are working to complete left over RAIL items from last year.
- They are working with Career Development and Training and Events to better manage and advertise the mentoring sessions at the symposium because currently it mostly consists of file review and career counseling, but there is a desire to shift it to include recruiting both junior and senior officers into the mentoring program. The three subcommittees will work together to have a new, more robust program this year.

Career Development – CDR Stephen Piontkowski and LCDR Carla Tuite

- The career progression milestones document has been updated and uploaded to the EHOPAC website as a resource for officers.
- Looking forward to partnering with Mentoring and Orientation and Training and Events to provide a great mentoring program at the symposium this year.

XI. Adjournment – CDR Jill Shugart, Chair

The meeting was adjourned at 1447 EDT.