



U.S. Public Health Service

Environmental Health Officer's Professional Advisory Committee (EHOPAC)

Meeting #176 Minutes, October 9, 2012

1. Call to Order 1300 Eastern DST

EHOPAC Chair CDR Scotty Hargrave called the meeting to order. Roll call is not available due to technical issues.

EHOPAC Members	
CAPT Michael Welch, Chief Professional Officer	CAPT Jean Gaunce
CDR Scotty Hargrave Chair	CAPT Charles Higgins
CDR Lisa Delaney Vice-Chair	CDR Danny Walters
CDR James Howell Treasurer	CDR Shawn Lafferty
CDR John Spriggs	LCDR Carla Tuite Secretary
LCDR Michael Reed	LCDR Derek Newcomer
LCDR Joe Laco	CDR Chris vanTwuyver
CDR Dino Mattorano	CDR Jennifer Freed
CDR Melanie Mayor	CDR Dave Cramer
Liaisons	
LT Jessica Schwarz	CAPT Gary Noonan (Ret)
COA/COF Category Day Liaison	American Academy of Sanitarians Liaison
CDR Don Williams (IHS)	Vacant

EHAC Liaison	ARP Liaison
Vacant	Vacant
CAM Liaison	OCCFM Customer Service Representative
CAPT Wendy Fanaselle	LTJG Kazuhiro Okumura (USDA)
COA Board Liaison	COA/COF Category Day Liaison (ex officio)
LCDR Eva McLanahan (EPA)	
JOAG Liaison	

Chief Environmental Health Officer Update: CAPT Welch

- Is rotating off the board next year
- CAD status effective Oct 9, 2012: US Senate confirmation not required
- See powerpoint: Click to see text
- Quarterly meetings

Chief Environmental Health Officer Update

CAPT Michael M. Welch, RS, MSEH

October 9, 2012

EHOPAC Meeting
Call-In

PAC Chair Report: CAPT Hargrave

- Basic Readiness
 - o Send in your paperwork
 - Factor in promotions and retentions
- ** Did not have a campus meeting due to budgets and other issues.

JOAG Report

- New JOAG Executive Committee has been selected for the 2012-2013 Operational Year. Two EHOs have been selected:
 - o LCDR Eva McLanahan – Vice-Chair
 - o LT Racquel Stephenson – Chair-Elect
- JOAG *Call for Volunteers* for the 2012-2013 Operational Year is available. I encourage all Junior Officers to read the *Call for Volunteers* and get involved with a committee that interests you.
- The November Career Fair list was recently made available via the JOAG listserv and JOAG website, let me know if you didn't get a copy but would like one.
- JOAG released the *New Officer's Guide* in late September. I also distributed this via the EHOPAC listserv on 3 October. It will soon be made available on the JOAG website, too.

The guide provides information on organization and leadership of the Corps, important websites, uniforms, readiness, promotion, career development, benefits, etc. Please send any suggestions or recommendations to me.

- JOAG is coordinating USPHS volunteers to welcoming WWII veterans upon their arrival to the WWII Memorial on the National Mall on 20 October 2012 as part of the National Honor Flight Program from approximately 0900-1500 EDT. Contact LCDR Kari Harris (Kari.Harris@us.af.mil) NLT 1200 15 October if you would like to volunteer.
- The next JOAG General Meeting is Friday, 12 October 2012 from 1300 – 1500 hrs EDT. Call-in information and Agenda distributed via the JOAG listserv.
- 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 Speakers Series. For an mp3 copy of the recording, email LCDR Hiren Patel, hiren.patel@fda.hhs.gov.
- Contact me with any JOAG related questions: Mclanahan.Eva@epa.gov; 919-541-1396

EHAC

- Communication with member schools

Awards and Recognition

- Talk with CAPT Gaunce
- Interested nominating yourself or someone else... you will see an email soon

Career and Development

Current Subcommittee Members: CAPT Ann Krake and CAPT Brian Johnson (assisting sub-committee)

Chair(s): CAPT Charles Higgins and CDR Danny Walters

Current initiatives (and projected completion date if applicable): Counseling officers in lowest quartile and Updating CV. At this point in time, counseling is a priority. However, early next year the committee will start to make some minor changes to the CV.

Notable news/activities/accomplishments since last EHOPAC meeting:

Long Term Goals:

Items for EHOPAC Input/Discussion: Continuing to counsel employees in the lowest quartile and preparing to start work on FY 14 benchmarks. Will be updating CV template and will run any changes by EHOPAC prior to posting.

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

None

Attachments

Charter and Bylaws

No report

History

EHOPAC History Subcommittee – Telephonic meeting – 09-28-2012

Data team/Historical Photo Gallery: really have two projects going:

- 1) Summaries of EHOPAC, completing minutes and posting them on EHOPAC Website. Probably have 75-80% of the summary completed. Will need to get access to the remaining minutes and complete summaries, may need help.
- 2) Organizing photo archives and eliminates much of the overlap in photos. Robert Gruhot was taking pics from archive and posting them on shutterly website. Working with Bobbi Villines. Photos on website have come entirely from the archive. Moving forward, how do we solicit pics from EHO community to get a better framework for how to capture activities of the category over time? Maybe set up timeline to document category over time. Photos currently organized by category and are located on the shutterfly website. There is some concern about the long term longevity of shutterfly, in that it has a finite data capacity that may be exceeded once we are able to get new photos flowing in from the field.

IT Team:

It was reported that sometime in the relatively recent past, there was a purchase order put in for some software that would improve the management of photos and, assist archivist in linking photos with a timeline. LCDR Stephens said he believed the software may have been purchased, but is not sure of its current status. He suggested contact Joe Laco to get details of this software purchase.

CPO/Admiral Biographies: There are still 7-9 CPO and Admiral Biographies to complete. Abraham Maekele reported that he recently traveled to complete an interview with CAPT Craig Shepard (retired). He still has to complete the biography and submit it for approval. He has two additional biographies assigned to him. Tim Duffy reported he only recently became a biography team member and has not completed his assigned biographies. The status of Jeff Conner's biographies are not known (he was unable to participate in today's call)

Opportunity: Team lead position for Admiral and CPO profiles is vacant. Need volunteer to take over these duties.

Kelli Stamper has stepped down due to substantial increase in work related duties:

During the first part of September, Kelli Stamper contacted me to let me know she was going to have to step down from her position as Biography Team Lead. Her work duties have increased since her assignment as District Sanitarian in Reno and she believes the project would benefit from some new leadership. She will be participating in future calls and is willing to provide input, but is unable to maintain her current leadership role. She will be providing me with an update of the team's status and materials she has acquired while serving as the team lead.

During this month's conference call I solicited a volunteer to take over as team lead for the history subcommittee's Admiral and CPO Biographies project. No volunteers were present on the call. I am requesting insight on how the PAC usually addresses shortfalls in absence of a volunteer. I would appreciate any assistance that PAC leadership could provide in filling this vacancy.

Also need additional personnel to take on the interview tasking's:

My conversation with LCDR Stamper led me to believe that the Biography team may benefit from some additional assistance completing the assigned interviews. LCDR Martin Stephens has volunteered to assist. I have recommended that the remaining team members arrange a meeting time to go over what interviews remain, divide the workload amongst themselves, and provide LCDR Stephens with an overview that would allow him to successfully complete his assigned interviews.

Gaining access to the OPF for deceased officers:

It is my understanding that DCP has not yet agreed to allow the History Subcommittee to gain access to OPF records for deceased Admirals and CPOs. In absence of these documents, we are unable to gain much insight into their career paths and, have limited basis to complete remaining biographies. It is my understanding that CAPT Welch was working with DCP to

overcome any issues that prevented our access. We respectfully request a status on this portion of the project and recommendations on how to proceed.

Discuss process for soliciting photos for the archive?

We discussed needing to possibly set up a system for photo collection that involves multiple layers of screening, but a central point of contact (an IHS example may be, sending a request to area level EH directors for photos of field staff engaged in OEH related activities. The request would be filtered thru districts to ensure we don't receive CDs from across the nation with people's candid photo shoots. The district would select some good photos that reflect the work they are doing and forward them for submission at specified intervals). Other opportunities may involve requests to APHT or RDF team leads following deployment or trainings. We would have to think of a request system that applies to different agencies. Using this method, we may be able to capture events as they occur over time rather than attempting to collect historical data retrospectively. If we do a good job capturing history as we make it, less effort will be expended by future history subcommittee members.

Ken Crombie voiced the idea that we might attempt to interview past GOV'T employees who were involved in key events in Public Health History. Examples: there may still be people alive who were involved in the establishment of the EPA, malaria eradication, etc. In addition to making contact, it may be interesting to link their activities with the handbooks, research papers, or related publications used at the time. Ken's current agency workload prevents him from taking on such a project at the time, but he voiced a willingness to assess the feasibility of such a project in approx. 6 months (workload permitting).

Workgroup attendees expressed an interest in discussing the status of current initiatives during the October meeting. The belief is that there may be a need for a fresh approach to completing the activities and/or reevaluation of the project to ensure it is still relevant and useful to the PAC.

Update on software request for the website.

Awaiting info from Martin Stephens.

Set next meeting date

Will be sending out a poll to determine what timeframe work for a recurring meeting.

Information Technology Subcommittee Report

Current Subcommittee Members:

Chair(s): LCDR Joe Laco
 CDR Bobby Villines

Members: CAPT Gary Perlman
 LT James Speckhart

Current initiatives (and projected completion date if applicable):

- New webhost
 - HostGator
 - 31AUG2012
- SiteLock Security upgrade
 - 31AUG2012
- Website security
 - Continued monitoring

Notable news/activities/accomplishments since last EHOPAC meeting:

- Continued work on website updates
 - Readiness
 - Co-Step Narratives
 - EHOPAC Awards pics
- Security Update
 - The hacker attempts; continued
 - all have been thwarted.
- Job postings
 - submitted from the website and approved by committee (x5)
 - rejected x 1
- Successfully migrated to a new webost, **HostGator**
 - Treasury funds
 - **\$114.24** / 2 years.
- Installed a security upgrade to **SiteLock** (premium)
 - Treasury funds
 - **\$49.95** / 1 year.
- Domain Name registration complete

- Aug 2012
- Treasury funds
 - **\$104.31** / 9 years
- Updated the EHOPAC.org website to the latest security release of Joomla! 2.5.7 – Sep 2012
- Updated the latest version of Akeeba Backup – Sep 2012
- “Cruise Ship Inspectors Work Hard So You Can Play Hard”
 - Article – CDC Connects intranet site
- “Securing Your First Assignment” – Brochure
- Readiness updates

Long Term Goals:

- Migration to webhost – COMPLETE
 - Performance and speed issues on previous host, iPower:
 - Backups now take 30 seconds, was over an hour with previous host
 - Website no longer is unresponsive while loading some pages.
 - Previous host host to expired Nov 2012
 - Sponsored by: American Academy of Sanitarians
 - Moved to an alternative host.
 - HostGator
 - Treasury funds
- Continued security monitoring and maintenance or ehopac.org website
- Continued work with EHOPAC subcommittees
 - Marketing and Recruiting
 - Vacancy Sharing for applicants
 - Job board
 - Postings
 - Facebook
 - Co-Step Narratives
 - 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:

- Funding for History time-line feature on website
 - timeline module we tested on prototype site called: "Art Timeline".
 - \$40

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

- Domain Name registration renewal
 - 9 years
 - EHOPAC funding
 - Complete
 - Reimbursement pending
- New webhost migration
 - 2 years
 - EHOPAC funding
 - Per-paid
 - Reimbursed
 - Sept 2012 complete

Marketing & Recruitment Subcommittee Report

Current Subcommittee Members:

Chair(s): CDR Dave Cramer, IHS
 CDR Shawn Lafferty, EPA

Advisor: CDR Jennifer Freed,

Members:

<u>App. Asst. & Placement</u>	<u>Agency, Org. Workforce</u>	<u>Info. Tech & Comms</u>
LCDR Monica Leonard - Lead	LCDR Charity Webb - Lead	LT Lauren Shade – Lead
LCDR Michael Boley	LCDR Jamison Honeycutt	LT John Masters
LCDR Alaric Denton	LCDR Jessica Pharro	LCDR Carla Tuite
LCDR Gino Begluitti	LT Michelle Dittrich	LCDR Chris Chepa
LT Jason Lewis	LT Andrew Kupper	LTJG Kathleen Ferguson

Jr. COSTEP

Marketing & Materials

Adopt-A-School

LCDR Jill Shugart Lead

LCDR Valerie Herrera –Lead

CDR H. Rhambarose - Lead

LT Kenny Fent

LTJG Katie Burbage –Lead

CAPT Don Williams

LTJG Kristen Szenderski

LCDR Greg Calvert

CDR Jason Thomas

LTJG April Hill

LCDR Kyle Wright

CDR Keith Schwartz

LTJG Justin Perkins

LT Rachel Lee

CDR Craig Ungerecht

LT James Miller

LT Bill Fournier

LTJG John Hansen

Current initiatives (and projected completion date if applicable):

1. Identify Cohort X Applicants and place 2 by 11/30/12
2. Work with CAPT Welch to meet with university EH programs re COSTEPs by 11/30/12
3. Aggregate recruitment materials from EHOPAC/DCCR; post on EHOPAC.org 11/30/12
4. Update list of matched officers and Environmental Health Associations – 12/11/12

Notable news/activities/accomplishments since last EHOPAC meeting:

Applicant Assistance & Placement Workgroup

- 62 on the boarded applicant list
 - ❖ 39 need jobs (1 identified as Cohort X)
 - ❖ 14 have federal jobs 8 have 1662s (currently going through medical/security)
 - ❖ 4 have converted
 - ❖ 5 no longer interested in pursuing federal employment
- AAP Continues to reach out to boarded applicants.
- DCCPR status – Applicant pool still not open; Cohort X list still not available.

Jr. COSTEP Workgroup Report for October EHOPAC Meeting

1. Developed a position paper to retain the EHO JRCOSTEP as a result of DCCPR evaluating the program. As a result of the evaluation, the EHO, Engineer, and Pharmacy categories will be able to accept applications for the 2013 JRCOSTEP season.
2. Provided data on the number of EHO JRCOSTEP applications in 2010 – 2012 to the EHO CPO. Data elements included the number of applicants, how many applicants were

rejected, why the applicants were rejected, and which schools and universities they attended.

3. Drafted an email for CAPT Welch in order to thank the 2012 JRCOSTEPs and their preceptors and to recognize the schools and universities of the students. The email was approved by CDR Cramer.
4. Drafted a thank you letter for the 2012 JRCOSTEPs, including recruitment language to encourage students to apply for active duty. A *secure your first assignment* brochure will be attached. A second draft was submitted to CDR Cramer for review. Workgroup members will send the letters to CAPT Welch for signature and will mail and email the letters to the students.
5. Created a new document *Benefits of Hiring a JRCOSTEP*. Comments were incorporated from category leadership and from the M & M Workgroup. A second draft was submitted to CDR Cramer for review. Once the language is approved, the M & M Workgroup will format the document into a tri-fold brochure.
6. Developed and implemented a questionnaire to 2012 EHO JRCOSTEPs using Survey Monkey. The questionnaire results are attached.
7. Collected student narratives from the preceptors/agency leads of the 2012 EHO JRCOSTEPs. The narratives were given to LCDR Laco to post on the student section of the EHOPAC website.
8. Initiated conversations with CAPT Fanaselle in FDA to strategize on how to bring on EHO JRCOSTEPs within FDA. This will involve contacting two individuals by phone 1) to determine the process used to bring on Pharmacy JRCOSTEPs in the past and 2) to discuss funding and FTE ideas using potentially the University of Maryland and the Joint Commission of food safety partnership.

Information Technology & Communications

Facebook

- LT Ferguson and LT Shade attempted to dial in to “HHS Social Media Discussion” but no one was on the call... We reached out to LT Felicia Watts and are awaiting response (26 SEPT 2012)
- LCDR Chepa recently removed inappropriate political activity posted to Facebook Page; User was blocked from future postings (25 SEPT 2012).
- *Page Info/Postings [Open to Public]*
 - 348 “Likes”
 - Vacancy announcement - Navajo Area GS-11 Institutional Environmental Health Officer at the Navajo Area Office (St. Michaels, AZ)
 - Friendly reminder concerning political involvement/activities; Added PHS Policy
 - NEHA - The deadline to submit an abstract has been extended to October 19, 2012

- PHS-2 RDF You Tube recruitment video
- Group Info/Postings [Current UPSHS/EHO Networking]
 - 111 Group Members
 - Same content as posted on Facebook Page

LinkedIn

- 162 New Members → HUGE INCREASE (65 previously reported)
- International Inquiries/Postings in United Kingdom and Kuwait... *We need to have a discussion concerning international postings/inquiries*
 - “The Faculty of Medicine at Kuwait University, KUWAIT is seeking qualified candidates for faculty positions in the areas of Public Health; Sociology (Medical Sociology); Occupational & Environmental Health; Epidemiology; Health Policy and Management; Biostatistics; and Psychology (Health Psychology). Candidates must have a PhD degree or equivalent in the desired discipline in addition to track record of academic teaching and research.”
 - “My large public sector client is currently seeking an Environmental Health Officer for a 3month contract. They will also consider a part-time position on a 6month contract. They are looking for a fully qualified Environment Health Officer with recent experience in food safety and health and safety enforcement. This is an urgent requirement and looking to have someone in place by the 10th of October. The position is based in Forfar but will work through the Angus Area.”
- Question posted pertaining to alternative treatment technologies for the treatment of pathological waste
 - LT Okumura referred poster to NIH Division of Environmental Protection

Google+ (EHOPAC@gmail.com)

- Still Developing Profile – Not Yet LIVE
- 4 Photos Posted
- Adding “Cirlces” Soon

WordPress - Project listed but not yet initiated.

YouTube - VERY early stages, gathering ideas, etc. Once our ideas are solid, forward to EHOPAC leadership for approval prior to going forward. Short video highlighting EHO profession within UPSHS.

Adopt-A-School

We matched 4 more schools. Below is the list of matched schools (20). Letters have been sent to all officers.

- East Carolina
- North Carolina Central
- Southeastern Louisiana
- Illinois State
- Lake Superior State
- Indiana U. of Pennsylvania
- Ohio State
- Columbia U.
- Boise State
- North Carolina Chapel Hill
- Spelman College
- Eastern Kentucky
- Georgia
- Ohio U.
- East Tennessee
- Old Dominion
- Baylor
- Western Carolina
- Colorado State
- Wisconsin Eau Claire

Next steps: We will be collecting activity report from each officer.

Agency, Organization & Workforce

- LCDR Pharo presented an overview of the VSP and PHS at the Florida EH Association
- The AOW workgroup received valuable feedback from a SurveyMonkey determining interest from EHOs interested in presenting at EH Associations. At the next PAC meeting, M&R will provide a list of officers linked with EH Associations.

Long Term Goals:

1. Place 20% of Applicants by May 2013
2. Extend COSTEPs to FDA by Spring 2013
3. Develop model recruitment presentation by January 2013
4. Pair Officers with Primary Environmental Health Schools by January 2013
5. Pair Officers with Environmental Health Associations
6. Develop a Social Media Policy by Summer 2012

Items for EHOPAC Input/Discussion:

- Looking for photos for Marketing & Materials project
- Need a volunteer to serve on Jr. COSTEP workgroup; please contact LCDR Jill Shugart.

Attachment A. Category Statistics – as of 10/9/12

New officers since August 2012: 0

Rank	Name	Agency	CAD	Qual. Degree

Current number of EHOs: 357 (↓4 from of 814/12)

By agency:

ACF 1
ATSDR 18 (↑1 from of 8/14/12)
BOP 2
CDC 69
CMS 1
DHS 24
DOD TMA 2
EPA 17
FDA 83
HRSA 5
IHS 96 (↓2 from of 8/14/12)
INTERIOR 10 (↑1 from of 8/14/12)
NIH 9 (↓1 from of 8/14/12)
OS 8 (↓2 from of 8/14/12)
PSC 8 (↓1 from of 8/14/12)
USDA 4

By rank:

O-2	12	(↓2 since 8/14/12)
O-3	66	(↑3 since 8/14/12)
O-4	85	
O-5	85	(↑1 from of 8/14/12)
O-6	106	(↓3 since 8/14/12)
O-7	2	(↓1 since 8/14/12)
O-8	1	(↑1 from of 8/14/12)

Membership Committee

- CAPT Unthank: Nominations
- Not holding a general elections

Mentoring and Orientation Subcommittee

Current Subcommittee Members:

Chair(s): CDR Melanie Mayor (FDA)

Co-Chair (vacant)

Members: CDR Hayden Hardie (EPA), CDR Kyle Lim (Coast Guard), LT Jennifer Dobson (IHS), LCDR Elena Vaouli (EPA), LCDR Wilfred Darang (FDA), LCDR Monique Rochelle-Lester (NIH), LT Kimberly Garner (EPA), LT Christine O’Leary (FDA)

Current initiatives (and projected completion date if applicable):

- Number of applications received:
 - Mentors - 6
 - Protégés - 2
- Estimated number of Mentors on roster – 82
- Estimated number of Protégés on roster – 126

Notable news/activities/accomplishments since last EHOPAC meeting:

- Assigned new tasks with new subcommittee members.

Long Term Goals:

- Provide support to environmental health officers with appropriate skills needed to effectively manage and facilitate a mentoring relationship.
- Provide EHOPAC members updates with number of applications (protégés and mentors), program evaluations, and if needed, any other guidance material to enhance the Mentoring & Orientation Program.
- Maintain and coordinate EHO Resource Book and any other documents related to the EHO Mentoring Program.

Items for EHOPAC Input/Discussion: None

Actions previously directed by EHOPAC (Status and projected completion): None

Attachments: None

Professional Standards and Image Committee

Current Subcommittee Members:

Chair:

LCDR Derek Newcomer

Members:

CDR Rick Rutherford

CDR Timothy Jiggins

CDR Robert McCleery

CDR Tina Lankford

CDR John McKernan

LCDR Elena Vaoli

LCDR Luis Rodriguez

Current initiatives (and projected completion date if applicable):

- Drafting proposed language for inclusion of the RE/HS certification in the EHO appointment standards
- Reviewing the Lt. Christian's Little Blue Book (<http://cryptome.org/dodi/lt-christian-book.pdf>) for translation into an USPHS resource guide

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

Reviewing EHOPAC appointment standards

Notable news/activities/accomplishments since last EHOPAC meeting:

None

Long Term Goals:

-Conduct review of EHO appointment standards and provide recommendation on changes, if deemed appropriate.

-Draft officership resource guide.

Readiness Subcommittee

Current Subcommittee Members:

Chair: CDR Chris van Twuyver, FDA

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

Completed update of 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 guide was submitted for incorporation 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.

Review and update of the Readiness Subcommittee page on the EHOPAC website has been completed

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

Notable news/activities/accomplishments since last EHOPAC meeting:

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.

Training Subcommittee

- new leadership seminar
- COF – releasing call for abstracts.

Nominated Leadership positions:

CDR Delaney will take over as chair

Vice Chair: CDR Freed

- Provided background

Secretary: Carla Tuite

- Provided Background

Meeting concluded at 1445 pm EST