



# U.S. Public Health Service Environmental Health Officer

## Professional Advisory Committee (EHOPAC) Voting Member Meeting Minutes May 9, 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 Darren Buchanan	CDR Luis Rodriguez
CDR Monica Leonard	CDR Elena Vaouli
CDR Jamie Mutter	LCDR Travis Bowser
CDR Carrie Oyster	LCDR Matthew Deptola
CDR Stephen Piontkowski	LCDR Carla Tuite
CDR Michael Quinn	LCDR Jessica Otto
CDR Jill Shugart	LT Danny Malashock
CDR Chris van Twuyver	LT Erin Kincaid

#### Voting Members Absent

LCDR Daniel Adams – Excused

CDR Matt Albright – Excused

CDR Katie Hubbard – Excused

#### Alternate Voting Members Present

CDR Michael Box

LCDR Steven Galvez

LT Steven Merritt

#### Non-Voting Members Present

CDR Eva McLanahan, LCDR Drew Kupper

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

- Reminder that we have an acting Surgeon General, RADM Sylvia Trent-Adams
- The open window for EHO applications is confirmed as May 15-June 15. Please communicate this out to your contacts.
- We received notification that the May and June OBC classes are cancelled due to the backup in obtaining security clearances for candidates. The July class remains tentatively scheduled.
- Promotion boards have met and provided some feedback to the EHOPAC regarding the organization of the eOPF and ways to improve the CV for better file review.
- Field Medical Readiness Badge (FMRB) reviews are ongoing and RedDOG is working through some administrative issues to get them posted to officer's eOPFs.
- Monday May 15th will be the promotion ceremony for RADMs Buchanan and Taylor. CAPT Parham will be attending along with RADM Meeks (officiating).
- EHOs and Engineers in the Indian Health Service will not be eligible for the loan repayment program this year. Officers out recruiting should be sure to accurately reflect this change in their recruitment and marketing efforts.

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

- The administration of the EHOPAC coins (purchasing, shipping, etc.) has been transferred to the Secretary/Treasurer from the Marketing and Recruitment Subcommittee.
- LT Kincaid has PCSed from USDA to CDC and as such will be placed in Pro-Tem status for the duration of her term. This means she will continue on as a Voting Member/Subcommittee Chair but her alternate will get her voting privileges so that the small agency vote is still represented by a small agency representative. We will work with her and her alternate to get them up to speed and complete all the necessary paperwork.
  - We will have a discussion at an upcoming meeting to see if we want to adjust the bylaws regarding the Pro-Tem clause.
- The Rolling Action Item List (RAIL) has been updated for May and was mailed out earlier this week. Please remember to check in on the status of your pending action items. CDR van Twuyver will be working to post the previous versions of the RAIL document on APAN.
- We are still planning to get together any Voting Members who may be in attendance at the USPHS Scientific Training and Symposium. If you will be attending please let CDR Shugart know so that she can plan.
- We have the opportunity to send an article to highlight an officer in the COA Frontline. Since he is the recipient of the Eason Award we sent forward an article highlighting LT White.

### **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 Hensley as indicated at the last meeting.
- Will be meeting with each Subcommittee to discuss their file plan on APAN. This task and any follow up will be added to the Subcommittee RAIL.

### **VI. Secretary/Treasurer Report – LCDR Jessica Otto**

- The April minutes were edited and voted on. The minutes were finalized with a unanimous vote.
- Voting member alternate forms are awaiting final signature. As soon as they are finalized you will be emailed a copy for your records. Please also forward it along to your alternate for their records.

- We will be contacting the Subcommittee Chairs/Co-Chairs to review and make final decisions on those volunteers who are listed in more than one subcommittee or are well past due to rotate off. Once the rosters are finalized they will be used to populate the Subcommittee roster on APAN so that your volunteers can begin collaborating online.
- The estimated balance of the EHOPAC account inclusive of all approved expenses is \$2,013. We still have not received final statements for February, March, or April.
- We will sell coins at the USPHS Scientific Training and Symposium. This is a great opportunity to get a coin with no shipping cost.
- Reminder: please send in any known upcoming expenses or known yearly recurring expenses so that we can better budget for the year.

## **VII. Executive Committee Liaison Report – LT Danny Malashock**

- The Spring EHOPAC Newsletter went out. Thank you to all of the contributors for your hard work and another successful newsletter.
- Don't forget that the [PAC anonymous feedback intake form](#) is available. We have received a lot of good feedback and questions over the past year and want to keep collecting. Please remind your contacts that it is available ahead of the Summer EHOPAC meeting.
- At the next meeting we hope to discuss our strategy moving forward to better utilize liaisons and increase collaboration across Corps groups and other partners.

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

- Have been working with Policy and Standards to capture a list of items in the bylaws that are missing or need updating and discussion. We will be working over the remainder of the year to discuss and vote on the changes to improve our business processes.

## **IX. Subcommittee/Workgroup Reports**

### **Career Development – CDR Stephen Piontkowski and LCDR Carla Tuite**

- We have worked to develop examples of an Officer's Statement (OS) and a Reviewing Official's Statement (ROS) that will be discussed amongst the Voting Members and then posted to the EHOPAC website as a resource.
- We are revising the Continuing Education Summary Sheet. Feedback was gathered from the promotion boards, officers, and voting members. The Subcommittee will continue working on the summary sheet and bring it back to the voting members for further discussion and revision.
  - Discussion centered mostly on the differences between the summary sheet, the way certificates are filed in the eOPF, which certificates are significant enough for filing in the eOPF, how to discuss filing and system requirements with DCCPR with the new eOPF roll out, and how to best communicate this vital information to all EHOs.
- End of year counseling planning is underway for those officers in the bottom 25% for promotion. Selection of senior officer mentors as well as a mentoring tips call with the CPO are underway.
- The mentoring session at COF will be held on June 6<sup>th</sup> from 1200-1300. Mentees should sign up by emailing [jpharo@cdc.gov](mailto:jpharo@cdc.gov) by 22 May.

## **Marketing and Recruitment– CDR Elena Vaouli and CDR Matt Albright**

- There are currently 35 boarded applicants; 3 only have 6 months or less remaining to secure a position. Seven have been hired so far, four were not hired for various reasons.
- 20 COSTEPs were selected and assigned to IHS, FDA, and CDC. Many already have orders cut but some are still pending.
- We anticipate a call for volunteers to staff the Call Center at Headquarters during the EHO open application window. An announcement will go out when information is available.
- We are planning a recruitment presentation at the Annual EHAC Meeting in July and another via webinar in September. CDR Betsy Valenti will be assisting with the webinar.

## **Training and Events – CDR Eva McLanahan and LCDR Travis Bowser**

- There are three workgroups and 10 volunteers on the Subcommittee. The events workgroup is working on SOPs and their first networking event is tentatively scheduled for Fall in Atlanta.
- The training workgroup is working on updating the EHOPAC website with opportunities and materials.
- Times and locations for EHO events are now available for the USPHS Training and Symposium
  - EHO Mentoring & CV/PIR Review Session (Plaza B)  
Tuesday, June 6th, 1200-1300  
See recent email on EHOPAC listserv for details – mentee sign-up with LCDR Pharo by May 22
  - EHO Category Social (Chattanooga Brewing Company)  
Tuesday, June 6th, 1930-2130
  - EHO Category Day (Meeting Room 5)  
Wednesday, June 7th, 0745 - 1730  
Final Agenda in last EHOPAC newsletter

## **X. Open Discussion**

### **Awards – CDR Jamie Mutter**

- Awards were announced in the newsletter and the listserv. They will be presented at the USPHS Scientific Training and Symposium and the NEHA Annual Educational Conference. The recipients are:
  - EHO Responder of the Year Award, CDR Joseph Laco
  - Thomas E. Crow Mentor Award, CDR Martin Smith
  - John C. Eason Award, LT Tyler White
  - Edward (Ted) Moran Award, CDR Michael Quinn
  - John G. Todd Award, CAPT Michael Welch

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

- There are security issues with the production server at headquarters that hosts the EHOPAC website. Because of this issue no updates have been posted since 10 April. Please continue to send updates as directed to CDR Hensley, and an announcement will go out to voting members if/when the issue is resolved.

### **Readiness – CDR Chris van Twuyver for LCDR Daniel Adams**

- Zika response in Puerto Rico is demobilized as of 27 April.
- NIH is conducting an Ebola vaccine trial in Liberia. They are seeking to staff two more rotations with healthcare providers June-Aug and July-Sept.
- 24 officers have been rostered to support the Peace Officers Memorial event.
- RedDog is working on rostering teams for the 4<sup>th</sup> of July events in Washington D.C.

- Officers can now see their projected readiness status in Direct Access. The next readiness report will be pulled 1 July so check your file now.
- There are no updates regarding how to implement the PACE program. We sent in an inquiry and will report out when we get a response.

## **XI. Adjournment – CDR Jill Shugart, Chair**

The meeting was adjourned at 1437 EDT.