

**U.S. Public Health Service  
Environmental Health Officer's Professional Advisory Committee (EHOPAC)  
Meeting #170 Minutes, October 5<sup>th</sup>, 2011**

Note: This meeting was held at East Tennessee State University's Lamb Hall Dean's Conference room and via WebEx with the call originating from Kansas City, Missouri.

**1. Call to Order 0900 Eastern DST**

EHOPAC Chair CAPT Mike Noska called the meeting to order. He welcomed all participants and reported a successful visit to three classes and a meeting with the Dean of the College of Public Health with excellent feedback from students and faculty. CAPT Noska also thanks the officers who gave presentations to students. Roll call was held for members in attendance. Names of guests participating via phone and WebEx were recorded.

**EHOPAC Members and their Agency Affiliation Participating in Meeting #170**

<b>EHOPAC Members Present</b>	<b>EHOPAC Members Absent</b>
CAPT Michael Welch, <b>Chief Professional Officer</b>	CDR Dave Cramer (IHS) <b>Secretary</b>
CAPT Michael Noska (FDA) <b>Chair</b>	CAPT Jean Gaunce (CDC)
CDR Chris Kates (OS/ASPR) <b>Vice-Chair</b>	LCDR Shawn Lafferty (EPA)
CAPT Wayne Hall (IHS) <b>Treasurer</b>	
CAPT Brian Johnson (IHS)	
CAPT Charles Higgins (DOI)	
CDR Danny Walters (IHS)	
CDR Dino Mattorano (EPA)	
CDR James Howell (IHS)	
CDR Scotty Hargrave (FDA)	
LCDR Derek Newcomer (NIH)	
LCDR Jennifer Freed (ATSDR)	
LCDR Joseph Laco (CDC)	
LCDR Lisa Delaney (CDC)	
LCDR Sarah Unthank (USCG)	
LT Christian Witkovskie (FDA)	
<b>Liaisons Present</b>	<b>Liaisons Absent</b>
CDR Don Williams (IHS) <b>EHAC Liaison</b>	CAPT Clint Chamberlin <b>COA Board Liaison</b>
LCDR Eva McLanahan (EPA) <b>JOAG Liaison</b>	CAPT Gary Noonan (Ret) <b>American Academy of Sanitarians Liaison</b>
LTJG Kazuhiro Okumura (USDA) <b>COA/COF Category Day Liaison</b>	CDR Thomas Pryor <b>ARP Liaison</b>
LCDR Jessica Schwartz <b>COA/COF Category Day Liaison (ex officio)</b>	Vacant <b>OCCFM Customer Service Representative</b>
	CAPT Wendy Fanaselle <b>COA Board Liaison</b>
	Vacant <b>CAM Liaison</b>

## EHOPAC Guests Present

CAPT Byron Bailey	LTJG Adriane Fisher
CAPT Gary Pearlman	LTJG Michelle Dittrich
LCDR Elena Vaouli	Beth Osterink
LCDR Jessica Pharo	Hien Albright
LCDR Lauren Shade	Hritsu Chepa
LCDR Luis Rodriguez	Kenny Fent
LT Matthew Deptola	Robert Horsch
LT Raquel Stephenson	Trent LeCoultre

## 2. CPO's Report

- Welcome  
CAPT Welch reported that it had been an exceptional recruiting trip with special thanks to LCDR Jennifer Freed for all of her effort. CAPT Welch acknowledged the great suggestions from the Dean particularly the initiative of engaging USPHS Environmental Health Officers in teaching undergraduate courses.
- Advancements in the COSTEP Program  
CAPT Welch recapped the 2011 Summer COSTEP Season. Over all, there were 22 COSTEPs selected representing 11 universities. 20 served at IHS locations, one at NIH and one with Federal Occupational Health. COSTEPs will continue to be appointed to the Ready Reserve. Since there's no expiration date on the delegation of authority from President to the Secretary HHS, the COSTEP call to duty process should be much smoother going forward.
- DCCPR Makes Progress  
RADM Giberson has been selected to head the newly created Division of Commissioned Corps Personnel and Readiness. The DCCPR will contain the Recruitment Branch, Assignments and Career Management Branch, Readiness, Deployment, and Ready Reserve Branch. 9 new leadership positions will be advertised including Branch and Team Leader positions. The move is an effort to change the culture of the Commissioned Corps, improve communications and enhance customer service. 296 Corps Policies are to be Reviewed and updated. To date 170 are complete.

There is some anecdotal evidence that applicants have been told that PHS isn't hiring. CAPT Welch plans to speak to RADM Giberson to coordinate a standard response.

- Transformation Reaches Multidisciplinary Billets  
The USPHS is transforming the billet system to more closely align our service our sister uniformed services. The goal is to better monitor vacancies, identify shortages in particular skill sets, identify the best officers for positions. The new billet system will be linked to the Direct Access System. To date, all Categories have been completed with exception of Medical and Veterinarian. 157 EHO specific billets have been completed. The Multi-Disciplinary billet evaluation is underway. The total project is schedule to be final February 20, 2012.

- Readiness Edges Above OMB Benchmark  
EHO Category readiness has historically hovered around 96%. With the implementation of the Direct Access system in September of 2010, readiness dipped to 75%. This was true across all categories. Readiness statistics pulled on March 31<sup>st</sup> of showed a return to the historic average 96%. The OMB benchmark is 94%. Environmental Health Category Readiness Status as of July 2011 was 94.65%.
- 2010 COER Paints Realist Picture of Officer Performance  
An analysis of 2010 COER cycle reveals reduction of the practice of COER inflation where officers received all from all E's (7's). The COER is part of the evaluation process for promotion and the new system will better ensure that deserving Officers are being promoted. The 2011COER will be launched today with a final due date of November 16<sup>th</sup>
- OSG & CPO Initiatives  
The Surgeon General has been working with the Chief Professional Officers to develop a strategy for further National Prevention Strategy initiatives of the USPHS. The EHOPAC will be asked in the coming months to assist with developing ways to further initiatives related to the environmental health category. In addition, CAPT Welch has been prioritized initiatives for the EHOPAC including:
  - Identifying Subject Matter Experts to complete Community Education and Training
  - Collecting EHO Biographies and Career Stories
  - Mentoring of Lowest Quartile Officers
  - Promoting the Readiness Awards
  - Finalizing Promotion Benchmarks for 2013
  - Describing category specific roles during deployment

### **3. PAC Chair Report**

#### CAPT Scott Gaustad Named PAC Chair Liaison

With the Transition of RADM Giberson to the newly created DCCPR, the OSG selected CAPT Scott Gaustad, CPO Therapist Category, to be the liaison between the OSG and the categories. The PAC Chair Liaison keeps the PACs apprised of new initiatives in the Surgeon General's Office.

### **4. Treasurer's Report – CAPT Wayne Hall**

- The EHOPAC Treasury collected \$300 in Coin Sales from August to October. We have total balance of \$3,279.01.

### **5. Liaison Reports**

- **Commissioned Officers Association – CAPT Fanaselle**  
No Report

- **EHAC Report - CDR Don Williams**
  - The National Environmental Health Science and Protection Accreditation Council (EHAC) is currently in what could be described as the calm before the storm. The storm will be that 15 environmental health programs are up for initial or reaccreditation this year. There are no new schools seeking accreditation at this time, but there are two seeking approval for additional programs. Eastern Kentucky University, a major source of COSTEPs, is planning to have their new MPH program accredited and the University of Findlay (Ohio) which has an accredited Graduate program is seeking the same for their Undergraduate program.
  - At the moment the EHAC is seeking reviewers for the self-studies submitted by the programs seeking accreditation; the reviewers develop questions for the site visitors who travel to campus for a two day meeting. That process has been described in previous minutes so I will not repeat it at this time. It is scheduled to be completed by the end of January this cycle, a full two months earlier than in previous years. This move is part of a streamlining process that will be described in the next meeting's minutes.
  - Membership in the American Academy of Sanitarians requires applicants to possess an advanced degree. There is also a publication requirement (a "publication ready" document will suffice).
  
- **JOAG Report – LCDR Eva McLanahan (EPA)**
  - New JOAG EHOPAC Liaison is LCDR Eva McLanahan (mclanahan.eva@epa.gov)
  - New JOAG Executive Committee (October 1, 2011 – September 30, 2012)
    - Chair: LCDR Damon Smith
    - Vice-Chair: LCDR Brett Maycock
    - Chair-Elect: LT Tracy Tilghman
    - Financial Liaison: LCDR Glendolynn Johnson
    - Executive Secretary: LCDR Eva McLanahan
  - The next JOAG General Member Meeting will be held on Friday, October 14, 2011; 1300-1500 EST. Call-in: 218-936-4700, passcode 791-9605.
  - The new operational year has just begun and is a great time to get involved with JOAG
    - 2011-2012 JOAG Call for Volunteers was distributed via the JOAG and EHOPAC listservs (contact LCDR McLanahan if you are interested and did not receive the Call for Volunteers)
  - For more information on how you can get involved in JOAG and for meeting time information, visit the JOAG Website at <http://www.usphs.gov/corpslinks/JOAG>
  - Miss a meeting? JOAG digitally records each meeting, including the Journeyman Series. For an mp3 copy of the recording, email LT Hiren Patel, [hiren.patel@fda.hhs.gov](mailto:hiren.patel@fda.hhs.gov).
  
- **Category Day Liaison – LT Jessica L. Schwarz, MPH, REHS, HHS**
  - The first meeting of the Category Day Planning Committee for 2012 was held October 5th.
  - The conference will be held in the DC Metro Area from June 19-21<sup>st</sup>. Details on the specific location and agendas will be forthcoming in the upcoming weeks.

- Category Day will be on Thursday, June 21<sup>st</sup>. The theme will be “Prevention Strategies for a Healthy Nation: Building on the Basics of Public Health”
  - A call for abstracts for category day will be coming out in the next week or so. Please encourage your fellow EHO’s to submit and speak at this year’s conference.
  - There is no word on the cap on officers allowed to attend, and many budget changes and restrictions from COF this year. Please plan accordingly as you may not be sponsored by your agency to attend.
  - We are following the model of years past and using a phase-in, phase-out approach so that the transition of category day planners is smooth and the day is a success each year. LCDR Jill Shugart will stay on as an ex-officio member this year for guidance and support, I will be at the helm as chair, and my chair-elect this year is Kazu Okumura [Kazuhiro.okumura@fsis.usda.gov](mailto:Kazuhiro.okumura@fsis.usda.gov). We also have a small committee of local junior officers that will be helping with logistics this year.
  - We are looking forward to working with the PAC and whomever is selected as the training sub-committee chair to ensure that this, and future conferences continue to be a successful venue to offer continuing education opportunities to EHO’s.
- **Billet Transformation Report – CAPT Byron Baily**
    - EHO billet review completed July/August. Agency reviews are ongoing. There are approximately 2,000 officers in multidisciplinary billets. Some officers in multidisciplinary are working to be considered in category specific billets. The Multidisciplinary billets should be completed in late November.
    - New billets become effective in February 2012. Many billets will be downgraded as a result of the transformation process. Officers in these billets will be held harmless for two years by promotion boards. Billets can be edited, but they will be highly scrutinized.
  - **OCCFM Liaison Report – No Report**

## 6. OPDIV/Agency Reports - None

## 7. Subcommittee Reports

- **Marketing and Recruitment Subcommittee**  
– LCDR Jennifer Freed, Chair
  - **Co-chairs:** CDR Brian Cook and CDR Shawn Lafferty
  - **Current initiatives (and projected completion date if applicable):**
    - Adopt-a-school program – program for EHOs interested in recruiting for the category. New program to offer as alternative to ARP
    - New M&R Subcommittee pages and improvements on EHOPAC website
    - New resources to assist applicants and recruiters: “Securing your first assignment” brochure and “Lifecycle of an application” chart.
    - Assisting applicants now that pause is lifted

- Using technology and social media to promote our category
- Coordinating EHOs to speak at local and state associations
- **Notable news/activities/accomplishments since last EHOPAC meeting:**
  - The JRCOSTEP workgroup compiled suggestions for the new JRCOSTEP season. The M&R subcommittee will forward these suggestions to OCCO/DCCR. One suggestion we'd like to strongly encourage is the use of an electronic system to select JRCOSTEPs.
  - Reminder of JRCOSTEP season coming up. EHOs can help by identifying agencies/offices for JRCOSTEP placement, and discussing being a preceptor with your agency management. Ideas for increasing the number of JRCOSTEP applicants, and the number of JRCOSTEP placement opportunities are always welcome!
  - Facebook: We now have a "page" for recruiting purposes (over 100 "likes"), and a "group" for current EHOs (around 80 members). Both are gaining new members all the time. We are working on putting facebook links on the ehopac website.
  - The IT subcommittee created a job posting area on our website. Please use the online form to submit job announcements. This will only be successful if officers use it! Please post positions from your OPDIV or any other opportunities you come across, even if it is already on USAJOBS. Expired job announcements will remain on the website in order for applicants to view the types of jobs that EHOs do.
  - EHO Speakers Bureau: May need to re-announce this opportunity. Only a few people expressed an interest.
  - Two EHOs called to duty in August. Current # of EHOs: 363. Our category numbers have been steadily declining since reaching a high of 387 in October 2009.
- **Current subcommittee priorities:**
  - Assist applicants – influx of general questions coming in now that pause was lifted. Subcommittee will work on new ideas to further assist our applicants and answer questions.
  - Advertise EHO category on school websites – exploring ways to host our information on university career services websites, and environmental organization websites (e.g., web postings, career portals, widgets, etc.)
  - Share vacancy information with applicants – working on new ideas to compile vacancy information to share with EHO applicants.
- **Long Term Goals:**
  - Support EHO recruitment efforts by developing and maintaining new and innovative recruitment tools and recruitment methods.
  - Develop and maintain contacts with applicable academic programs and accreditation bodies for both undergraduate and graduate levels programs.
  - Market JRCOSTEP opportunities to students, schools, and agencies and increase the number of JRCOSTEP placements.
  - Develop methods/tools to convince non-IHS OPDIVs to consider hiring JRCOSTEPs.
  - Increase the Category strength to 400.
  - Continue contacting and supporting well-qualified applicants with the application and job search process.
  - Increase involvement and recruitment of appropriate graduate school students.
- **Items for EHOPAC Input/Discussion:**

- Recruitment displays are dated and in poor condition, even after attempts have been made to repair them. The manufacturing company is out of business. We need to find a way to get new recruitment displays for EHOs to use. Perhaps a light-weight pop-up display similar to the ones OCCO/DCCR has. CAPT Chuck Higgins works with a company that makes displays. He will investigate.
- **Actions previously directed by EHOPAC (Status and projected completion):**
  - None
  - Attachments: A. Category Statistics

## Attachment A. Category Statistics – as of 10/5/11

New officers since August 2011: 2

Rank	Name	Agency	CAD	Qual. Degree	Major	School	Notes
LT	Andrew Kupper	CDC/VSP	8/11/11				Prior Costep – CG 2005
LT	Christopher Fish	IHS	8/11/11				Prior Costep IHS – AK; prior service (army)

Current number of EHOs: **363** (↓2 since 8/9/11)

### By agency:

ATSDR 18  
 BOP 2  
 CDC 67 (↑1 since 8/9/11)  
 DHS 20 (↓1 since 8/9/11)  
 DOD TMA 2  
 EPA 16  
 FDA 87 (↓2 since 8/9/11)  
 HRSA 5  
 IHS 100  
 INTERIOR 14  
 NIH 9  
 OS 10  
 PSC 9  
 USDA 4

### By rank:

O-2 23 (↓6 since 8/9/11)  
 O-3 65 (↑7 since 8/9/11)  
 O-4 80 (↓3 since 8/9/11)  
 O-5 89 (↓1 since 8/9/11)  
 O-6 103 (↑1 since 8/9/11)  
 O-7 3

- Career Development Subcommittee
  - CAPT Anne Krake & CAPT Brian Johnson

**Current Subcommittee Members:**

- CAPT C. Edwards, FDA; CAPT A. Krake, Co-Chair, BLM; CAPT B. Johnson, Co-Chair, IHS; CAPT J. Church, USCG; IHS; CAPT R. Bialas, IHS; CAPT W. Going, ATSDR; CDR K. Atencio, EPA; LCDR C. Oyster, USCG.

**Current initiatives:**

- *EHO Category-Specific Counseling:* The CDSC has assigned Senior-level category-specific counselors to all EHOs who ranked in the bottom quartile towards promotion during PY2011. The counseling sessions are on-going and are targeted for completion by 31 October 2011.
- *PY2013 Benchmarks:* The SGPAC recently requested comments concerning the PY2013 cross-category (Precepts 1, 4, & 5) and category-specific (Precepts 2 & 3) benchmarks. The CDSC is in the process of establishing a workgroup to review the 2012 Benchmarks and provide suggestions for the 2013 version. The CDSC plans to provide comments for cross-category and category-specific benchmarks by the first week in November. Our goal is to submit a final product through the EHO CPO to OCCO by mid-November.

**Actions previously directed by EHOPAC:**

- No new PAC requests since the August meeting

**Notable news/activities/accomplishments since last EHOPAC meeting:**

- Continue to receive and respond to several e-mails and phone calls from current and prospective officers concerning EHO CVs and Continuing Education Summaries, promotion, EHO appointment standards, graduate degrees, and various other career development issues.

**Long Term Goals:**

- None to report on at this time

**Items for EHOPAC Input/Discussion:**

- Request all EHOPAC members to review the 2012 Benchmarks and submit any concerns, suggested changes, etc. to [brian.johnson@ihs.gov](mailto:brian.johnson@ihs.gov) by October 14<sup>th</sup>. All submissions will be considered by the CDSC Benchmark Workgroup and will be shared with CAPT Welch, EHO CPO and CAPT Noska, EHOPAC Chair.

- Professional Image – LCDR Derek Newcomer

- LCDR Newcomer is getting up to speed on PI issues. He is looking for new members. Interested Officers should please contact Derek Newcomer.

- Charter, Bylaws and Policy Review Subcommittee

- CAPT Charles Higgins, Chair

- **Current Subcommittee:** CAPT Charles Higgins, Chair, CAPT Dan Strausbaugh, CDR Jennifer Lincoln, LT Danielle Mills
    - **Current initiatives:** New subcommittee chair has reviewed past documents and actions as well as the charter and bylaws. Subcommittee membership will be reviewed in the near future.
    - **Actions previously directed by EHOPAC:** No new PAC requests since August meeting.
    - **Notable news/activities/accomplishments since last EHOPAC meeting:** None to report
    - **Long Term Goals:** None to report

- Awards and Recognition Subcommittee – CDR Scotty Hargrave

- Responder of the Year nominations will go out soon. Generally, there are few nominations for senior officers but junior officers are well represented.
  - Voting Process: The PAC unanimously voted to open up voting for awards to the entire PACs.

- IT Subcommittee – LCDR Joe Laco

- **Current Subcommittee Members:**  
LCDR Joe Laco (Chair), CDC  
CAPT Gary Perlman, ATSDR  
CDR Bobby Villines, IHS  
LCDR Mark Strauss, South Central Foundation – Alaska  
CDR Robert Morones, IHS  
LCDR Eva McLanahan, EPA  
LT James Speckhart, USCG
  - **Current initiatives:**
    - Domain Name about to expire
      - Oct 2011
      - Previous American Society of Sanitarians (AAS) sponsorship
      - \$89.55 per 9 years
      - Renewed for one (1) year through 10-4-2012
        - \$10.95 per year
        - Out of pocket – CDR Villines
      - Moving Forward – EHOPAC sponsorship
        - 9 years?
    - Website security
      - Site Lock through iPower
      - Unwanted guests
    - Joomla! (1.6) update available
      - Working on possible migration
      - Prototype site ehopac site for testing

- Work with EHOPAC subcommittees
  - Marketing and Recruiting
    - Vacancy Sharing for applicants
    - Job board
      - Postings
    - Facebook
  - History
    - Pics
- **Notable news/activities/accomplishments:**
  - Continued work on website updates
  - Added Job-Board feature on the EHOPAC website
    - “Career Listing”
    - Submit Career Opportunity” tab for posting
    - Review process to screen before being added website
  - Security Update
    - Continuing with iPower
    - Security Issue from Malaysia
      - Spam through our Career Listing
      - Caught before posting
      - Block installed for that ip address
    - Added security needed?
  - Facebook widget added to the developmental site
    - Link to USPHS EHO Facebook page
    - Working on most secure method for adding link to the live EHOPAC.org site
  - Link to the “Environmental Health Officer Deployment Resource Guide Data DVD”
    - Per Readiness Subcommittee
  - Lifecycle of an Application document added to EHOPAC website
    - CADs
- **Goals:**
  - Obtain further funding for domain name
    - EHOPAC
  - AAS Recruiting
  - Update users for permissions for author/publisher.
    - Author Level
      - Other subcommittee users
    - Publisher Level
      - IT subcommittee users
      - Approval for posted content
  - Continued security monitoring and maintenance or ehopac.org website
    - SiteLock
  - Joomla! 1.6 migration?
  - Backup for EHOPAC site security and maintenance
    - LT James Speckhart
  - Continued development of IT subcommittee work groups to manage all activities more efficiently.

- History Subcommittee – LT Christian Witkovskie

- **Current Subcommittee Members:**

Christian Witkovskie (Chair)	Abraham Maekele
Jeffrey Conner	Victoria Murray
Kenneth Crombie	Amanda Parris
Tim Duffy	Fredrick Ramsey
William Fournier	Susan Shaffer
Theresa Gallagher	Kelli Stamper
Robert Gruhot	Martin Stephens
Patrick Hintz	

- **Current Initiatives:**

1) Flag & Chief Professional Officer Biographies Team (Lead: Kelli Stamper) **IN PROGRESS** – As of 10/1/11. – Due to time of year and workload for team members, we were forced to cancel our work team call in August. The next call is scheduled for October 17<sup>th</sup>.

- Updates since our last report:

- CPO CAPT Welch stopped in to HDQ to make the request for access for our work team to the OPF’s of deceased officers so that we can at least develop basic biographies for them. To date we have not gotten a firm response but CAPT Welch has agreed to follow up and continue to provide assistance to us on this issue. Until we gain access to those files, at least 3 biographies cannot be completed due to the lack of information.
- The interview with and draft biography for CAPT Shepherd has been completed. The draft has been sent back for revision and to be sent to CAPT Shepherd for his review. Once we have his approval, that final draft will be submitted to the History Subcommittee members for review and then for posting.
- We have been in contact with Bobby Villines regarding the photos and other items that were on the old History website and he is still working on locating and providing them to us.
- RADM Richie Grinnell has agreed to participate and next steps will be scheduling and conducting the interview.
- Team members have been working to contact and schedule interviews with the remaining officers on the list – a process that can take weeks or months due to the CPO/Flag Officers’ current positions, responsibilities, and travel schedules. Our goal is to have all the interviews completed by the end of the year.

<b>Kelli</b>	Crow	Interview completed, revising draft
	Welch	Interview completed, revising draft
	Randy Grinnell	Contacted to request interview
	Marsland	Interview completed, draft bio in progress
<b>Tim</b>	Meeks	Biography complete, awaiting photo
	Chelikowsky	Interview completed, draft bio in progress
	Todd	
<b>Vince</b>	Holman	
	Young	
	Verrone	

Jeff	Touch	
	Smith	Have requested OPF thru CPO
	Taylor	Have requested OPF thru CPO
Abraham	Shepherd	Draft bio under revision & to CAPT Shepherd for
	Richie Grinnell	Agreed to participate, Scheduling interview.
	Jim Liberman	Have requested OPF thru CPO

2) Data Team: (Leads: Patrick Hintz and Robert Gruhot) **IN PROGRESS – As of 10/1/11** – Continues to summarize EHOPAC meeting minutes from the past decades, year by year (Murray and Shaffer ). Estimate 75% done.

3) Historical Photo Gallery (Lead: Patrick Hintz) **IN PROGRESS – As of 10/1/11** – The photographs have been saved separately onto DVDs and organized into logical categories. In the process of uploading examples of working EHOs onto Shutterfly. CAPT Dan Hewett submitted a large cache of NYC Ground Zero photographs to CDR Bobby Villines for the archive he has. Plan to contact CDR Villines and compare images to perhaps create a single, comprehensive archive.

Generally, will be re-evaluating the tasks and seeing what projects need help and what projects could be started to better utilize our officers. (Gruhot, Parris, Hintz)

4) IT Team (Lead: Martin Stephens) **IN PROGRESS** – No report.

Completed Initiatives: No new completed activities.

Notable News/activities/accomplishments since last EHOPAC meeting: None

Items for EHOPAC Input/Discussion: None

Actions previously directed by EHOPAC: None

Attachments: None

- **Readiness Subcommittee – CDR Lisa Delany, CDC**

- **Current Subcommittee Members:**

CAPT Colleen Petullo, EPA

CAPT Mark Miller, CDC

CAPT Larry Cseh, CDC/ATSDR

CDR Brad King, CDC/NIOSH

CDR Jason Barr, NIH

CDR Martin Smith, IHS

CDR Christopher VanTwuyver, FDA

LCDR Elizabeth Valenti, FDA

LT Patrick Wallace, FEMA

LT Aaron Otis, CDC

Dr. Robert Emery, Univ of Texas

- **Current initiatives (and projected completion date if applicable):**

- Coordinate and support development of EHO Readiness Subcommittee webpage (Dec 2011)

- Update the EHO Readiness Guide originally developed in 2004. The purpose of the document is to identify necessary skill sets and competencies necessary for a successful OFRD deployment.
  - Continue to contact EHOs who are listed on the OFRD quarterly Readiness Status Report. (Officers on this report are those who are projected as not meeting basic qualified requirements prior to the Official Readiness Report for that quarter.)
  - Develop novel approaches to assisting officers meet Basic Readiness and submit recommendations to CPO.
- **Notable news/activities/accomplishments since last EHOPAC meeting:**
    - Draft Updated EHO Readiness webpage developed. The online version of the Deployment Resource DVD posted to this page.
    - Finalized analysis report for officers not meeting Readiness for March 31<sup>st</sup>
    - Secured funding from the NIOSH Emergency Preparedness and Response Office to print copies of the Deployment Resource DVD and “What EHOs Do in Emergencies.” Secured names of recent CADs so that DVDs can be sent to them. Copies are available from CDR Delaney.
    - Developed a draft Basic Readiness Compliance Checklist with helpful hints for maintaining Readiness. Incorporated EHOPAC member comments. Have requested OFRD review before it will be posted on our Readiness webpage.
- **Long Term Goals:**
    - Continued support to officers attaining and maintaining readiness.
    - Support the Chief Environmental Health Officer.
    - Lead the way for the Environmental Health Responder.
- **Items for EHOPAC Input/Discussion:**
  - **Actions previously directed by EHOPAC (Status and projected completion):**
  - Attachments- Finalized Officer Readiness analysis and “What EHOs Do in Emergencies”

- **Membership Subcommittee – LCDR Sarah Unthank**

- Members: LCDR Sarah Unthank-Chair, CDR Dino Mattorano-Vice Chair, CDR Don Williams-member

- **New Business:**

There are 9 members with terms ending this cycle:

- CAPT Noska (6 year term complete)
- CAPT Johnson (6 year term complete)
- CDR Kates (6 year term complete)
- CDR Hargrave (renewal approved by EHOPAC)
- LT Witkovskie
- CAPT Hall
- LCDR Freed
- CDR Delaney (renewal approved by EHOPAC)
- CDR Lafferty (renewal approved by EHOPAC)

- The current breakdown of EHOPAC representation based on number of officers per agency is as follows:

	Number	%	Representatives
IHS	100	27.4%	5
FDA	90	24.7%	4
CDC	66	18.1%	3
ATSDR	18	4.9%	1
EPA	16	4.4%	1
USCG	15	4.1%	1
INTERIOR	14	3.8%	1
OS	10	2.7%	0
PSC	9	2.5%	0
NIH	8	2.2%	0
DHS	6	1.6%	0
USDA	4	1.1%	0
HRSA	5	1.4%	0
BOP	2	0.5%	0
DOD	2	0.5%	0
total	365		16

- Renewals:

CDR Hargrave, CDR Lafferty and CDR Delaney opted to renew and were approved by the EHOPAC chair and a majority vote by the EHOPAC membership. Current opens seats (2-IHS, 3-FDA and 1-ATSDR) were advertised for applicants. Elections to be completed the week of 3 Oct. 2011.

**Old Business:**

-Need clarification on civilian participation on EHOPAC.

8. New Business

ATSDR Reorganization:

ATSDR is reorganizing from the bottom up. This is an effort to regionalize the program. Some officers may be encouraged to move.

9. Meeting adjourned 11:40 Hrs. EDT  
Next meeting December 13<sup>th</sup>, 2011