



U.S. Public Health Service  
Environmental Health Officer's  
Professional Advisory Committee (EHOPAC)



Closed Meeting Minutes, April 12, 2016

The following are abbreviated minutes from the closed EHOPAC meeting on April 12, 2016. Any questions about these minutes can be directed to the EHOPAC Chair, CDR Carolyn Oyster at Carolyn.J.Oyster@uscg.mil, for further clarification.

## I. Call to Order 1300 EST

EHOPAC Chair, CDR Carrie Oyster, called the meeting to order. Roll call was held for members in attendance.

### EHOPAC Members Present

CAPT David Cramer	CDR Chris van Twuyver
CAPT Alan Parham	LCDR Travis Bowser
CDR Matt Albright	LCDR Matthew Deptola
CDR Darren Buchanan	LCDR William Fournier
CDR Monica Leonard	LCDR Chyla Hunter
CDR Jamie Mutter	LCDR Carla Tuite
CDR Carrie Oyster	LCDR Elena Vaouli
CDR Stephen Piontkowski	LT Daniel Malashock
CDR Jill Shugart	

### EHOPAC Members Absent

CAPT John McKernan (Excused)	LCDR Katie Hubbard (Excused)
CDR Derek Newcomer (Excused)	

### EHOPAC Alternates Present

CDR Donald Ackerman (for CDR Newcomer)	LT Kimberly Smith (for CDR Katie Hubbard)
LCDR Daniel Adams (for CAPT McKernan)	

## II. Chief Professional Officer Update – CAPT Alan Parham

### *Report*

- Commissioned Corps Headquarters (CCHQ) Updates
  - CCHQ is working on a strategic plan

- CCHQ is working to process awards
- CAPT Parham visited Research Triangle Park to meet with officers.
- Recruitment update
  - There should be an EHOPAC general duty application window from June 1 – June 15. This has not been confirmed at this time.
  - Senior leadership and PAC leadership will triage applications
  - CCHQ is allowing an applicant to apply that will graduate in August. They will have to send in their final transcript within 60 days.

### III. **EHOPAC Chair Report – CDR Carrie Oyster**

#### *Report*

- Voting Member updates
- Modernized format for open meetings
- Newsletter – quarterly

### IV. **EHOPAC Vice Chair Report – CDR Jill Shugart**

#### *Report:*

- Category Social.
  - Toby Keith Bar and Grill: 6:30 – 8:30pm
- Mentoring sessions
- Coin update – new coins have arrived

### V. **Subcommittee Reports**

#### **A. Information Technology**

Chair: CDR Darren Buchanan

#### *Report:*

- APAN updates
- 508 Compliance

#### **B. Policies and Standards**

Chair: CDR Derek Newcomer

#### *Report:*

- Currently reviewing appointment standards

#### **C. Career Development**

Chair: CAPT John McKernan and CDR Stephen Piontkowski

#### *Report:*

- Senior Officer training/mentoring
- CV Cover sheet
- Benchmarks

**D. Communication Liaison – LT Daniel Malashock**

*Report:*

- Requesting survey questions from any subcommittee