



U.S. Public Health Service Environmental Health Officer

Professional Advisory Committee (EHOPAC) Summer Meeting Minutes June 13, 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 Katie Hubbard	LCDR Travis Bowser
CDR Monica Leonard	LCDR Matthew Deptola
CDR Jamie Mutter	LCDR Carla Tuite
CDR Carrie Oyster	LCDR Jessica Otto
CDR Michael Quinn	LT Danny Malashock
CDR Jill Shugart	LT Erin Kincaid
CDR Chris van Twuyver	

Voting Members Absent

CDR Darren Buchanan – Excused
CDR Stephen Piontkowski – Excused
CDR Elena Vaouli – Excused
LCDR Daniel Adams – Excused

Alternate Voting Members Present

CDR Eva McLanahan
CDR Charles Woodlee
LCDR Danielle Mills
LT Steven Merritt

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

- COA was a great meeting, both the networking and the presentations. The training and events committee did an excellent job executing the entire event.
- Promotion results are pending final steps and should be released soon.
- Director of DCCPR and CPO's met with Acting ASH and Acting SG. They indicated department and administration support of the Corps.
- Reminder that we have two newly promoted EHO's to the rank of RADM: RADM Chris Buchanan, who is the Acting Director of Indian Health Service, and RADM Kelly Taylor, who is the Acting Chief of Staff for Indian Health Service.
- The focus that headquarters has indicated they have moving forward include: improved communications, community engagement, and executive health leadership training. We will share more information about these when it becomes available.
- Reminder that the EHO application window is open until June 15th. The PAC is still in charge of screening and ranking those candidates. Reminder that COSTEPs who served in the last 4 years may apply at any time. We are aware of the timing issues surrounding how long it takes to get a candidate on board. This is impacting our recruitment efforts, and we're continuing to provide feedback to headquarters to expedite the process as best as possible.
- There are also several policy changes for the call to active duty process to include: medical decisions may not be appealed by the applicant, COSTEPs are now required to complete online training and an APFT during their tour of duty, and headquarters will return any incomplete applications and instruct the candidate they can apply next year.

IV. Chair Report – CDR Jill Shugart

- Congratulations to CDR Eva McLanahan, LCDR Beth Wittry, LT James Gooch, and LT Ronan King on a great category day! 53 EHOs were in attendance, and the presentations and networking were fantastic.
- Congratulations to all our 2017 EHOPAC award winners! CDR Mutter did a great job putting materials together and you can find more details in the EHOPAC Newsletter. 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
- The management of the EHOPAC coins were moved to the Secretary/Treasurer. If you would like a coin you can purchase one on the EHOPAC website.
- Due to recent permanent change of station (PCS) both LT Malashock and LT Kincaid will be held in Pro Tem status. This means that they continue their duties on the PAC through the end of their term, but their voting rights are deferred to their alternate to maintain the appropriate agency representation for all PAC voting.
- Open application window ends on June 15.

V. Vice Chair Report – CDR Chris van Twuyver

- PACE Program update: The PACE program name changed to the REP Program (Recognition for Excellence Program). An officer can be recognized for a level increase on their Annual Physical Fitness Test (APFT), or for achieving maximum for three consecutive years. Submissions are accepted from January 1, 2017. Officers must send in their information to: REPprogram@fda.hhs.gov.

VI. Secretary/Treasurer Report – LCDR Jessica Otto

- Thank you so much for a successful category day. We were able to sell 68 coins on-site. This is the sole source of funding for the PAC (awards, speaker gifts, programming, and other expenses are covered by these sales). A limited number of coins are still available through the PAC website.
- Working on the completion of the subcommittee rosters so that we can provide subcommittee volunteers with access to APAN working pages.

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. Many exciting changes are ahead including a new publications workgroup. A Summer Newsletter will be released in July. If you have content information or suggestions please submit those.
- 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.

VIII. Ex-Officio Report – CDR Carrie Oyster

- CDR Oyster is drafting an article about medical documentation for the Summer EHOPAC Newsletter. The article will include:
 - Explaining why it is important to make sure EHO records match MAB records.
 - Emphasizing the criticality of reporting medical and mental health conditions on yearly medical history self-reports (PHS form 2807-1) and 5 year medical evaluations (PHS form 2808). To not disclose this information will not help officers when they retire and seek VA benefit requests for illnesses/injuries and is unethical.

IX. Subcommittee/Workgroup Reports

Career Development –LCDR Carla Tuite

- Thank you to those who signed up for the mentoring session at COF last week. There was a mentoring tips webinar hosted by CAPT Parham to prep the mentors before the conference. We partnered with the Mentoring and Orientation on this event and it went very well. A total of nine EHOs received personal mentoring sessions.
- Another mentoring conference call will be held in late summer for those senior officers who will be counseling officers in the lowest quartile of the promotions pool.

Communications –CDR Luis Rodriguez and LT Erin Kincaid

- LT Kincaid presented on the results of the EHO Communications Survey conducted in 2016.
 - A 28-question survey conducted by the Communications Subcommittee Planning Team.
 - Category Communications, EHOPAC Website, Seasonal PAC Meetings, Quarterly Newsletter.
 - Distributed to all EHOs (344 total).
 - 43% (n=147) of active duty EHOs responded; 313 comments in open text fields.
 - Survey Purpose:
 - Identify communication gaps and needs of Environmental Health Officers.
 - Survey results were used to:
 - Develop recommendations improvement and enhancement of EHOPAC communications; Strengthen EHOPAC efforts and products.

- Recommendations from the survey included improving communications, making more information available about deployments and training opportunities. Currently the following activities and initiatives are being deployed to fill those recommendations:
 - Utilize the EHOPAC Listserv as a primary source of communication, with the EHOPAC closed Facebook page as a secondary.
 - CDR Horsch to give a Webinar on deployments.
 - Training and Events Subcommittee developing a google training calendar.

Marketing and Recruitment– CDR Elena Vaouli and CDR Matt Albright

- Environmental Health Officer Open Application Dates are May 15, 2017-June 15, 2017. We've been soliciting information on common questions applicants ask so we can provide resources at our webinar in the fall.
- There are currently 29 boarded applicants; 3 only have 6 months or less remaining to secure a position. Thirteen have been hired so far, four were not hired for various reasons.
- We now obtain applicant consent for sharing information with hiring officials. Also as CAPT Parham mentioned applicants can no longer appeal medical decisions, and incomplete applications will be returned with the message that the applicant can try to apply next year.
- Some ongoing initiatives of the committee are:
 - Strengthen recruitment capabilities and efforts
 - Increased communication and outreach to accredited schools
 - Updating recruitment presentations templates
 - Planning recruitment talks at EHAC annual conference (July 2017) and Fall Webinar (Sept 2017)
 - Actively seeking EHO POC for all accredited schools for Adopt-a-School
 - Collaborating with M&O for OBC outreach
 - Work with 2017 JRCOSTEP students and preceptors
 - Updating documents with current info and for 508 compliance

Policies and Standards – CDR Katie Hubbard and LCDR Drew Kupper

- We received a report from DCCPR at the end of May on the recruitment information. They have received 89 calls for the EHO Open period, 69 candidates completed the preliminary screening, 48 were found eligible and received a “next steps” email to initiate application process, and 21 candidate documents received so far to review. They have 10 days to submit their CV and statement of purpose after they receive the “next steps” email.
- We will be reviewing all the applicants to ensure they do meet our appointment standards. From there a review committee of senior officers will score and rank all the candidates.
- This process is a change from last year. We found through our work with Marketing and Recruitment that the Policies and Standards Subcommittee was more equipped to provide this vetting because they develop and review the appointment standards for the category.

Readiness – CDR Chris van Twuyver for LCDR Daniel Adams

- EHO Readiness Check Reminder: the next check is scheduled for July 1.
- Current readiness status for EHOs is 68.9%. Check your status in Direct Access (DA).
 - Refer to the Commissioned Corps Management Information System (CCMIS) webpage under the Readiness Tab for the readiness essentials link and the Readiness Down to Basics document for more information on how to maintain your readiness and submit documentation to DA.

X. Open Discussion

Commissioned Corps Women's Issues Advisory Board (CCWIAB) – CDR Monica Leonard

- The resource guide developed in collaboration with the Junior Officers Advisory Group for officers getting married, divorced, or surviving the death of a spouse is final and available on the CCWIAB website.

XI. Adjournment – CDR Jill Shugart, Chair

The meeting was adjourned at 1437 EDT.