



**U.S. Public Health Service**

**Environmental Health Officer's Professional Advisory Committee (EHOPAC)**

**Meeting #182 Minutes, November 12th, 2013**

1. Call to Order 13 Eastern DST

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

EHOPAC Members Present	
CAPT Michael Welch, Chief Professional Officer	
CDR Lisa Delaney Chair	
CDR Jennifer Freed Vice-Chair	
CAPT Alan Parham	
CAPT Danny Walters	
CAPT David Cramer	
CAPT Jean Gaunce	
CAPT Scotty Hargrave	
CDR Bobby Villines	
CDR Chris VanTwuyver	
CDR Dino Mattorano	
CDR Melanie Mayor	

CDR Sarah Unthank	
CDR Shawn Lafferty	
LCDR Carla Tuite	
LCDR Michael Reed	
LDCR Derek Newcomer	
LDCR Joe Laco	
<b>EHOPAC Liaisons Present</b>	
LCDR Jessica Otto, JOAG Liaison	CAPT Gary Noonan (Ret), American Academy of Sanitarians Liaison
CAPT Don Williams	
<b>Other Attendees</b>	
CAPT Larry F. Cseh CDR Keith Schwartz CDR Michael M. Quinn LCDR Elizabeth J. Valenti LCDR Jaime Regal LCDR Jamie Mutter LCDR Jessica E. Hensley LCDR Racquel (Stephenson) Williams	LCDR Timothy M. Albright LCDR Wilfred A. Darang LT Alexa Deptola LT Beth Osterink LT Chris Chestnut LT Eva McLanahan LT Merideth K Rose CDR Stephen Piontkowski LCDR Travis Bowser

### **I. Chief Professional Officer Update**

CAPT Michael Welch

- Thank you to the EHOPAC!
- Comfortable where PAC is
- Congrats to CAPT Parham
- Be aware of promo eligibility
- Welcome to CAPT Parham

- Excited to represent the EHOs
- Will be communicating more in the future

## **II. EHOPAC Chair Report (CDR Delaney)**

- 7 new officers elected
- Sorting out PAC subcommittee chairs
- Promotion readiness
  - Be basic ready all year long/document!!!
- No new call to active duty

## **III. JOAG Liaison Report**

- The Senior Advisor application period closed on the 4<sup>th</sup>. The voting members will be looking over the applications, interviewing finalists, and selecting a Senior Advisor by the end of the CY. The term will start after Jan 1, 2014
- The new contact for JOAG merchandise is Kazu Okumura. You can email him for information at: [kazuhiro.okumura@fda.hhs.gov](mailto:kazuhiro.okumura@fda.hhs.gov)
- Enrollment for the JOAG Shadowing program is open through November 22<sup>nd</sup>. Shadowing opportunities will be available in Washington, D.C., Atlanta, and Navajo Area IHS. Please contact LCDR Choi or ([Jae.Choi@cms.hhs.gov](mailto:Jae.Choi@cms.hhs.gov)) or LCDR Maniwang ([Janice.Maniwang@fda.hhs.gov](mailto:Janice.Maniwang@fda.hhs.gov)).
- Journeyman Speakers Series Meeting: Friday, January 10, 2013; 1300 – 1500 EST.
- Topic: “Lessons Learned on Leadership- How to Best Practice our USPHS Core Value” Additional information on the next Journeyman Lecture Series will be posted on the JOAG listserv and website.
- General Member Meeting: Friday, December 13, 2013; 1300 – 1500 EST.
  - 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>

## **IV. EHAC Report**

- No new programs up for accreditation
- 3 more up for re-accreditation

## **V. Subcommittee Reports**

### **A. Awards & Recognition**

Current Subcommittee Members:

Chair(s): CAPT Jean Gaunce

Current initiatives (and projected completion date if applicable):

- Reviewed and corrected announcement for Responder of the Year Nomination packet
- Nominations are due to me by November 30, 2013

Long Term Goals:

- Provide updated materials to my successor on the subcommittee.

Items for EHOPAC Input/Discussion:

- Once the nominations are submitted and reviewed, they will be sent to voting Committee Members for voting. There will be a short turn around for voting so please submit your input as soon as you are able.

### **B. Career Development**

Current Subcommittee Members:

Current Subcommittee Members:

Chair: LCDR Joe Laco

Vice Chairs: CAPT Danny Walters

CDR Carrie Oyster

Members: CDR Aimee Treffeletti

LCDR Jamie Mutter

LCDR Danielle Mills

LCDR Chris Fletcher

LT Beth Wittry

LT Kathleen Ferguson

LT Bill Fournier

LT Ray Carter

Current initiatives (and projected completion date if applicable):

- Promotion Counseling (Complete)
  - Bottom quartile (confidential)
  - Aug/Sep 2013
  - Pre-staging for mentoring issues that may come up from promotion results
- REMINDER
  - Promotion tools (2014) available on the [www.ehopac.org](http://www.ehopac.org) website.
    - ROS Guideline
    - OS Guideline
    - Template (new)
    - Cont Edu template (unchanged from 2009)

Notable news/activities/accomplishments since last EHOPAC meeting:

- Promotion Counseling (Complete)
  - Certs of Appreciation sent to all counselors
- Benchmarks Workgroup
  - Fall 2013
    - For PY 2015
- Certs of Appreciation sent to all subcomm members

Long Term Goals:

- Promotion Counseling (2014)
  - Bottom quartile (confidential)
  - Aug/Sep 2014
- 2015 Benchmarks

### **C. History**

Current Subcommittee Members:

Chair(s): LCDR Michael Reed

Members:

Kenneth Crombie

Tim Duffy

Patrick Hintz

Abraham Maেকে

Victoria Murray

Robert Gruhot

Susan Shaffer

Martin Stephens

Christian Witkovskie

Emily Lee

Current initiatives (and projected completion date if applicable):

1) Flag and Chief Professional Officer Biographies Team (Lead: Abraham Maেকে): IN PROGRESS

On November 8<sup>th</sup>, Martin Stephens reported completion of a scheduled interview with Admiral Grinnell; this interview was completed as part of the CPO and Admiral Biography project. LCDR Stephens will complete this write-up and send it through the subcommittee for review prior to submitting it through the chain.

Abraham Maেকে continues to have some difficulty reconnecting with CAPT Craig Shepherd (Ret) in order to complete the assigned profile. This biography was previously completed but was conditionally approved with additions requested. During our last meeting, Susan Schaffer offered to assist him with contacting CAPT Shepard but, there has not been a recent update on status (October SUBCO meeting was cancelled due to government shutdown).

On October 22<sup>nd</sup>, I received follow-up from CAPT Welch regarding a previous request for assistance with OPF access for deceased CPOs and Admirals. In this email, he stated that he believes we may have hit a dead end for the time being and should accomplish the bios to the best of our abilities using the resources we have and/or by contacting family members of the deceased, if appropriate. This item will be discussed further on the next subcommittee conference call.

2) Data Team: (Leads: Patrick Hintz) IN PROGRESS –  
Previously reported:

During our July 29<sup>th</sup> meeting, the team worked on clarifying the purpose and status of each project in an effort to finalize the History Subcommittee Work Plan. The first project listed on the work plan was summarizing of EHOPAC meeting minutes. During CAPT Allen Dellapena's (Ret) work collecting historical data for the category, he compiled a set of PAC meeting minutes

that spanned from 1968 to 2006. Many of these minutes were 10+ pages long and contained a lot of extraneous detail. The project was to extract the highlights of these minutes and put them in a format that could be posted to the website and, attach the scanned minutes in case someone wanted to see more detail. Of the Approximately 150 minutes that required summary, only 20 remained.

During the September 5<sup>th</sup> team meeting, Susan Schaffer reported being substantially complete with the remaining summaries. At that meeting, there were less than 10 remaining. Once complete, another task will be developed for the data team. Some initial thoughts centered on organizing the historical documents gathered by Alan Delepena (scanned documents from the library of congress) in a manner similar to what is being done with the Photos.

### 3) Historical Photo Gallery (Lead: Patrick Hintz) IN PROGRESS -

During the September 4<sup>th</sup> team meeting, ideas were generated on how we might design an instrument for ongoing collection of information from EHOs moving forward. To make the expansion achievable, we discussed beginning to document one small area of EHO activities such as deployments. (Example: events of Hurricane Katrina led to the development of APHT teams, which lead to training missions to remote areas of need such as Rosebud, SD). These are all new activities for EHO's and photos & participants are somewhat accessible.

Patrick Hintz led a team meeting to develop a proposal for moving forward with such a project. He is assembling his from the discussion and will provide an overview at the next Subco Meeting.

### 4) IT Team (Lead: Martin Stephens) IN PROGRESS –

Martin Stephens reported recent receipt of new software to be used for managing content on the PAC Website. This software would be capable of linking content with a timeline. He stated intent to provide an update as to whether or not the software exhibited any glitches when launched on the EHOPAC test website.

Notable news/activities/accomplishments since last EHOPAC meeting:

Robert Gruhot is assisting the subcommittee with update of the category strength information on the EHOPAC website. In addition, he has recently posted a number of historical photos for public viewing.

A new ad-hoc member was added to the subcommittee sine the last meeting, LCDR Emily Lee. In addition, one of the recent applicants for EHOPAC stated an interest in the History Subcommittee. Although Abraham Maেকে has been functioning as the Biography team lead in absence of a volunteer, I think there is a good likelihood McCleery would have an interest in

taking that on. I have contacted CDR McCleery who expressed an interest in participation after he completes his obligations to another workgroup.

LCDR Reed is in process of completing LOAs for all History Subcommittee contributors and participants. He is approximately 1/3 through the list and should have them mailed out by November 15<sup>th</sup>.

#### Long Term Goals:

The SUBCO is working to complete those projects that have been underway for some time. Our hope is that we can wrap them up, and then begin developing some new projects that are of value to the PAC but also interesting and motivating to the workgroup members. Some of these new ideas are reflected in the data team and photo gallery updates.

In addition to previously discussed ideas, Ken Crombie has expressed significant interest in a project to archive historical documents related to significant EH contributions (such as malaria eradication). The idea of archiving historical documents came out of CDR Crombie's recent location of damaged technical manuals which outlined some disease eradication efforts from the past. The idea is that it would be interesting to see how EH practitioner's methodologies for addressing public health issues have changed over time. Archiving of these historical manuals would be one method to accomplish this. This project would be an expansion on the archiving of Alan Delepena's work discussed in the data section of this report.

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

CDR Delaney made a request for a list of EHOPAC Chairs with Photos, to be posted to the website. This list has not been completed as of this report. In the previous subco report it was noted that the data team was having some initial difficulty identifying a specific source for the requested information.

Robert Gruhot recently provided the names of EHOPAC Chairs from 1999-2013. On November 7<sup>th</sup>, Mike Reed contacted Jessica Otto from IHS HQ; she agreed to go through the file of Historical PAC minutes and complete the list. The list will be matched with available photos before posting.

### **D. Information Technology**

#### Current Subcommittee Members:

Chair(s): CDR Bobby Villines  
Co-Chair: CAPT Gary Perlman  
Members: LT James Speckhart



Current initiatives (and projected completion date if applicable):

- Participating in a combined PAC website discussion workgroup
- Maintain currency of website information (PAC members, meeting minutes, etc.)
- Develop a secure area within the site for sharing of internal EHOPAC information.

Notable news/activities/accomplishments since last EHOPAC meeting:

- Added COSTEP narratives.
- Updated various award and marketing/recruitment information.

Long Term Goals:

- Continue working with subcommittees as requested to update information available on website.
- Continue monitoring the security posture and maintenance of the site as required.
- Work with larger PAC IT workgroup to migrate sites to .gov server as directed by OSG.

## **E. Marketing & Recruitment**

Current Subcommittee Members:

Chair(s):      CAPT Dave Cramer, IHS

                  CDR Shawn Lafferty, EPA

Members:

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

LT Michelle Dittrich

LT Jason Lewis

LTJG Scott Daly

Jr. COSTEP

Marketing & Materials

Adopt-A-School

CDR Jill Shugart - Lead

LCDR Kyle Wright - Lead

CDR H. Rhambarose - Lead

CAPT John Smart

LT Katie Burbage – Lead

CAPT Don Williams

CDR Darren Buchanan

LCDR Valerie Herrera

CDR Jason Thomas

LT Kelsey Hustedt

LCDR Greg Calvert

CDR Keith Schwartz

LT Kenny Fent

LT Rachel Lee

CDR Craig Ungerecht

LTJG Kristen Szenderski

LT James Miller

LT Bill Fournier

LTJG April Hill

LT Erin Harman

LT John Hansen

LT Don Hoeschele

Current initiatives (and projected completion date if applicable):

1. Working to place boarded EHO applicants with positions
2. Tracking 2013 COSTEP progress
3. Matching un-adopted universities with officers
4. Matching EH Associations with officers
5. Grow EHOPAC outreach via social media outlets

Notable news/activities/accomplishments since last EHOPAC meeting:

Hail & Farewell

- No official CADs since August's EHOPAC Meeting; however, we've got three applicants with OBC dates for October (Skender, Gooch and Brucklier).
- CAPT Jan Manwaring , CDC, CAPT Colleen Petulo, EPA, CDR Cynthia Ross, FDA and CDR Rich Rutherford, FDA. Thank you for your service to our country.

## Applicant Assistance & Placement Workgroup

### DCCPR and the Applicant Pool

DCCPR is rolling out the new application process using direct access. Currently, DCCPR has opened the applicant pool for Family Nurse Practitioners and Physician Assistant through December 13<sup>th</sup>. DCCPR has not stated which category will be opened next, but they report that they will be moving through the categories.

### Application Screening Process

As was initially reported at the August meeting, the Marketing and Recruitment Subcommittee finalized the applicant screening and interview questionnaire to be used by DCCPR. The following officers participated in the development of the questionnaire: CAPT Dave Cramer, CAPT Mike Welch, CAPT Alan Parham, ATSDR, CAPT Kelly Taylor, IHS, CAPT Teresa Seitz, CDC, CAPT Joselito Ignacio, USCG, CAPT Ann Krake, DOI and CDR Lisa Delany of CDC.

### Applicant pool statistics

The following table shows the disposition of applicants in the applicant pool assembled by DCCPR in March of 2012. All applicants without OF 1662's will expire April 1<sup>st</sup>, 2013

Number of Applicants as of March 2012	<u>59</u>
Number of CADs since March 2012	<u>21</u>
Number of applicants with 1662's	<u>5</u>
Number of applicants no longer interested	<u>13</u>
Remaining applicants in the pool	<u>20</u>

### Adopt-A-School

The following table shows the 27 universities adopted by Environmental Health Officers. There are 22 schools that remain un-adopted including Harvard 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 Central Oklahoma	LCDR Charity Webb	IHS
East Carolina	LT Daveta Bailey	FDA
North Carolina Central	LT Daveta Bailey	FDA
Southeastern Louisiana	CDR Kevin Calci	FDA
Illinois State	CDR Casey Crump	IHS
Lake Superior State	CDR Casey Crump	IHS

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	IHS
North Carolina Chapel Hill	LT Don Hoeschele	USCG
Eastern VA Medical School	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
Bowling Green State	CDR Elizabeth Valenti	FDA
University of Findlay	CDR Elizabeth Valenti	FDA
San Diego State	LT Beth Wittry	IHS

SUMMARY ACTIVITY REPORT DEC 12 - OCT 13

University	Activities
Old Dominion University	LTJG Safari presented PHS and CG Opportunities to the ODU Student Environmental Health Association
East Carolina, Greenville, NC	March 2013: Lecture for EHO students. August 2013: Training webinar for EHO Students
North Carolina Central, Durham, NC	June 2013: Established contact with the Environmental Health department chair.
Southeastern Louisiana, Hammond, LA	August 2013: Two email solicitations made to the EH department chair.
Illinois State, Normal, IL	September 2013 contact by phone to discuss job openings, CoSTEP program changes, and forwarded information on contacts. Also discussed the possibility of doing a virtual recruiting presentation, but it was unclear if the IT capabilities were available.
Lake Superior State, Sault St. Marie, MI	Email to program about CoSTEP program and possibility of virtual presentation at school
Indiana U. of Pennsylvania, Indiana, PA	March 2013: Contact letter and information packet sent to EH department. June 2013: Teleconference with EH department to discuss career fair. August 2013: Teleconference with EH department; provided EHO weblinks and established dates for speaking to perspective COSTEPS.
Ohio State, Columbus, OH	
Columbia U., New York, NY	
Boise State, Boise, ID	April 2013: Presentation made to 150 EH students at regarding PHS, COSTEPS, and IHS. August 2013: Prepared upcoming presentation schedule.
Eastern Virginia Medical School, Norfolk, VA	April 2013: Contacted EH department May 2013: Made initial contact with EH department head. July 2013: Prepared 2014 schedule with EH department.

<p>North Carolina Chapel Hill, Chapel Hill, NC</p>	<p>April 2013: Initial contact with EH department made. August 2013: Contacted EH department to prepare for 2013 presentation.  October 2013 LT Don Hoeschelle presented to UNC students</p>
<p>Spelman College, Atlanta, GA</p>	<p>February 8, 2013: Recruiting table set up at Emory Health Opportunities Fair. 260 students attended. February 13, 2013: Recruitment table at Spelman College Health Recruitment Fair. 100 students attended. March 2013: Met with MPH students to discuss USPHS and EIS programs. Also, a presentation at Morehouse School of Medicine. April 2013: Presentation given to senior chemistry students and EH chair. August 2013: Presentation made at the National Wildlife Ftd.'s 2013 Earth Tomorrow Institute to High School seniors.</p>
<p>Eastern Kentucky, Richmond, KY</p>	
<p>Georgia, Athens, GA</p>	<p>March 2013: Presentation given.</p>
<p>Ohio University, Athens, OH</p>	<p>December 2012: Materials provided to EH professors and advisors. March 2013: Presentation to Intro EH course students and attended and participated in OU EH Advisory Board Meeting. Upcoming: Planned presentation(s) and advisory board meeting in October 2013.</p>
<p>East Tennessee, Johnson City, TN</p>	<p>October 2012: Made initial contact with EH Department Head. November 2012: Facilitated recruitment activity . July and August 2013: Made schedule to facilitate recruitment activity during Home Coming on 10/2013.</p>
<p>Eastern Virginia Medical School, Norfolk, VA</p>	

Old Dominion, Norfolk, VA	<p>10 DEC 2010: Conducted recruitment presentation to ODU Student Environmental Health Association and met with EH Department to discuss Adopt -A- School program. April 3, 2013: Participated in the Joint ODU/EVMS National Public Health Week Fair. April 16, 1012:</p> <p>OCT 2013 – LTJG Safari presents on PHS/USCG opportunities</p>
George Washington University , Washington, DC	
John Hopkins University, Baltimore, MD	
Baylor, Waco, TX	November 2012: Made initial contact with EH department.
Western Carolina, Cullowhee, NC	<p>March and April 2013: Email contacts regarding COSTEP applications.</p> <p>June 2013: Emailed EH department with a USPHS related job opportunity.</p>
Colorado State, Ft. Collins, CO	<p>March 2013: Presentation given.</p> <p>August 2014: Contact EH department about 2014 COSTEP process.</p>
Wisconsin Eau Claire, Eau Claire, WI	Planned recruitment trip to meet the the Environmental Health Club and EH students interested in the USPHS and COSTEP opportunities on October 9, 2013.
Bowling Green Statue University, Bowling Green, OH	<p>March 2013: Made initial contact with EH department.</p> <p>April 2013: Learned the ENVH program is dissolving. Provided COSTEP information for remaining students.</p> <p>August 2013: Contacted EH department twice to confirm program still active for remaining students (4-5) and set up November 2013 presentation.</p>
University of Findlay, Findlay, OH	<p>July and August 2013: Three contacts made with the EH department chair.</p> <p>This included initial contact and setting up a November 2013 presentation.</p>

- LCDR Charity Webb matched with East Central Oklahoma University
- SR is developing an annual effectiveness report for CY 2013 to ensure they are achieving their objectives.
- School Recruitment reached out to University points of contact to advise them of updates to the COSTEP Program application deadline.

#### Jr. COSTEP Workgroup Report for November EHOPAC Meeting

#### 2014 COSTEP Season

DCCPR began accepting COSTEP application for the 2014 season in September. The deadline to submit applications was extended to December 31<sup>st</sup>, but all prospective applicants must call the USPHS Call Center at 1-800-279-1605 and complete a pre-screen interview by December 13<sup>th</sup>. The prescreen will determine if the applicant meets the COSTEP appointment standards. CAPT Cramer held a call with AEHAP accredited university faculty to discuss the current status of the COSTEP Process.

#### COSTEP Support

The 2013 COSTEP season has drawn to a close. In all we had 20 COSTEPs this year including 1-U.S. Coastguard, 1-CDC, 2-NIH, and 16-Indian Health Service. Thank you letters were sent to CAPT Welch for signature, and student narrative were posted to the EHOPAC website. CAPT Smart drafted a recognition letter to COSTEP Preceptors. LT Kupper has been collecting preceptor contact information and will send for CPO signature.

#### FDA COSTEP Project:

CDR Shugart has been working CAPT Wendy Fanaselle and RADM Linda Tollefson (VET Category) Assistant FDA Commissioner, to place COSTEPs in the FDA. The program will most likely be managed through the Joint Institute of Food Safety and Nutrition (JIFSAN) program, a partnership between the FDA and the University of Maryland. The project is not complete yet, and there are some major hurdles yet to cross such as working out with DCCPR how to detail COSTEPs to the University of Maryland. After the IHS, the FDA employs the most EHOs, so establishing a COSTEP presence at the agency could change the breadth of the COSTEP program.

#### EHOPAC/JOAG Collaboration

CDR Shugart has been corresponding with the JOAG COSTEP Connection Subcommittee on trying to identify activities common to the EHOPAC and JOAG COSTEP groups..



## Information Technology & Communications

### Top Priorities:

1. Explore advanced social media management tools to promote consistency among all social media outlets via:
  - a. Hoot Suite
  - b. LinkedIn
  - c. Google+
2. Monitor official USPHS social media outlets for messages pertaining to reopening applicant intake.

### Facebook

- 591 Likes (up 19 from previous report)
- 144 Group Members (up 1 from previous report)
- Recent Vacancies Posted:
  - FDA
    - GS-12 Retail Food Specialist in Dallas, TX
    - GS-7/9/11/12 Consumer Safety Officer in Florida
  - IHS
    - GS-7/9/11 Environmental Health Specialist in MN & WI
- Other/Misc.
  - DCCPR Furlough/Shutdown Info
  - Application process opening for Nurse Practitioners, Physicians, and Dieticians [1 OCT 2013].
  - Senior officer highlight for CAPT Mike Herring and CAPT Mark Miller who were honored at NEHA
  - Evolution of the Grade A Pasteurized Milk Ordinance into the modern Food Code published by PHS

### LinkedIn

- 641 Members (up 53 since previous report)
  - Experiencing rapid increase in membership.
- Content posted is similar to Facebook

### Google+

- Similar content to Facebook

WordPress - Project listed but not yet initiated.

## Agency, Organization & Workforce

1. Current list of organizations, additions, deletions

- LCDR Webb updated a spreadsheet with 60 Environmental Health related conferences and state Environmental Health Associations, their points of contact, the officer assigned to the group and the date of their annual meeting. This list has now been shortened to approximately 20 organizations that expressed interest in the PHS over the last two years.
- The Missouri Milk, Food and EH Association agreed to have an officer set up a booth at their April 2014 conference; PHS officers have presented here in the recent past. LCDR attended the Florida EH Association's conference in September and LCDRs Honeycutt and Webb will be attending the Oklahoma Society for EH Professionals conference in October. An officer will be attending the Nebraska EH conference as a speaker. Additional conferences will be approached in the near future.
- Two officers were scheduled to present at the Missouri Environmental Health Association's conference on October 4, 2013 but had to cancel due to agency furloughs.
- LT Brandon Parker of the IHS Wagner Service Unit presented at the Nebraska Environmental Health Association



LT Brandon Parker at the Nebraska Environmental Health Association

2. Communication with OCCO regarding status of NEHA and AIHCE funding

Per CAPT Welch, OCCO does not have funding for any recruitment activities at present. OCCO was emailed again on 8/12/2013 for verification of funding to attend the following conferences – NEHA, AIHce and APHA – no reply was received

Marketing & Materials Workgroup

- The M&M Workgroup is gathering ideas and price quotes for potential promotional items to be given away at recruiting events. Luggage tags and pens appear to be the most likely and cost effective choices. A proposal be assembled for PAC consideration in the coming weeks.
- Recruitment presentation was revised to reflect change in US Surgeon General
- Workgroup developed a single page information sheet to describe the EHO display (banner) so officers will know it is available; this information sheet explains the process of obtaining the display for events and also some general rules for use.

Long Term Goals:

1. Place 20% of Applicants by May 2014
2. Extend COSTEPs to FDA by Spring 2014
3. 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 11/8/13

No new CADs since our last PAC meeting in August of 2013:

Current number of EHOs: 356 (↑1 from of 8/13/13)

By agency:

ACF	1
ATSDR	20 (↑1 from of 8/13/13)
BOP	2
CDC	69
CMS	1
DHS	20 (↓1 from of 8/13/13)
DOD TMA	2
EPA	16 (↑1 from of 8/13/13)

FDA	81 (↓2 from of 8/13/13)
HRSA	5
IHS	96
INTERIOR	12 (↑1 from of 8/13/13)
NIH	10
OS	7 (↓2 from of 8/13/13)
PSC	10 (↑2 from of 8/13/13)
USDA	4

By rank:

O-2	17	(↑1 from of 8/13/13)
O-3	69	(↑4 from of 8/13/13)
O-4	89	(↑4 from of 8/13/13)
O-5	81	(↑1 from of 8/13/13)
O-6	98	(↓4 from of 8/13/13)
O-7	1	
O-8	1	

**F. Membership**

- EHOPAC membership and appointment packages have been sent up for Surgeon General Signatures

**G. Mentoring and Orientation**

Current Subcommittee Members:

Chair(s): CDR Melanie M. Mayor (FDA)  
 Co-chair, LT Christine O’Leary (FDA)

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

No Updates

#### **H. Professional Standards and Image Committee**

Current Subcommittee Members:

Chair: CDR Derek Newcomer

Members:

CDR Timothy Jiggins

CDR Robert McCleery

CDR Tina Lankford

CDR John McKernan

CDR Luis Rodrigue

LCDR Elena Vaoli

LT Chris Fish

No Updates

#### **I. Readiness Subcommittee**

Current Subcommittee Members:

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, USCG

LT Aaron Otis, CDC

LCDR Justin Gerding, CDC

Current initiatives (and projected completion date if applicable):

#### Resources Workgroup

- Currently working with the IT Subcommittee to make additional updates to the Readiness Subcommittee portion of the EHOPAC website, per the request of the IT Subcommittee. The Workgroup is converting the Readiness Subcommittee web page to an HTML, after discussion with the IT Subcommittee it was decided that we will format the EHO Resource CD into a PDF format to facilitate download.
- The workgroup has completed a draft domestic deployment survey which we believe will help new and junior officers better prepare and plan for deployments; this document is currently in review by the Resources Workgroup.

#### Marketing and Communications Workgroup

- The Workgroup is still soliciting summaries of deployment experiences developed by Environmental Health Officer who responded to major events such as Hurricane Sandy in 2012. These summaries will be posted on the Readiness Subcommittee section of the EHOPAC website. If any officers want to contribute photos and share their experiences please contact CDR Bradley King at: [bfk2@cdc.gov](mailto:bfk2@cdc.gov).
- Currently developing an EHO pamphlet for State Health Departments to increase their awareness of our capabilities.

#### Officer Readiness

1. The Readiness Workgroup contacted the Mentoring subcommittee chair and provided him the Readiness Guidelines developed by the workgroup for inclusion into the EHOPAC welcome packet
2. Planning to send out quarterly readiness reminders 30 days before the readiness checks conducted in January, April, July, and October.
3. Coordinating with Resources workgroup on an annual review of the EHOPAC readiness guide

Long Term Goals:

- Continued support to officers attaining and maintaining readiness.
- Support the Chief Environmental Health Officer.

## **J. Training**

Chair: CDR Jennifer Freed

Co-chair: LCDR Jessica Schwarz

- Symposium will be in Raleigh, NC... More to Come!
- New Webinars are being planned.