



# U.S. Public Health Service Environmental Health Officer

## Professional Advisory Committee (EHOPAC) Meeting #202 Minutes, October 10, 2017

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### I. Call to Order – CDR Jill Shugart, Chair

The meeting was called to order at 1300 EDT.

### II. Roll Call – CDR 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 Jill Shugart
CDR Katie Hubbard	CDR Chris van Twuyver
CDR Monica Leonard	CDR Elena Vaouli
CDR Jamie Mutter	LCDR Daniel Adams
CDR Jessica Otto	LCDR Travis Bowser
CDR Carrie Oyster	LCDR Matthew Deptola
CDR Stephen Piontkowski	LCDR Carla Tuite
CDR Mike Quinn	LT Danny Malashock

#### Voting Members Absent

CDR Matt Albright (excused), CDR Luis Rodriguez (excused), LT Erin Kincaid (excused)

#### Alternates Present

LCDR Lauren Shade, LT Merritt

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

- Thanks for everyone's service during hurricane response. One additional team will deploy to Puerto Rico to staff a FMS under the command of CAPT Calvin Edwards in the next two to three weeks. RedDOG is looking for EH generalists and food safety experts.
- Leave requests should be processed on the paper form until October 16, 2017 when the new eCORPS system goes live. Presentation and beta testing is occurring now. There are several kinks to work out. Officers should feel assured that any leave adjustments needed to accommodate deployment can be processed on the back end.
- Two EHOs graduated from Officer Basic Course in September 2017.
- DCCPR is continuing IT work as we divorce services with Direct Access.

- Creation of the annual EHO photobook is underway. Send deployment photos to CDR Eva McLanahan ([yjp8@cdc.gov](mailto:yjp8@cdc.gov)).
- CAPT Parham's tenure as CPO ends October 31, 2018. With current response efforts and other transitions occurring at DCCPR, the appointment of a new CPO is expected to be delayed.

#### **IV. Question & Answers – CAPT Alan Parham & CDR Jill Shugart**

Q. Is there any additional information about the one-month readiness extension for deployed officers?

A. LT Danny Malashock will package the existing correspondence about the extension for CDR Chris van Twuyver to distribute via the EHO listserv.

Q. With the Corps activated, will agency details for hurricane response qualify for deployment credit through RedDOG, and will it be considered for FMRB eligibility?

A. Both RedDOG deployments and agency details will be eligible for deployment credit. Officers deploying through their agency should work with the agency liaison to submit their name for FMRB processing. RedDOG will have record of officers deploying through PHS and will process deployment credit and FMRBs accordingly.

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

- All appointment letters for PAC members and special assignment award paperwork were submitted for anyone that completed a three-year term through 2016. CAPT Parham will check the processing status.
- September RAIL items were forwarded to Voting Members and should be completed before the operational year ends. Contact Jill Shugart and Chris van Twuyver if you cannot complete items. They will work to identify additional assistance or have the item(s) moved to OY18.
- Past open meeting agendas will be reviewed to ensure all subcommittees have a chance to report before the operational year ends. Let Jill know if you need time to report in December.
  - November (closed meeting)
  - December (open meeting)
- Voting will occur for the following positions in November:
  - EC Liaison
  - Vice Chair

#### **VI. Vice Chair Report – CDR Chris van Twuyver**

- The VM application period closed on Friday September 15, 2017. Four seats are open with two agencies, FDA (3 seats) and IHS (1 seat). Ten applications were received: 9 for FDA and 1 for IHS.
- CDR van Twuyver reviewed the procedure and led Voting Members through a discussion to identify the pros and cons of each application.
- Two suggestions were made for next year:
  - Redact all personal information (work phone, address, and supervisor) in addition to an officer's name.
  - Have the PAC review, and possibly reword, the statement of interest guidance to help officers understand what is most impactful to include in the one-page document.
- CDR van Twuyver is updating the applicant review form in Survey Monkey. Once released VMs will have two weeks to review.

## **VII. Secretary/Treasurer Report – CDR Jessica Otto**

- EHO coins are sold out! A new order will be placed in the next operational year. CDR Quinn has enough coins to cover OBC graduation, but coins will not be sold at OBC open houses until a new order is placed. CDR Otto, CDR Mutter, and LT Malashock know the ordering process.
- End of year clean up: any documents in review on APAN that are no longer needed should be archived or removed, especially from the working documents folder which is getting messy.

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

- Thank you for reviewing the supervisor orientation presentation. The final version will be circulated to the EC and published in the fall newsletter.
- The EHO directory will also be announced in the fall newsletter. Initial feedback has been positive.

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

- Several officers have asked about calculating temporary and permanent grade promotion eligibility dates. An article addressing the most commonly asked questions will be in the fall newsletter. A limited amount of time will also be available during the December seasonal PAC call to address questions.

## **X. Subcommittee Briefings**

### **Policy and Standards- CDR Katie Hubbard and LCDR Drew Kupper**

- The revised bylaws are in the final stage of revision and will be sent out to all VM for review and comment by October 13, 2017.
- VM will have two weeks to review and submit comments, due October 22, 2017.
- The Policy and Standards Subcommittee will review comments and incorporate any changes by November 3, 2017.
- The final document will be sent to VM during the week of November 16 in preparation for discussion at the November PAC meeting. A vote to adopt the bylaws will occur after the November meeting.

### **Awards – CDR Jamie Mutter**

- The 2017 Responder of the Year award nomination form, nomination evaluation form, and the survey monkey tool were updated. Modification include:
  - Removal of language that made retired officers eligible
  - Added the nominee must be in the EHO category for the entire length of the nomination period
  - Added the requirement to meet basic readiness standards
  - Added no adverse actions on file
  - Modifications were made to the eligibility and selection criteria
  - Scoring was changed from whole numbers to a range, i.e. (1-10pts) vs. (0 or 10 pts)
  - The survey monkey evaluation tool was updated to reflect the scoring changes. A numerical value and a comment will be captured for each section. Changing the scoring should prevent ties.
  - Changes to the other four category-specific awards will be presented during the November VM meeting.

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

- The JRCOSTEP application period is September 1 - October 13, 2017. Applicants have until this Friday, October 13, 2017 to contact the call center. Those clearing the call center must submit materials to DCCPR by November

10. The application window was moved up this year to allow more time for DCCPR to cut orders. M&R will send reminders via EHOPAC communication channels.

- The M&R subcommittee is gathering narratives from prior JRCOSTEPS to post to the EHOPAC website when updates are possible.
- The Adopt-a-School program achieved a 97% representation rate, up from 90% last month. The initial target goal for this year was 80%. The program still needs one additional volunteer (Mississippi Valley State) to obtain 100% representation and EHOPAC mission.
- Applicant Assistance Program is preparing for next round of boarded applicants, tentatively scheduled for November 2, 2017. A communications plan is being developed for the next boarded cohort.

## **XI. Open Discussion**

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

- The annual mentoring sessions for promotion eligible officers will be announced this week. Senior officers will be paired with junior officers to help ensure eOPFs are properly prepared for review by the promotion board. The Share my eOPF feature in Direct Access is not reliable, so mentors and mentees will individually need to decide how best to the OPF review.
- 2018 promotion benchmarks are available on the DCCPR webpage. A message with a PDF of the document and a link to the website will be sent through the PAC listserv. We are still unable to update the EHOPAC website. Old versions are posted.
- Version 5 of the OS and ROS examples are posted on the APAN website under Working Documents. VM should complete a final review by October 13, 2017. The Executive Committee will conduct a review by October 15, 2017, and the document will be sent to the category through the listserv on October 16, 2017.

### **Readiness- LCDR Daniel Adams**

- Historically, the Readiness Subcommittee has developed written resources for deployment. The resources outdate quickly, cannot account for every deployment role, and are often duplicated elsewhere. The subcommittee is considering the possibility of pairing an experienced officer with newer officer in a mentor/mentee model. A white paper is being prepared to describe the usefulness of the model. Email LCDR Adams ([Adams.DanielD@epa.gov](mailto:Adams.DanielD@epa.gov)) if you have comments.
- The Resources Workgroup within the Readiness Subcommittee is developing a post-deployment survey to gather information from returning officers to help EHOs in the future. The survey is ready for review by Policy and Standards and IT. LCDR Adams will contact CDR Robert Horsch to learn RedDOG's position on the implementation of the survey to avoid duplication if RedDOG is planning something similar.

### **Information Technology- CDR Darren Buchanan**

- Our inability to make changes to the EHOPAC website precludes us from posting current promotion materials. Leaving old documents posted creates confusion for officers. PAC leadership should continue seeking updates from DCCPR about when updates will be possible.

### **Mentoring and Orientation – CDR Monica Leonard and CDR Michael Quinn**

- Initial training sessions for mentors and protégés were conducted the last week in September. We might host additional trainings- 20 people participated in total. Recordings will be sent to mentors and protégés the week of October 9, 2017.
- Additional officers expressed interest in the program. We are working on 6-8 pairs in addition to the initial 27 pairs.

- Volunteers are needed to assist with OBC open houses and graduation ceremonies. Interested officers should contact CDR Quinn ([michael\\_m\\_quinn@nps.gov](mailto:michael_m_quinn@nps.gov)). He is moving from DC to Denver and will continue to coordinate from a distance.
- Copy CDR Monica Leonard ([zgf7@cdc.gov](mailto:zgf7@cdc.gov)) on any subcommittee correspondence until CDR Quinn's PCS is complete.

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

The meeting was adjourned at 1450 EDT.