



U.S. Public Health Service

Environmental Health Officer Professional Advisory Committee (EHOPAC)

Meeting #178 Minutes, February 12th, 2013

Call to Order 1300 Eastern DST

EHOPAC Chair CDR Lisa Delaney 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 Present	EHOPAC Members Absent
CAPT Michael Welch, Chief Professional Officer	CAPT Scotty Hargrave
CDR Lisa Delaney Chair	CAPT John Spriggs
CDR Jennifer Freed Vice-Chair	CDR Danny Walters
CDR James Howell	CDR Dave Cramer
LCDR Carla Tuite	CDR Sarah Unthank
CAPT Jean Gaunce	LCDR Michael Reed
CDR Melanie Mayor	
CDR Chris vanTwuyver	
CDR Dino Mattorano	
CDR Shawn Lafferty	
LCDR Joe Laco	
LCDR Derek Newcomer	

Liaisons Present	Liaisons Absent
LCDR Eva McLanahan (EPA) JOAG Liaison	
CAPT Gary Noonan (Ret) American Academy of Sanitarians Liaison	
LT Kazuhiro Okumura COA/COF Category Day Liaison (ex-officio)	
Other Attendees	
CAPT Gary D. Perlman CDR Kathy Slawson LCDR Charity Webb LCDR Timothy M. Albright, REHS LT Beth Osterink	LT Corey Campbell-Butler LT John Masters LT Lauren Shade

I. Chief Environmental Health Officer Update
CAPT Michael M. Welch, RS, MSEH

Call to Active Duty Status

- DCCPR is still hiring COs, 40 CAD a month
- Plans to open hiring process around June 1st for all Categories
- Plans for a new screening tool to better filter applicants

Status of COSTEP

- JRCOSTEP program focusing on the following categories: Engineer, Environmental Health and Pharmacy
- Selection Process almost complete 19 total COSTEPs, 18 in Indian Health Service
- Important to get 1662s submitted to DCCPR so process for CAD can continue
- Other Agencies Interested?

Involuntary Separation/Retirement

- Officers should start receiving notification soon
- DCCPR will notify officer and work through respective agency liaison
- Deemed Regular Officers still in probationary status until March 23

Five Pillars

- Has been only for new CAD
- The Five Pillars include:
 - Vulnerable or medically underserved populations
 - Hardship/difficult to recruit positions
 - Available for Rapid Deployment
 - Regularly Engage other Services
 - Important PH need only filled with CO
- DCCPR soon to evaluate all Active Duty Officers

National Prevention Strategy

- Each category has been asked to provide information on how they have or plan on implementing the strategy including:
 - Implementation Plan by Category
 - Communication of Plan
 - Education of Category regarding plan
 - Timelines and plan for implementation
 - Design to monitor progress
 - Design for measures of success/accomplishments related to NPS

COA Conference

- Kick-Off Dinner February 6th
- Dr. Carmona will be Keynote Speaker
- Anticipate restrictions on travel and agencies' ability to pay
- Leadership Seminar May 21

II. EHOPAC Chair Report (CDR Delaney)

2013 Objectives

- Improve communication interfaces with EHOPAC members and category
- Improve organization of PAC operations and meetings and ensure we are compliant with our by-laws
- Provide top notch leadership to category and provide advice and consultation on behalf of the category to the Surgeon General and PHS Headquarters

Upcoming Activities

- Meeting with individual Subcommittee Chairs to discuss current activities and 2013 work plans
- Work with Subcommittees to finalize 2013 work plans by March
- Finalize elections and Subcommittee Chair rearrangements
- Attend monthly PAC Chairs meeting and Combined CPO/PAC Chairs/SGPAC meeting

III. JOAG Liaison Report

- A list of Career Fairs that may be of interest to all PHS officers who wish to represent the Corps are distributed via the JOAG listserv and is now available via the JOAG website in both Google Maps and Google Calendar format (http://www.usphs.gov/corpslinks/joag/resources_careerfairs.aspx). The current list available goes through March.
- JOAG is offering reduced pricing for a limited time on our PHS pride merchandise. See the email sent via the EHOPAC listserv this morning, or contact LCDR Eva McLanahan with questions.
- JOAG is busy working to coordinate several community outreach service projects to coincide with the 2013 USPHS Scientific & Training Symposium in Glendale, AZ. Stay tuned for more information on the opportunities as they become available.
- The next JOAG General Meeting is Friday, 12 April 2013 from 1300 – 1500 hrs EST. 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.
- For JOAG related questions, contact any of the Environmental Health JOAG Voting Members: EHOPAC Liaison, LCDR McLanahan, Mclanahan.Eva@epa.gov, 919-541-1396; LT Stephenson, cii3@cdc.gov; or LT Okumura, kazuhiro.okumura@fsis.usa.gov

IV. Subcommittee Reports

A. Awards and Recognition

Chair(s): CAPT Jean Gaunce

Current initiatives (and projected completion date if applicable):

- Review/revise award documents for 2013 EHOPAC awards. Send out nomination packets to EHOPAC members no later than March 1, 2013.
- Develop a Standard Operating Procedure (SOP) for the Awards process to enable a smooth transition.
- Recruit a Vice Chair who will take over the committee when my current term expires in December 2013.

Notable news/activities/accomplishments since last EHOPAC meeting:

- EHOPAC Responder of the Year has been selected. The nomination was sent to OFRD through the CPO for consideration for the Commissioned Corps Responder of the Year.

B. Career and Development

Current Subcommittee Members:

Chair(s): CAPT Chuck Higgins, CO-Chairs: CDR Danny Walters and CAPT Ann M. Krake, MS, REHS

Members: CAPT Robert Bialas, R.S., CAPT Jeff Church, REHS, CSP, CIH,
CAPT Calvin W. Edwards, CAPT William T. (Todd) Going III, MPH (Secretary),
CAPT Charles L. Higgins (Co-chair), CAPT Brian K. Johnson, MPH, REHS (Ex-officio)

Current initiatives (and projected completion date if applicable):

1. CV Template Update
2. Work Plan

Notable news/activities/accomplishments since last EHOPAC meeting:

2013 Benchmarks have been reviewed and submitted to CDR Lisa Delaney and CAPT Mike Welch.

Items for EHOPAC Input/Discussion: Nominations for new subcommittee members

C. Information Technology

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):

- Website security
 - Continued monitoring
- Readiness webpages to be updated
 - Multiple pages
- History timeline

Notable news/activities/accomplishments since last EHOPAC meeting:

- Continued work on website updates
 - Readiness
 - Update to all webpages and resources, per Readiness subcommittee
 - Co-Step Narratives
- Security Update
 - The hacker attempts; continued
 - all have been thwarted.
- Updated EHOPAC Members listing
- Funding for History time-line feature on website
 - timeline module tested on prototype site called: "Art Timeline".
 - \$40
 - COMPLETE and installed
- Article from CDC intranet site post in Aug 2012
 - Featuring EHOs working the Vessel Sanitation Program
- 2012 Student Narratives
 - JRCOSTEPs from CDC and IHS.
- JRCOSTEP Tips
 - Update posted
- Email and spam blasting from website
 - Gary worked with HostGator and SiteLock to get the issue resolved.
- Training Notification tool
 - Similar to the job-posting tool on the website

Long Term Goals:

- Continued security monitoring and maintenance of 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
 - Readiness
 - Resources
 - Updated webpages
- 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.

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

- Domain Name registration renewal
 - Complete
- New webhost migration
 - Complete

D. Marketing and Recruitment

Current Subcommittee Members:

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

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
CDR 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

<u>Jr. COSTEP</u>	<u>Marketing & Materials</u>	<u>Adopt-A-School</u>
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
	LT Rachel Lee	CDR Craig Ungerecht
	LT James Miller	LT Bill Fournier
		LTJG John Hansen
		LT Don Hoeschele

Current initiatives (and projected completion date if applicable):

1. Review subcommittee goals and objectives for 2013 and update work plan
2. Working to define status of applicants with jobs in the conversion process
3. Working to facilitate COSTEP placement
4. Need high resolution photos for Recruitment Presentation

5. Matching 25 un-adopted universities with officers
6. Matching EH Associations with officers
7. Grow EHOPAC outreach via social media outlets

Notable news/activities/accomplishments since last EHOPAC meeting:

Applicant Assistance & Placement Workgroup

- 44 in the boarded applicant pool
 - ❖ 64 last spring
 - ❖ 9 commissioned
 - ❖ 12 1662s
 - ❖ 5 have federal jobs and are working on conversion to CC
 - ❖ 11 have dropped
- AAP Continues to reach out to boarded applicants.
- DCCPR status – Applicant Pool will Reopen in Spring of 2013 – Likely June
- 5 Pillars – RADM Giberson restated DCCPR policy that all new CADs have a 1662 with an addendum that indicates which of the Five Pillars the new officer falls into. The Five Pillars include:
 1. Serving the needs of vulnerable or medically underserved populations,
 2. Serving in hardship locations or difficult to recruit positions,
 3. Being available for rapid deployment,
 4. Requiring regular engagement with other uniformed services,
 5. Addresses an important public health need but can only be filled with a Commissioned Corps officer

Based on RADM Giberson’s memo, current officer billets will be evaluated in the near future to determine which Pillar the position meets. I’ve asked if that’s a year or two years away but have not heard back.

- Best Kept Secrets Quarterly Review - DCCPR has assembled a professionally written custom marketing document for each category. It’s really well done and describes the work of Environmental Health Officers as well as the benefits of the Commissioned Corps. M&R will be reviewing the document to ensure current information.

Jr. COSTEP Workgroup Report for December EHOPAC Meeting

- COSTEP Draft: The COSTEP Draft took place in mid-January (7th-10th and 22nd - 24. To date, 19 COSTEPs were selected. 18 are tentative slated to go to IHS and 1 to CDC. There were 39 applications processed and DCCA is still receiving inquiries from OPDIVs that haven’t selected a COSTEP to date, so the number may increase.
- Article Submitted to AHAP: At the request of the Association for Healthcare Accreditation Professionals (body that accredits EH Universities), the M&R

subcommittee submitted an article describing the great career opportunities available in the USPHS Commissioned Corps including the COSTEP program.

Information Technology & Communications

Facebook

- 412 Likes – Reached 400+ “Likes” milestone and Facebook has provided us with a \$50 Ad Coupon (Code: 698C-VW35-Y22H-KHY3)
- 116 Group Members
- Vacancies Posted:
- FDA Industrial Hygienist in Denver, CO (Courtesy of Holly Sebastian)
- USDA FSIS Program Analyst
- DHS Watch Officer in Washington, D.C.

LinkedIn

- 278 Members
- Content posted is similar to Facebook

Google+

- Starting to transition site to mirror other social media (Facebook & LinkedIn) content

WordPress - Project listed but not yet initiated.

Adopt-A-School

The following table shows the 21 universities adopted by Environmental Health Officers. There are 25 schools that remain un-adopted including Harvard, Johns Hopkins and Loma Linda to name a few. This is a great opportunity to share the PHS Message and give back to your alma mater.

University	Officer	Agency
East Carolina	LT Daveta Bailey	FDA
North Carolina Central	LT Daveta Bailey	FDA
Southeastern Louisiana	CDR Kevin Calci	FDA
Illinois State	CDR Casey Crump	I HS
Lake Superior State	CDR Casey Crump	I HS

Indiana U. of Pennsylvania	LT Matthew Deptola	NIH
Ohio State	LT Bill Fournier	NPS
Columbia U.	LT Bill Fournier	NPS
Boise State	LT John Hansen	I HS
North Carolina Chapel Hill	LT Don Hoeschele	USCG
Spelman College	LT Candis Hunter	CDC
Eastern Kentucky	LT Anna Khan	CDC
Georgia	LT Anna Khan	CDC
Ohio U.	LT Brittany Laymon	FDA
East Tennessee	CDR Abraham Maekele	FDA
Old Dominion	CDR Harrichand Rhambarose	USCG
George Washington Univ.	LTJG Sarah Safari	HRSA
Johns Hopkins	LTJG Sarah Safari	HRSA
Baylor	CDR Keith Schwartz	HRSA
Western Carolina	LCDR Jessica Schwarz	IHS
Colorado State	CDR Jason Thomas	CDC
Wisconsin Eau Claire	CDR Craig Ungerecht	NPS

New School Recruitment Activities:

- LT John Hansen worked with COSTEP Selectee to ensure smooth transition to assignment.
- LCDR Jessica Schwartz liaised with Western Carolina during 2013 COSTEP Draft.
- LT Don Hoeshchele made an initial contact with the UNC Chapel Hill Environmental Science and Engineering Department

- LT Candis Hunter manned booth at Emory University.

Agency, Organization & Workforce

- In the process of matching state NEHA affiliates with officers. Funding has been a common question because officers want to know if we are going to fund attendance to conferences. Discussion centered on matching officers with conferences they already attend or plan to attend, as funding will not be available.
- Update: 3 or 4 officers willing to man the booth at NEHA this year.

Marketing & Materials Workgroup

- Recruitment Presentation Nears Completion: LT Jason Thomas developed an excellent recruitment presentation for use at universities and professional associations. The workgroup is making some minor adjustments to include:
 - Adding the 5 pillars
 - Describing the new Commissioned Corps application process
 - Adding additional photos (rabies shots in Alaska, Vessel Inspection, NPS inspection on Colorado River, BP Oil Spill Response)
 - Adding benefit information slide (30 days leave per year, full medical, non-contributory retirement, salary information)

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 March 2013
4. Pair Officers with Primary Environmental Health Schools by March 2013
5. Pair Officers with Environmental Health Associations

Items for EHOPAC Input/Discussion:

- Looking for photos for high resolution Marketing & Materials projects
- Still need officers to adopt schools and EH Associations

Attachment A. Category Statistics – as of 2/12/13

New officers since December 2012: 4

Rank	Name	Agency	CAD	Qual. Degree
LTJG	Sarah Wangseng,	FDA	2/1/13	EH from CUNY

LTJG	Tristian Strait	IHS	2/1/13	EH from Missouri Southern
LTJG	Kevin Dunn	CDC/NIOS	2/1/13	OH from Univ of Cincinnati
LTJG	Ryan Autenrieth	IHS	2/1/13	EH from Colorado State

Current number of EHOs: 357 (↑2 from of 12/11/12)

By agency:

ACF 1
 ATSDR 18
 BOP 2
 CDC 69
 CMS 1
 DHS 23 (↓1 from of 12/11/12)
 DOD TMA 2
 EPA 17
 FDA 82 (↑2 from of 12/11/12)
 HRSA 5
 IHS 99 (↑7 from of 12/11/12)
 INTERIOR 11
 NIH 9
 OS 7
 PSC 8
 USDA 3 (↓1 from of 12/11/12)

By rank:

O-2 16 (↑1 from of 12/11/12)
 O-3 63 (↓4 since 12/11/12)
 O-4 88 (↑6 from of 12/11/12)
 O-5 84 (↓1 since 12/11/12)
 O-6 102 (↑2 from of 12/11/12)
 O-7 1 (↓1 since 12/11/12)
 O-8 1

E. Membership

Current Subcommittee Members:

Chair(s): CDR Dino Mattorano, CDR Sarah Unthank

Current initiatives (and projected completion date if applicable):

- Updated current membership spreadsheet
- Completed election.

Notable news/activities/accomplishments since last EHOPAC meeting:

- See above
- Resignation of CAPT Higgins. Membership committee will pursue filling the DOI slot.

Long Term Goals:

- Produce fillable PAC nomination forms.
- Produce fillable PAC renewal forms

Items for EHOPAC Input/Discussion:

- Discuss the designation of agency alternates.

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

- Membership Workplan – in development with completion by end of February, 2013.

F. Professional Standards and Image Committee

Current Subcommittee Members:

Chair: CDR Derek Newcomer

Members: CDR Rick Rutherford, CDR Timothy Jiggins, CDR Robert McCleery, CDR Tina Lankford, CDR John McKernan, LCDR Elena Vaoli, LCDR Luis Rodrigue

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):

- Drafted white paper outlining the subcommittee's position for revising the EHO appointment standards

Notable news/activities/accomplishments since last EHOPAC meeting:

- Completed appointment standard white paper
- Solicited comments from EHO senior leadership.
- Discussed comments received during 1/24 conference call.

Long Term Goals:

- -Conduct review of EHO appointment standards and provide recommendation on changes, if deemed appropriate.
- -Draft officership resource guide.
- Coordinating Officer Guide with JOAG

Items for EHOPAC Input/Discussion:

- Proposal to solicit comments from the EHO category.

G. Readiness

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):

- Currently developing the 2013 Subcommittee work plan
- Currently reviewing and revising the Environmental Health Officer Utilization Handbook
- Continue to develop novel approaches to assisting officers meet Basic Readiness and submit recommendations to CPO.

Notable news/activities/accomplishments since last EHOPAC meeting:

- During the past year we completed the 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 will be added to the EHOPAC Website.
- We also completed review and update of the EHOPAC Resources CD which will be added to the EHOPAC website.
- Another project completed was the review and update of the Readiness Subcommittee page on the EHOPAC website

- Resources Workgroup Member LCDR Jeremy Mason is no longer covering the weekly OFRD calls, participation is now limited to the team leaders. Ben Swig from OFRD has offered to provide answers to any questions that we may have.

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.

H. Training

Chair: CDR Jennifer Freed

Co-chair: LCDR Jessica Schwarz

Current initiatives (and projected completion date if applicable):

- COF Planning
- Training Website on ehopac.org
- Survey for EHOs on recommended trainings.
- Lunch-n-Learn webinars

Notable news/activities/accomplishments since last EHOPAC meeting:

- COF Planning: COF Symposium will be held May 20-23. Category day will be on Thursday, May 23rd. It is at the Renaissance Hotel in Glendale, AZ. Information on a new leadership seminar to be held during the pre-conference session will be released from COF in the next few months. The workgroup is planning to hold a networking session during the category day luncheon. This was chosen based on feedback from attendees of last year's category day. If you have questions about category day, please contact LT Kazu Okumura (kazuhiro.okumura@fsis.usda.gov).
- A survey was sent to the category listserv for EHOs to gather information on recommended trainings and training needs. We currently have a list of over 200 training opportunities and resources. We are currently researching the information to make it as complete as possible for posting on the ehopac website. We are exploring formatting and filtering options for the ehopac website.
- Our first Lunch-n-Learn webinar is being planned for February or March 2013 and will be on "The Better You! The Evolution of an Enhanced Environmental Health Officer" by LT Daveta Bailey. An announcement with logistics and details will be sent out soon.

Short Term Goals:

- Add content to the Training Subcommittee website.
- Begin lunch 'n learn series

Long Term Goals:

- Maintain 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 2014, topic TBD

Items for EHOPAC Input/Discussion:

- Ideas for the new Training Subcommittee? We're still taking ideas and feedback on the new subcommittee