



**U.S. Public Health Service**  
**Environmental Health Officer's Professional Advisory Committee**  
**(EHOPAC)**  
**Meeting #173 Minutes, April 10<sup>th</sup>, 2012**

**1. Call to Order 1300 Eastern DST**

EHOPAC Chair CDR Scotty Hargrave called the meeting to order. Roll call was held for members in attendance. Names of guests participating via phone and WebEx were recorded.

EHOPAC Members Participating in Meeting #173

EHOPAC Members Present	EHOPAC Members Absent
CAPT Michael Welch, <b>Chief Professional Officer</b>	CAPT Jean Gaunce
CDR Scotty Hargrave <b>Chair</b>	CAPT Charles Higgins
CDR Lisa Delaney <b>Vice-Chair</b>	CDR Danny Walters
CDR James Howell <b>Treasurer</b>	CDR Shawn Lafferty
CDR John Spriggs	LCDR Carla Tuite
LCDR Michael Reed	
LCDR Joe Laco	
CDR Dino Mattorano	
CDR Melanie Mayor	
LCDR Derek Newcomer	
CDR Chris vanTwyver	
CDR Jennifer Freed	
CDR Dave Cramer	
Liaisons Present	Liaisons Absent
LT Jessica Schwarz <b>COA/COF Category Day Liaison</b>	CAPT Gary Noonan (Ret) <b>American Academy of Sanitarians Liaison</b>
CDR Don Williams (IHS) <b>EHAC Liaison</b>	Vacant <b>ARP Liaison</b>
	Vacant <b>OCCFM Customer Service Representative</b>
	LTJG Kazuhiro Okumura (USDA) <b>COA/COF Category Day Liaison (ex officio)</b>

	Vacant <b>CAM Liaison</b>
	CAPT Wendy Fanaselle <b>COA Board Liaison</b>
	LCDR Eva McLanahan (EPA) <b>JOAG Liaison</b>

## 2. CPO's Report – CAPT Michael Welch (IHS)

- COSTEP:
  - Not anticipating delays outside of the normal issues (e.g., late orders, some delays)
  - 20-21 COSTEPS are coming on board
  - Approximately 90% are going to IHS
  - Appear to be a lack of assignments outside IHS
- DCCPR Accountability:
  - Work continues despite the budget decreasing
  - Currently have 51 FTEs which is down from 80 FTEs
  - Despite the high costs of Officer Basic Course, it continues to be provided
  - Working on the backlog of 1200 applicants and 500 more applications were found that need processing
  - Working with them to determine status and “viability” of all current EHO applicants
- Billet Transformation
  - Most billets are completed and in place.
  - Any changes of completed billets will require a personnel action
- Readiness
  - The last run of the readiness numbers was provided to CAPT Welch in December. The March run has not been officially released. The PACs have not been provided with any details regarding readiness numbers or the names of officers who aren't basic ready.

## 3. PAC Chair's Report – CDR Scotty Hargrave (FDA)

- Request for volunteers to assist DCCPR with appointment boards.
- PHS Awareness Day at White Oak is April 17<sup>th</sup>.

## 4. Treasurer's Report – CDR James Howell (IHS)

- The EHOPAC coin supply is low and requires reordering.
- The PAC currently orders a 24K gold plated coin but a brass version is available and is 65 cents cheaper.

- CDR Hargrave will coordinate an email vote of PAC members to decide on which coin to purchase.

## **Liaison Reports**

### **Category Day Planning Committee LT Jessica L. Schwarz**

Highlights for January-February:

- The Category Day Planning Committee has completed the agenda.
- Request for CEUs was submitted.
- Issues related to the speaker gifts still need to be addressed.

### **EHAC Liaison Report- CDR Don Williams**

The National Environmental Health Science and Protection Accreditation Council (EHAC) has completed site visits to the 15 environmental health programs that 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.

The review of the visits will be discussed at the annual meeting of the EHAC and will include representatives of each program to answer questions from the full Council. The members of the council then vote to give several levels of approval ranging from full accreditation to partial accreditation or notice of what is needed to achieve those designations.

## **5. Subcommittee Reports**

### **Subcommittee: Awards**

**Chair: CAPT Jean Gaunce**

The nomination for EHOPAC awards is currently open and will close on April 15<sup>th</sup>. Encourage officers to nominate worthy officers. You can visit the EHOPAC website to obtain additional information including the nomination forms.

### **Subcommittee: Career Development**

**Chair: CAPT Charles Higgins and CDR Danny Walters**

- Met with previous chairs to aid in transition of leadership
- CAPT Johnson will continue to participate on the Subcommittee as an ex officio member and CAPT Ann Krake will continue as Co-chair.

### **Subcommittee: Charter and By-laws**

#### **Chair: CAPT John Spriggs**

- New members were selected
- Request comments and suggestions on future Subcommittee activities
- A model charter for all PACs is being developed that includes revisions on the number of voting members.

### **Subcommittee: IT**

#### **Chair: LCDR Joe Laco**

#### **Current Subcommittee Members:**

LCDR Joe Laco (Chair), CDC  
 CAPT Gary Perlman, ATSDR  
 CDR Bobby Villines, IHS  
 LT James Speckhart, USCG  
 LCDR Eva McLanahan, EPA  
 CDR Robert Morones, IHS  
 LCDR Mark Strauss, South Central Foundation – Alaska

#### **Current initiatives:**

- Website security
  - Continued monitoring
  - Site Lock through iPower
    - Working on installation
  - Admin Tools Joomla! security extension.
- Joomla! (2.5.4) update
  - Most recent version

#### **Notable news/activities/accomplishments:**

- Continued work on website updates
- Security Update
  - The hacker attempts have increased (greater than 10, sometimes over 20 a day)
    - all have been thwarted.
- Job postings are working well
  - submitted from the website and approved by committee (x3)
- EHOPAC Award nominations requests posted to the website (x4)

#### **Goals:**

- Performance issues on current host iPower: backups now take 30 mins (should only take 2 min), browsing various pages on the site is considerably slower. We are exploring an alternative host.
- Continued security monitoring and maintenance of ehopac.org website
  - SiteLock revision
  - Admin Tools
- Update users for permissions for author/publisher.
  - Author Level
    - Other subcommittee users

- Publisher Level
    - IT subcommittee users
    - Approval for posted content
- Joomla! update migrations
- Continued work with EHOPAC subcommittees
  - Marketing and Recruiting
    - Vacancy Sharing for applicants
    - Job board
      - Postings
    - Facebook
  - History
    - Time Line
    - Pics
- Suggestion for a new section of the site
  - the CEHO's blog . . . or maybe a monthly EHO's blog.
  - A place to put some information that the CEHO discusses during the meetings that can be shared on the site in a blog format might get things out there more easily.

**Items for EHOPAC Input/Discussion:**

- None at this time

**Attachments**

- Website Statistics – Mar 2012

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2012	1022	1709	13119	31813	999.99 MB
Feb 2012	975	1589	15157	30215	1.18 GB
Mar 2012	719	1169	6314	16453	674.85 MB
Apr 2012	189	271	994	3052	181.49 MB
May 2012	0	0	0	0	0
Jun 2012	0	0	0	0	0
Jul 2012	0	0	0	0	0
Aug 2012	0	0	0	0	0
Sep 2012	0	0	0	0	0
Oct 2012	0	0	0	0	0
Nov 2012	0	0	0	0	0
Dec 2012	0	0	0	0	0
<b>Total</b>	<b>2905</b>	<b>4738</b>	<b>35584</b>	<b>81533</b>	<b>2.99 GB</b>

Day	Pages	Hits	Bandwidth
Mon	210.50	514.75	30.62 MB
Tue	466.50	1124.25	31.44 MB
Wed	289.75	625.25	26.12 MB
Thu	198	536.80	20.99 MB
Fri	173	591.80	24.29 MB
Sat	77.80	229.80	12.45 MB

Sun	50.75	151	8.36 MB
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**Links from an external page (other web sites except search engines) - Full list**

- <a href="http://www.usphs.gov/redirect.aspx">http://www.usphs.gov/redirect.aspx</a>	81
- <a href="http://dcp.psc.gov/CCMIS/LinksofInterest.aspx">http://dcp.psc.gov/CCMIS/LinksofInterest.aspx</a>	34
- <a href="http://verticalpigeon.com">http://verticalpigeon.com</a>	21
- <a href="http://www.bing.com/search">http://www.bing.com/search</a>	20
- <a href="http://www.ehacoffice.org/accred-prep/benefits.php">http://www.ehacoffice.org/accred-prep/benefits.php</a>	12
- <a href="http://www.facebook.com/l.php">http://www.facebook.com/l.php</a>	9
- <a href="http://repetitmaster.ru">http://repetitmaster.ru</a>	6
- <a href="http://serialz.com.ua">http://serialz.com.ua</a>	6
- <a href="http://usphs.gov/redirect.aspx">http://usphs.gov/redirect.aspx</a>	4
- <a href="http://www.artwhite.ru">http://www.artwhite.ru</a>	4
- Others	62

Day	Number of visits	Pages	Hits	Bandwidth
01 Mar 2012	51	205	497	18.44 MB
02 Mar 2012	56	152	449	26.84 MB
03 Mar 2012	38	79	251	20.09 MB
04 Mar 2012	31	60	132	13.08 MB
05 Mar 2012	48	134	363	21.05 MB
06 Mar 2012	57	749	1394	35.97 MB
07 Mar 2012	39	185	561	18.16 MB
08 Mar 2012	39	151	422	15.06 MB
09 Mar 2012	42	335	1534	31.47 MB
10 Mar 2012	31	82	230	8.54 MB
11 Mar 2012	14	35	99	4.21 MB
12 Mar 2012	37	136	396	20.56 MB
13 Mar 2012	38	703	1506	29.32 MB
14 Mar 2012	26	155	380	23.48 MB
15 Mar 2012	39	237	729	20.04 MB
16 Mar 2012	38	155	403	27.62 MB
17 Mar 2012	23	90	272	6.19 MB
18 Mar 2012	25	48	146	7.81 MB
19 Mar 2012	39	177	553	58.49 MB
20 Mar 2012	42	200	759	29.31 MB
21 Mar 2012	30	672	1080	31.63 MB
22 Mar 2012	42	259	638	21.76 MB
23 Mar 2012	31	77	234	16.12 MB
24 Mar 2012	32	89	218	14.62 MB
25 Mar 2012	34	60	227	8.33 MB

26 Mar 2012	45	395	747	22.38 MB
27 Mar 2012	41	214	838	31.16 MB
28 Mar 2012	49	147	480	31.21 MB
29 Mar 2012	44	138	398	29.67 MB
30 Mar 2012	44	146	339	19.41 MB
31 Mar 2012	24	49	178	12.82 MB
Average	37.71	203.68	530.74	21.77 MB
Total	1169	6314	16453	674.85 MB

**Subcommittee: Marketing and Recruitment**  
**Chair: CDR David Cramer**

Co-Chair: CDR Shawn Lafferty, EPA  
M&R Advisor – CDR Jennifer Freed, CDC  
Applicant Assistance & Placement Workgroup Lead - LCDR Monica Leonard, CDC  
Agency, Organization & Workforce Recruitment Workgroup Lead - LCDR Charity Webb, IHS  
COSTEP Workgroup Lead – LCDR Jill Shugart, CDC  
Information Technology & Communications Workgroup Lead - LTJG Lauren Shade, FDA  
Marketing & Materials Workgroup Lead - LT Valerie Herrera, IHS  
School Recruitment Workgroup Lead – CDR Harrichand Rhambarose

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

- ***Who’s swimming in the Applicant Pool?***  
LCDR Leonard is working with CDR David Magnotta of DCCPR to determine the size and viability of the EHO applicant pool. 21 applicants were boarded in January and 26 were boarded in March. Contact emails were sent to boarded applicants asking the following:
  - 1) **Have you found a job yet? If so, where and when is your Call to Active Duty (CAD) date?**
  - 2) **Are you still looking for a job? If so, what are your preferences and restrictions?**
  - 3) **What is the date you completed your application?**
  - 4) **Do you have any questions about the application process or how to find a job?**
  - 5) **Have you received the brochure “Securing your First Assignment”?**

21 Applicants Boarded in January		
Have CCorps Jobs	Still Need CCorps Job	Not Yet Responded
7	10	4
25 Applicants Boarded in March		
Have CCorps Jobs	Still Need CCorps Job	Not Yet Responded
1	11	13

Two applicants from the March board have DHHS form 1662.

- ***New Recruitment Display Nears Completion***  
CDR Cook, LT Wright, and LT Burbage are putting the finishing touches on a new EHO display. The display has had several revisions and is poised for publication. One of the

issues that caused some interesting discussion was about photos of officers wearing woodland camouflage BDUs.

- ***Social Media Reaches Next Generation of Professionals***

LTJG Shade's IT&C workgroup manages the EHOPAC's recruitment Facebook page. The page is reaching 210 individuals per week. Recent vacancy announcement posts include:

- ✓ ASPR – Program Coordinator in Colorado Springs, CO
- ✓ HRSA – Supervisory Program Analyst in Rockville, MD
- ✓ NPS – Public Health Consultant in Atlanta, GA
- ✓ NIH – Env. Health Specialist III in Bethesda, MD
- ✓ FDA – Team Leader in College Park, MD
- ✓ USDA FSIS – Various Locations

We have 45 members on LinkedIn which is up 4 from last week. Activation of the Google+ is in progress.

- ***IHS to Receive 91% of COSTEPs in 2012***

According to a breakdown of JR COSTEP Placements for 2012 by LT Velisa Jackson of the DCCR, IHS will receive 91% of the students or 20 out of 22. The other two OPDIVS accepting COSTEPs are CDC and NIH. The JR COSTEP Workgroup will be working to identify barriers to COSTEP placement at other agencies in the coming weeks. Mr. Steve Hand, HR Specialist for Jr. COSTEPs, reported DCCR expects approval of the COSTEP list from the DHHS Secretary anytime.



**Attachment A. Category Statistics – as of 4/6/12**

**New officers since February 2012: 3**

<b>Rank</b>	<b>Name</b>	<b>Agency</b>	<b>CAD</b>	<b>Qual. Degree</b>
LTJG	William Burrows	IHS	4/6/12	Environmental Health
LT	Daniel Adams	EPA	4/6/12	Environmental Health
LTJG	Mistin Ray	IHS	3/9/12	Environmental Health

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**Current number of EHOs: 367** (No change as of 2/14/12)

**By agency:**

ATSDR 17  
BOP 2  
CDC 69  
DHS 25  
DOD TMA 2  
EPA 18 (↑1 since 2/14/12)  
FDA 85 (↓1 since 2/14/12)  
HRSA 5  
IHS 100 (↑2 since 2/14/12)  
INTERIOR 11 (↓2 since 2/14/12)  
NIH 10  
OS 10  
PSC 9  
USDA 4

**By rank:**

O-2 21  
O-3 69 (↑1 since 2/14/12)  
O-4 84  
O-5 87 (↑2 since 2/14/12)  
O-6 101 (↓3 since 2/14/12)  
O-7 3

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**Readiness Subcommittee Report**  
**Chair CDR Chris VanTwuyver**

Members:       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

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

Submitted 2012 Subcommittee work plan to CAPT Delaney

Complete 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. This project will be completed by the end of the month and will be incorporated into the EHOPAC Readiness Subcommittee page on the EHOPAC Website.

Review and update of the EHOPAC Resources CD is currently underway- expected to be completed by the end of the calendar year.

Continue to update Readiness Subcommittee page on the EHOPAC website

Develop novel approaches to assisting officers meet Basic Readiness and submit recommendations to CPO.

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

Completed transition to new Readiness Subcommittee Chair

Resources Workgroup Member LCDR Jeremy Mason is covering weekly OFRD calls and will be providing a written summary of any updates that should be shared with the EHOPAC

**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:**

The Readiness Subcommittee Readiness Workgroup is still not receiving updates from OFRD regarding the readiness status of EHO Officers- assistance needed to resolve this issue

**Actions previously directed by EHOPAC (Status and projected completion): N/A**

**Attachments-** None

**Subcommittee: Membership**

**Chair: CDR Dino Mattorano**

- Assessed current PAC membership status and determined that three officers will be completing their first terms this year.

**Subcommittee: Professional Imaging and Standards**

**Chair: LCDR Derrick Newcomer**

- Meeting monthly to review existing appointment standards.
- Plans to compare these appointment standards to sister services

**Subcommittee: Mentoring**

**Chair: CDR Melanie Moore**

- Getting up-to-speed on the activities of the Mentoring Subcommittee

**Subcommittee: Training**

**Chair: CDR Jennifer Freed**

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

- COF Planning
- Developing workplan and objectives for new subcommittee
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**Notable news/activities/accomplishments since last EHOPAC meeting:**

- Developed draft workplan
- Three proposed workgroups: COF Planning and Coordination, Training Opportunities, Website Resources and Development
- Solicited new members
- Reviewed and refined draft 2012 workplan with current members
- Started brainstorming new ideas and projects for the Training Subcommittee other than COF planning and coordination

**Short Term Goals:**

- **Develop survey for category to gather information on recommended EHO trainings**
- **Distribute the first phase of training opportunities at June EHOPAC meeting**
- **Research, compile, and distribute training events and opportunities at NEHA**
- **Research, compile, and distribute training events and opportunities at COF**

**Long Term Goals:**

- Develop new website with lists of training opportunities

- Develop new guidance on recommended trainings for specific groups – by specialty, by rank, etc.
- Develop FAQ/guidance on common EHO certifications
- Align training opportunities with EHO benchmarks
- Research opportunities for lunch-n-learn trainings or other remote trainings. Possible collaboration with Career Development Subcommittee
- Develop new EHO training course for 2013, topic TBD

**Items for EHOPAC Input/Discussion:**

- Ideas for the new Training Subcommittee?

**Actions previously directed by EHOPAC (Status and projected completion):**

- None

**Attachments:** Current members (will add new members in May 2012)

**Training Subcommittee Members**

Last name	First name	Rank	Agency	Member since	Email	Phone
Freed	Jennifer	CDR	ATSDR	Feb 2012	<a href="mailto:jen7@cdc.gov">jen7@cdc.gov</a>	770-488-
Albright	Hien	LCDR	FDA	Feb 2012	<a href="mailto:Hien.Albright@fda.hhs.gov">Hien.Albright@fda.hhs.gov</a>	
Albright	Timothy		FDA	Feb 2012	<a href="mailto:Timothy.Albright@fda.hhs.gov">Timothy.Albright@fda.hhs.gov</a>	
Sakris	Derek	LCDR	DHS	Feb 2012	<a href="mailto:Derek.Sakris@HQ.DHS.GOV">Derek.Sakris@HQ.DHS.GOV</a>	202.254.6
Schwarz	Jessica	LT	IH S	Feb 2012	<a href="mailto:Jessica.Schwarz@ihs.gov">Jessica.Schwarz@ihs.gov</a>	301-443-
Hunter	Candis	LT	ATSDR	Feb 2012	<a href="mailto:chunter@cdc.gov">chunter@cdc.gov</a>	770-488-
Stephenson	Racquel	LT	CDC	Feb 2012	<a href="mailto:iic3@cdc.gov">iic3@cdc.gov</a>	718-553-
Niman	Aaron	LT	EPA	Feb 2012	<a href="mailto:Niman.Aaron@epamail.epa.gov">Niman.Aaron@epamail.epa.gov</a>	703-347-
Okumura	Kazu	LTJG	USDA	Feb-12	<a href="mailto:kazuhiro.okumura@fsis.usda.gov">kazuhiro.okumura@fsis.usda.gov</a>	202-720-

**6. New Business**

None

**7. Meeting adjourned 14:55 Hrs. EDT**

Next meeting June 12th at 1300 EST