



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Closed Meeting Minutes, February 9, 2016

The following are abbreviated minutes from the closed EHOPAC meeting on February 9th, 2016. Any questions about these minutes can be directed to the EHOPAC Chair, CDR Carolyn Oyster at Carolyn.J.Oyster@uscg.mil, for further clarification.

I. Call to Order 1300 EST

EHOPAC Chair, CDR Carrie Oyster, called the meeting to order. Roll call was held for members in attendance.

EHOPCA Members Present

CAPT Alan Parham, CPO	CDR Stephen Piontkowski
CDR Carrie Oyster, Chair	LCDR Matthew Deptola
CDR Jill Shugart, Vice Chair	LCDR Daveta Bailey
CDR Jamie Mutter, Secretary/Treasurer	LCDR William Fournier
CAPT John McKernan	LCDR Katie Hubbard
CDR Matt Albright	LCDR Carla Tuite
CDR Darren Buchanan	

EHOPAC Members Absent

CAPT David Cramer, Outgoing Chair (Excused)	CDR Chris van Twuyver (Excused)
CDR Monica Leonard (Excused)	LCDR Elena Vaouli (Excused)
CDR Derek Newcomer (Excused)	

EHOPAC Alternates Present

CDR Donald Ackerman (for CDR Newcomer)	CDR Eva McLanahan (for LCR Vaouli)
CDR Joel Hustedt (for CDR van Twuyver)	

II. Chief Professional Officer Update – CAPT Alan Parham

Report

- Commissioned Corps Headquarters (CCHQ) Updates
 - CCHQ continues to work on the move to Direct Access which continues to take many man hours for all HQ staff.
 - CCHQ is caught up on entering eOPF documents for promotion eligible officers. If officers are not seeing documents in their eOPF that were submitted, they should follow the CCHQ instructions for rectifying the issue. If after several weeks, documents are still not showing in your eOPF, please email CAPT Parham.
 - CAPT Parham and the other CPOs continue to work with CCHQ to identify priorities for improving operations and to assist with Strategic Planning
- Website Migration:
 - CAPT Parham emphasized the importance of the EHOPAC website migration and improvement process that is ongoing. He thanked CDR Buchanan and all the EHOPAC members for the work that has gone on and will continue to go on this year to make the website a true resource for USPHS EHOs.

III. EHOPAC Chair Report – CDR Carrie Oyster

Report

- EHOPAC meeting will be held at the COF Symposium
- Also, there will be 4 open Voting Member spots for 2017: EPA, FDA, At-Large and an Open seat (new for 2017)

IV. EHOPAC Vice Chair Report – CDR Jill Shugart

Report:

- New EHO coins to be rolled out at the COF Symposium in May

V. EHOPAC Treasurer Report – CDR Jamie Mutter

Report:

- Budget
 - Current funds \$1783.05
- Coins
 - Currently have 81 coins
 - To order coins, please contact CDR Jamie Mutter. Note: coins that need shipment to a field site may require a sur-charge.

CDR Jamie Mutter

404-498-6664

zwy4@cdc.gov

VI. Subcommittee Reports

A. Awards and Recognition - LCDR Katie Hubbard

Report:

- Responder of the Year (ROY)
 - CAPT Calvin Edwards is the EHOPAC awardee
- Call for EHOPAC awards went out last week and they are due March 5, 2016

B. Information Technology - CDR Darren Buchanan

Report:

- EHOPAC websites
 - CCMIS
 - This website is the face of our category.
 - Still in the transition phase
 - APAN
 - This website is where EHOPAC business is handled. Ex. SOPs, RAIL, etc.

C. Policies and Standards - CDR Derek Newcomer

Report:

- Working on a white paper regarding Appointment Standards
- Discussion regarding Subcommittee report template and PowerPoint template

D. Readiness - CDR Chris van Twuyver

Report:

- PACE Program