



**U.S. Public Health Service**

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

**Meeting #183 Minutes, December 20th, 2013**

**1. Call to Order 1200 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 Alan Parham, Chief Professional Officer	CAPT Michael Welch
CDR Lisa Delaney Chair	CAPT Jean Gaunce
CDR Jennifer Freed Vice-Chair	CAPT Danny Walters
CAPT Scotty Hargrave	CDR Dino Mattorano
CAPT David Cramer	CDR Shawn Lafferty
CDR Melanie Mayor	CDR Sarah Unthank
CDR Chris VanTwuyver	LCDR Michael Reed
CDR Bobby Villines	
LCDR Joe Laco	
LCDR Derek Newcomer	
LCDR Carla Tuite	

Liaisons Present	Liaisons Absent
LCDR Jessica Otto, JOAG Liaison	CAPT Gary Noonan (Ret), American Academy of Sanitarians Liaison
CAPT Don Williams, EHAC Liaison	
Other Attendees	
CAPT Larry F. Cseh CAPT Teresa Seitz CDR Mary O'Connor CDR William Crump LCDR Jason A. Lewis LCDR Racquel Williams	LCDR Katherine N. Hubbard  LT Charlie Darr  LT Don Hoeschele LT James Gooch LT Kazu Okumura LTJG Laura Annetta

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

### **CAPT Alan Parham**

- See Powerpoint slides attached.

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

- It has been an honor to serve as PAC chair, and it is with mixed emotions that I hand over the reins to CDR Freed.
- CDR Freed is in the same timezone/office in ATSDR as CAPT Parham
- Congratulations to CAPT Cramer is the new vice chair (chair elect).
- I encourage you to serve in the Corps as much as you can.
- EHOPAC Accomplishments Include:
  - o Report forthcoming
  - o Improve communication
  - o Website
  - o Operationally better organized.

- Successful year for awards
- 4 officers rotating off: CAPT Hargrave, CAPT Gaunce, CAPT Walters, and CDR Unthank
- Orientation for new officers who have been elected to the PAC has occurred.

### **III. Vice Chair Report (Incoming Chair)**

#### **CDR Jennifer Freed**

- Looking forward to 2014
- Thrilled to have CAPT Cramer as Vice Chair; he will be a great asset

### **IV. JOAG Liaison Report**

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

- Selection of the Senior Advisor is underway and the nominee name should be forwarded to OSG by DEC 31.
- Working on a C. Everett Koop legacy award

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

- Next Journeyman Series will be on Jan 10 from 1300-1400 on the topic of how to best practice the core value of leadership
- Next JOAG general meeting will be Feb 14 from 1300-1500

### **V. Subcommittee Reports**

#### **A. Awards & Recognitions**

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

Chair(s): CAPT Jean Gaunce

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

- Collated responses for ROY nominations and EHOPAC voting
- Answered questions regarding the nominations process.

#### **Long Term Goals:**

- Provide updated materials to my successor on the subcommittee.

**Significant Accomplishments for 2013:**

- Coordinated the announcements for the nominations, voting, and obtained awards for four awards sponsored by the EHOPAC – ROY, Moran, Eason, and Todd Awards. There were no nominations received for the Crow Award this year.
- Developed Letters of Appreciation for non-winners for their OPFs and certificates for the winners.
- Developed draft SOPs for the awards process to make it easier for the incoming Chair to take over.

**B. Career Development**

**Current Subcommittee Members:**

Chair: LCDR Joe Laco

Vice Chairs: CAPT Danny Walters

CDR Carrie Oyster

Members: CDR Aimee Treffiletti

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):**

- Benchmark Review for PY2015 (Complete)
  - Precepts 1 & 4
- Benchmark Review for PY2015 (Jan 2014)
  - Precepts 2 & 3
    - Category-specific

**Notable news/activities/accomplishments in 2013:**

- Benchmark Review for PY2015 (Complete)
  - Precepts 1 & 4
- Promotion Counseling PY2014
  - Bottom quartile (confidential)
    - 10 of 19 agreed to, and accepted counseling
  - Aug/Sep 2014
- CV Template update (*new*)
  - CV Workgroup
  - Complete (Aug 7<sup>th</sup>)
  - Available on EHOPAC website
- ROS Template (*new*)
  - Promotions Workgroup
  - Complete (Aug 7<sup>th</sup>)
    - One-pager
  - Available on EHOPAC website
- OS Template (*new*)
  - Promotions Workgroup
  - Complete (Aug 7<sup>th</sup>)
    - One-pager
  - Available on EHOPAC website
- Membership changes for 2014
  - CDR Carrie Oyster elected to PAC, will serve as Car Dev Co-Chair
  - CAPT Danny Walters will rotate off the PAC
  - LCDR Jamie Mutter elected to PAC, will switch out of subcomm, to take Secretary role
    - LT Bill Fournier elected to the PAC, will switch out of subcomm
  - Possible recruitment needed for additional members

#### **2014 Goals:**

- Benchmark Review for PY2015 (Jan 2014)
  - Precepts 2 & 3
    - Category-specific
- Promotion Counseling PY2014
  - Bottom quartile (confidential)
  - Aug/Sep 2014
  - Pre-staging for mentoring issues that may come up from promotion results
- Benchmarks Workgroup
  - Fall 2014
    - For PY 2015

#### **C. 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 information on new Chief Professional Officer.
- 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.

**Significant Accomplishments:**

- Increased security posture of EHOPAC website.
- CMS security updates applied in timely manner.
- Regular site backups are completed for disaster recovery.
- Rapid site content updates.
- Increased site use as recruiting tool by implementing job posting capabilities.
- Improved EH training information provided.
- Site moved to more efficient web host (Host Gator).

**Attachments (see EHOPAC Web Statistics at the end of the Minutes)**

**D. Marketing & Recruitment**

**Current Subcommittee Members:**

Chair(s): CAPT Dave Cramer, IHS

CDR Shawn Lafferty, EPA

**Members:**

**App. Asst. & Placement**

**LCDR Monica Leonard -  
Lead**

CDR Michael Boley

LCDR Alaric Denton

LCDR Gino Begluitti

LT Michelle Dittrich

LT Jason Lewis

LTJG Scott Daly

**Agency, Org. Workforce**

**LCDR Charity Webb -  
Lead**

LCDR Jamison Honeycutt

LCDR Jessica Pharro

LCDR Andrew Kupper

**Info. Tech & Comms**

**LT Lauren Shade – Lead**

LCDR Chris Chepa

LT John Masters

LTJG Kathleen Ferguson

**Jr. COSTEP**

**CDR Jill Shugart - Lead**

CAPT John Smart

CDR Darren Buchanan

LT Kelsey Hustedt

LT Kenny Fent

LTJG Kristen Szenderski

LTJG April Hill

**Marketing & Materials**

**LCDR Kyle Wright - Lead**

**LT Katie Burbage – Lead**

LCDR Valerie Herrera

LCDR Greg Calvert

LT Rachel Lee

LT James Miller

LT Erin Harman

**Adopt-A-School**

**CDR H. Rhambarose - Lead**

CAPT Don Williams

CDR Jason Thomas

CDR Keith Schwartz

CDR Craig Ungerecht

LT Bill Fournier

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**

- Welcome LT James Gooch, CDC and LT John Skender, EPA
- We had four retirements including CAPT Thomas A. Hill, FDA, CAPT Paul M. Lewis, IHS, CAPT Jim Spahr, NIOSH and CAPT John Spriggs of IHS. Thank you for your service your country.

**Applicant Assistance & Placement Workgroup**

**DCCPR and the Applicant Pool**

DCCPR is scheduled to reopen the applicant pool for Environmental Health Officers and Engineers effective January 6th through February 7<sup>th</sup>. The current applicant pool is scheduled to expire on April 31<sup>st</sup>, 2013. Please let your contacts at universities and environmental health associations know about this important development. Also, reach out to your Civil Service environmental health colleagues and encourage them to consider the Commissioned Corps. It looks like DCCPR has developed a sustainable process and we should anticipate the window opening again possibly in early fall of 2014; however, the last time the application window was open was December 2011, so people should take advantage of this opportunity. Please note the new GPA requirement increased from 2.5 to 2.8.

**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>, 2014

Number of Applicants as of March 2012	<u>59</u>
Number of CADs since March 2012	<u>22</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>19</u>

**Adopt-A-School**

1. The School Recruitment workgroup reached out to POC's to update the COSTEP date.
2. The School Recruitment workgroup assemble a report of 2014 accomplishments

**Jr. COSTEP Workgroup Report**

**2013 COSTEP Season**

All thank you letters have been written and sent to the COSTEPs who served with us last summer. Thank you letters have been written for the EHO COSTEP preceptors and Agency



sponsors. CAPT Parham has provided his new CPO letterhead and LT Szenderski will send all the letters to CAPT Parham for signature as soon as we get the rest of the mailing addresses. This should be completed by 12/31.

All student narratives posted to the EHOPAC website by CDR Villines.

**2014 COSTEP Season**

The new deadline and application procedures for the 2014 COSTEP Season application cycle has been posted to the EHOPAC list serv, on the EHO USPHS Facebook page and has been communicated by conference call and email to AEHAP. In addition workgroup members have contacted the following EH Program Directors directly: Ohio University, Western Carolina, Illinois State, Bowling Green, and East Tennessee State. . During the outreach, it was discovered that the DCCPR Call Center had been misinterpreting the COSTEP appointment standards resulting in denial of at least application. This was resolved and the issue was communicated AEHAP faculty.

As of Thursday, December 19<sup>th</sup> there were 21 complete Environmental Health COSTEP applications. Steve Hand added three Environmental Engineers to our list, but they may be moved to the ENG category following the board review. The DCCPR Call Center fielded 420 calls to prospective applicants across the three categories. Based on that metric and the fact that approximately 45% of applications processed in prior years arrived in the last two weeks of December, we are likely to see EHO COSTEP numbers increase. The following table lists the schools, the degree and the anticipated graduation date for EHO COSTEP Applications.

#	<u>SCHOOL</u>	<u>DEGREE</u>	<u>PROJ. GRAD DATE</u>
1	East Central University	BSEH	May-14
2	Mercer University	MPH (EH)	May-14
3	Eastern Kentucky University	BSEH	Aug-14
4	Missouri Southern State University	BSEH	Aug-14
5	Old Dominion University	BSEH	Aug-14
<b>6</b>	<b>University of North Texas Health Sciences Center</b>	<b>MPH (EH)</b>	<b>Aug-14</b>

7	Eastern Kentucky University	BSEH	Dec-14
8	Eastern Kentucky University	BSEH	Dec-14
9	Eastern Kentucky University	BSEH	Dec-14
10	Old Dominion University	BSEH	Dec-14
11	University of Georgia	BSEH	Dec-14
12	Fort Valley State University	MPH (EH)	Dec-14
13	New York Medical College-Valhalla	MPH (EH)	Dec-14
14	Illinois State University	BSEH	May-15
15	Michigan Technological University	<b>BSEE</b>	May-15
16	Ohio University	BSEH	May-15
<b>17</b>	<b>Tufts University</b>	<b>BSEE</b>	<b>May-15</b>
18	University of Findlay	BSEH	May-15
19	University of Georgia	BSEH	May-15
20	University of Illinois-Chicago	MPH (EH)	May-15
21	Western Carolina University	BSEH	May-15
<b>22</b>	<b>Western Carolina University</b>	<b>BSEH</b>	<b>May-15</b>
<b>23</b>	<b>Wright State University</b>	<b>BSEH</b>	<b>May-15</b>
24	Michigan Technological University	<b>BSEE</b>	May-16

The 2014 COSTEP Selection meeting will be held January 22<sup>nd</sup>, January 24<sup>th</sup> and January 27<sup>th</sup> through 29<sup>th</sup>. The event is open to Agency Liaisons, Chief Professional Officers, Professional Advisory Committee Chairs, Category & Agency Recruiters, and any other representatives that are interested in sponsoring COSTEP students for the 2014 season.

**JOAG/EHOPAC COSTEP Collaboration**

The goals and objectives and COSTEP mentoring checklist from the JOAG COSTEP Connection Subcommittee have been shared with CDR Mayor of the EHOPAC Mentoring and Orientation Subcommittee for consideration for the EHO COSTEP Preceptor Handbook.

### **Lifecycle of a COSTEP Application**

JCWG has been making progress on the COSTEP commissioning steps but not as much as they'd like due to changes at DCCPR. JCWG will continue to update this document along with the document CAPT Hicks created for next year's COSTEP application cycle.

### **FDA COSTEP Project:**

The JRCOSTEP workgroup made progress on establishing a COSTEP presence at the FDA. Communications with CAPT Fanaselle and RADM Tollefson have been well received, and the Agency is looking at placing COSTEPS with the Joint Institute for Food Safety and Nutrition at the University of Maryland. Due to groundwork, it is more likely to have FDA COSTEPs in 2015

### **Information Technology & Communications**

No report this time.

### **Agency, Organization & Workforce**

No Report this time.

### **Marketing & Materials Workgroup**

- The M&M Workgroup gathered ideas and price quotes for potential promotional items to be given away at recruiting events. Luggage tags and pens appear to be the most suitable and cost effective choices. A proposal will be assembled for PAC consideration in the coming weeks.
- The recruitment presentation was revised to reflect change in US Surgeon General.
- The M&M 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 2015
3. Pair Officers with Environmental Health Associations

### **Items for EHOPAC Input/Discussion:**

- Still need officers to adopt schools and EH Associations

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

None

**Attachments: Category Statistics**

Attachment A. Category Statistics – as of 12/20/13

Rank	Name	Agency	CAD	Qual. Degree
LT	James Gooch	CDC	10/1/13	Environmental Health
LT	John Skender	EPA	10/1/13	Environmental Health

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**Current number of EHOs: 356**

**By agency:**

ACF            1

ATSDR        20

BOP            2

CDC            71 (↑2 from of 11/8/13)

CMS            1

DHS            20

DOD TMA     2

EPA            15 (↓1 from of 11/8/13)

FDA            81

HRSA          5

IHS            95 (↓1 from of 11/8/13)

INTERIOR    12

NIH            10

OS             8 (↑1 from of 11/8/13)

PSC            10

USDA 3 (↓1 from of 11/8/13)

**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

**E. 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)

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

- Reviewing EHOPAC Welcome Packet. Comparing with JOAG New Officer Guide to minimize duplication and propose additional EHO-specific information.
- Update mentoring document, “Topical Guideline” to include the National Preventive Strategy.
- Need to determine ways to store documents to maintain historical documents when members rotate off or change. At least one member cannot access Google Drive.
- Coordinating with HSO Mentoring Category on on-line application process.

**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 documents related to the EHO Mentoring Program.

## **F. 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

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

- Reviewing and revising 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 (i.e., PHS Blue Book)
- Reviewing curriculum of programs accredited under the new CEPH and ABET criteria

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

- Completed and presented whitepaper outlining the subcommittee's position for revising the EHO appointment standards. Completed
- Review Charter and bylaws (February 2014)
- Clarify and further define acceptable work experience to be considered when calculating "time and experience" by promotion boards. (March 2014)

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

Presented findings from 2013 category survey to the EHOPAC

**Long Term Goals:**

- Conduct review of EHO appointment standards and provide recommendation on changes, if deemed appropriate.
- Draft officership resource guide (i.e., PHS Blue Book) with coordination from JOAG
- Review and revise (if needed) Charter and Bylaws

**2013 Accomplishments**

- A white-paper outlining the evolving EHO assignments and need for further evaluation of appointment standards
- A category-wide survey of perceptions and opinions regarding qualifying degrees and professional certifications
- An exhaustive executive report summarizing the survey responses
- An ongoing effort to evaluate the adoption of degrees accredited under the new CEPH and ABET criteria
- Merging of the Professional Standards and Image and Charter and By-laws committee
- Drafting chapters for the PHS Blue Book
- Through collaboration with senior EHOs we have identified a need to further clarify and better define qualifying work for calculating “time and experience” for appointment boards

**G. 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, USCG



LT Aaron Otis, CDC

LCDR Justin Gerding, CDC

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

**Resources Workgroup**

- The Resources Workgroup is formatting the EHO Resource CD into a PDF format in order to post an updated version on the EHOPAC website.
- The workgroup has completed a draft domestic deployment survey which we believe will help new and junior officers better prepare and plan for deployments. The survey has been reviewed by subcommittee members. Comments will be incorporated prior to distributing the survey
- During our most recent EHOPAC Readiness Subcommittee meeting we decided to merge the Environmental Health Officer Utilization Handbook and the EHO Deployment Pamphlet.

**Marketing and Communications Workgroup**

- The Workgroup is soliciting narratives of deployment and readiness experiences developed by Environmental Health Officer who responded to major events such as Hurricane Sandy in 2012. These narratives will be posted on the Readiness Subcommittee section of the EHOPAC website, communicated through the EHO list-serve and advertised on the EHO Facebook page. If any officers want to contribute photos and share their experiences please contact CDR Bradley King at: [bfk2@cdc.gov](mailto:bfk2@cdc.gov).
- Our next submission in our series of EHO deployment and readiness narratives is undergoing final editing and will be posted soon, focusing on the readiness experiences of LT Aaron Otis, winner of the 2013 EHO Responder of the Year award.

**Officer Readiness**

1. Sent out readiness reminders to 153 EHOs who are projected to not meet basic readiness standards.
  - A Breakdown of the officer readiness issues follows:
  - Total not basic = 153
  - Missing Flu shot = 38
  - Missing PPD or TD = 5
  - Missing APFT = 30
  - Missing two or more = 28

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

- Covered under the current initiatives section of this report

### **Long Term Goals:**

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

### **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
- Maintaining and updating list of training resources
- Lunch-n-Learn webinars

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

- New Leadership for Training Subcommittee for 2014: Chair - LT Daveta Bailey, Co-Chair – LTJG Laura Annetta.
- COF category day: speakers/abstracts identified for category day – thank you to everyone for volunteering this year.
- The list of EHO Training Opportunities is being maintained and updated as new information becomes available. LT Hunter is sending out monthly highlights for upcoming events to the listserv.
- Website has been updated with past and upcoming webinar opportunities.
- New Graduate Education series has begun and will continue through 2014 – opportunity for graduate schools to have 1 hour introductory session on their graduate level opportunities.

### **Short Term Goals:**

- Add additional content to the Training Subcommittee website.
- Schedule future lunch 'n learn webinars.
- Complete draft EHO Career Pyramid document (work with Career Development SC)

### **Long Term Goals:**

- 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
- Develop new EHO training course for 2014/2015, topic TBD

**2013 Accomplishments:**

- Held 8 webinars on various training topics for EHO category.
- Developed and improved training resources database and sent monthly highlights to the listserv.
- Monitored and shared one-time relevant training opportunities with EHO listserv as they were identified.
- Completed another successful category day at COF and plans are in place for 2014 category day.