



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



Meeting #226 Minutes, 14JAN20

I. Call to Order – CDR Elena Vaouli, Chair

The meeting was called to order at 1300 ET.

II. Roll Call – CDR Jessica Havranek, Secretary/Treasurer

Roll call was performed; a quorum was confirmed.

Voting Member Attendance Status: Present, Absent, Excused

Last Name	First Name	Rank	Status	Name of Alternate in Attendance
Bales	David	CDR	Present	N/A
Bird	Bill	CDR	Excused	CDR Robert Gibbs
Bowser	Travis	CDR	Excused	N/A
Darr	Charles	LCDR	Present	N/A
Deptola	Matthew	CDR	Present	N/A
Dittrich	Michelle	LCDR	Present	N/A
Erling	Doug	LT	Present	N/A
Frank	Samuel	LT	Present	N/A
Havranek	Jessica	CDR	Present	N/A
Hunter	Candis	LCDR	Present	N/A
Kupper	Drew	CDR	Present	N/A
McLanahan	Eva	CDR	Present	N/A
Merritt	Steven	LCDR	Present	LT John Skender
Otto	Jessica	CDR	Present	N/A
Quinn	Mike	CDR	Present	N/A
Smith	Martin	CDR	Present	N/A
Valenti	Elizabeth	CDR	Present	N/A
Vaouli	Elena	CDR	Present	N/A
Williams	Racquel	CDR	Excused	N/A

Voting Guests and Attendees Present

Last Name	First Name	Rank	Organization Represented
N/A	N/A	N/A	N/A

III. Chief Professional Officer Report – RADM Kelly Taylor

- Thanks to the PAC members for always helping with requests from the Surgeon General
- Big issues in front of the CPOs: The Three P Policies
 - Special pay – doesn't affect EHOs
 - Practice hours - doesn't affect EHOs
 - Permanent Promotion Policies – Some of the categories are restricted, and that will affect the EHOs. Some officers up for promotion when they didn't expect it, and others removed from eligibility when they thought they were eligible.
- Periodic health update: Five-year physical date protocol changed. Be aware of your last physical and your birthdate.

IV. Chair Report – CDR Elena Vaouli

- EHOPAC Chair's Vision Statement
To be the most visible and valued PAC that successfully empowers EH professionals to be the best PHS Officers they can be.
- The EHOPAC will actualize this vision through:
 - strategic collaborations,
 - targeted training,
 - active and adaptive advertising, and
 - fostering a knowledge sharing culture

V. Chair-Elect Report – CDR Jessica Otto

- Yielded time to Orientation

VI. Ex-Officio – CDR Michael Quinn

- Yielded time to Orientation

VII. Secretary/Treasurer Report – CDR Jessica Havranek

- Secretary Updates
 - December Minutes Voting Window Closes COB 14JAN20
- Treasurer Updates
 - Coin sales are currently suspended until further notice from CCHQ. Working to balance account with COA and CDR Cook

VIII. Executive Committee Liaison Report – CDR Eva McLanahan

- Yielded time to Orientation

IX. Orientation

About the EHOPAC

Who we are:

- Size: 19 VMs
- Representation (FDA – 4, IHS – 4, CDC – 3, ATSDR – 1, DOI/NPS – 1, DHS/USCG – 1, NIH – 1, EPA – 1, Open Agency I – 1, Open Agency II – 1, Open Agency III – 1, Total – 19)
- Open Agency I
 - EHOs at agencies with no representation
- Open Agency II
 - EHOs at agencies with one VM seat
- Open Agency III
 - EHOs at agencies with two or more VM seats

What we do:

- Operates in a resource & advisory capacity
 - Advises our CPO, who in turn advises the SG
 - VMs do not represent OPDIV management nor speak for the OPDIV
 - VMs represent cross section of the interests, concerns and responsibilities of the professionals in OPDIVs and organizations staffed by CC Officers
- **See EHOPAC Charter for mission, objectives, functions, etc.*

When were we created – Our History:

- 1968:
 - Sanitarian Career Service Board created (SPAC)
 - Darold W. Taylor was 1st PHS Liaison Officer for Sanitarian Category
- 1999:
 - Category name changed to Environmental Health Officer Category on October 1, 1999
 - SPAC name changed to EHOPAC
 - Thomas E. Crow was 6th Chief Environmental Health Officer

Executive Committee (EC) and EC Points of Contact

- RADM Kelly Taylor, CPO
- CDR Elena Vaouli, Chair (Policy and Standards, Awards and Recognition)
- CDR Jessica Otto, Chair-Elect (M&R and Communications)
- CDR Michael Quinn, Ex-Officio Chair (Career Development and M&O)
- CDR Jessica Havranek, Secretary/Treasurer (IT and History)
- CDR Eva McLanahan, EC Liaison (T&E and Readiness)

2020 EHOPAC Organizational Chart

- Policy and Standards – CDR Andrew Kupper
- Awards and Recognition – CDR Bill Bird
- M&R – CDRs David Bales and Elizabeth Valenti
- Communications – LCDR Michelle Dittrich
- Career Development – CDRs Travis Bowser and Martin Smith
- M&O – LCDR Charles Darr and LCDR Candis Hunter
- IT – LT Doug Erling
- History – CDR Matthew Deptola
- T&E – CDR Raquel Williams and LT Samuel Frank
- Readiness – LCDR Steven Merritt

Voting Membership 101

Term of Appointment

- One term = 3 years
- VMs may serve two terms (6 years)
 - Consecutive or non-consecutive order
 - Eligible to earn only one Special Assignment Ribbon, regardless of number of terms served
- To serve consecutive term, VMs must:
 - Submit official notice to Chair
 - CPO and Chair must both support renewal
 - VM term renewal requests must be final by 31 July

Membership Types

- Voting Member
- Alternate Voting Member
- Ex-Officio Members
 - CPO: non-voting, not counted towards max size of PAC
 - Departing Chair: may or may not have voting privileges; depends on time left on PAC
- Liaisons to EHOPAC
 - Non-voting, not counted towards max size of PAC
 - Examples: EHAC, CCWIAB, NEHA, JOAG, COA, AAS
 - Appointments overseen by EC
 - Cannot also serve as EHOPAC VMs unless approved by CPO & Chair
- VMs in Pro Tem Status – VM who changes agencies during term
 - **See Bylaws for more details

Voting Member Duties

- Vote as representative of respective agency
 - **Voting Process**
 - Most votes are to approve minutes. You will need APAN Access. Please work with LT Doug Erling to get your account set up.
 - Minutes - Review, Edit, Comment within 10 days
 - Then, you will have 5 days to submit a vote
- Manage subcommittees
 - Volunteers
 - Selections
 - Term limits
 - Retention
 - Recognition
 - SOP updates
 - RAIL – use as needed, located on APAN
- Choose Alternate VM
 - Fulfills duties of VM in his/her absence
 - VM must complete Alternate selection form (Attachment B in Bylaws)
 - See bylaws for alternate selection criteria
 - If VM converts to Pro Tem status, alternate fulfills ONLY voting duties
 - Not eligible for SAA
- Attend meetings
- Delegate VM Duties as needed

Meetings

Presentations

- MUST be uploaded NLT COB Monday before a meeting
- PPT Template:
<https://wss.apan.org/pac/EHOUSPHS/Templates%20Forms%20and%20Logos/PAC%20meeting%20report%20template%202018.pptx>

Monthly “Business” Meetings (closed)

- Second Tuesday: 1300-1500 ET
- VM & Alternate Participation
- 1st Month: Select SC expanded briefings
- 2nd Month: Squad Report
- SC bullets for minutes – due by end of meeting week

Quarterly “General” Meetings

- 3rd Month: March, June, September, December
- Significant Updates, Guest Speakers, & PAC Questions

All meetings will have an Open Discussion period at end

Call-in Instructions

- Option 1– When you get the pop-up window to join the audio conference, put your phone number in the blank and click the radio button to join to have the system call you.
- Option 2 – If you are joining the call from an extension or switchboard number, click the “Dial-in to Audio Conference via Phone” radio button and the dial-in and passcode information will display. (THIS LINKS YOUR NAME AND NUMBER SO WE DON’T HAVE TO GUESS WHO’S SPEAKING).
- Option 3 – If you want to use the build-in microphone (if equipped) on your computer, click “Using Microphone (Computer/Device)
- Please don’t both join via Adobe and call-in without using these options.

Attendance

- You are responsible for notifying CDR Vaouli (Vaouli.elena@epa.gov) and CDR Havranek (jessica.Havranek@fda.hhs.gov) in advance of an absence.
- You are also responsible for securing your alternate’s attendance.
- Know the difference between excused & unexcused absences

SC Bullets

- Must be submitted NLT COB Friday the week of a meeting
- Please spell out acronyms and use DDMMYY and military time formatting

APAN

- Used as a SharePoint-type site that allows VMs and SC volunteers to share files.
- IT SC manages APAN site
 - VMs should register for APAN account and request access to EHOPAC APAN site
 - Volunteers must also obtain APAN accounts; VMs then submit request to IT SC for volunteer access to APAN

EHOPAC Culture

- Meetings are agenda driven; use consensus decision making
- Foster a culture of knowledge sharing, open communication, constant collaboration, hard work, mutual respect and friendship

Helpful Resources

- Volunteer Roster:
<https://wss.apan.org/pac/EHOUSPHS/Voting%20MemberVolunteer%20Rosters/EHOPAC%20Volunteers%20Roster.xlsx>
- VM Roster:
<https://wss.apan.org/pac/EHOUSPHS/Voting%20MemberVolunteer%20Rosters/EHOPAC%20VM%20Roster.xlsx>
- Alternate Forms:
<https://wss.apan.org/pac/EHOUSPHS/Templates%20Forms%20and%20Logos/EHOPAC%20New%20alternat e%20form%20FINAL.pdf>
- EHOPAC Listserv
- If you plan on posting to the EHOPAC Listserv, please be sure to read the EHOPAC Listserv Guidance (PDF: 48 KB, 2 pages)
https://dcp.psc.gov/OSG/eho/documents/EHOPAC_Listserv_Guidance_ver1_0.pdf

Signature Blocks should include at a minimum (not necessarily in this order):

- Rank (Last Name)
- EHOPAC Position
- For more information, please visit the EHOPAC website at: <https://dcp.psc.gov/osg/eho/>
- To subscribe or unsubscribe from the EHOPAC Listserv, please visit:
<https://dcp.psc.gov/osg/eho/ehopaclistserv.aspx>
- For example:



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Commander, U.S. Public Health Service
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For more information, please visit the EHOPAC website at: <https://dcp.psc.gov/osg/eho/>

To subscribe or unsubscribe from the EHOPAC ListServ, please visit: <https://dcp.psc.gov/osg/eho/ehopaclistserv.aspx>

EHOPAC Charter

- [EHOPAC Charter](#) (PDF: 706K, 8 pages) - Updated April, 2019
- https://dcp.psc.gov/OSG/eho/documents/FINAL_EHOPAC_Charter-OCT2018.pdf

EHOPAC Bylaws

- [EHOPAC Bylaws](#) (PDF: 4.45M, 35 pages) - Updated April, 2019
- https://dcp.psc.gov/OSG/eho/documents/FINAL_EHOPAC_Bylaws-2017.pdf
- NOTE: 2019 Bylaws currently undergoing finalization & 508 compliance preparation. Will be posted in 2020

Immediate Action Items

- New VMs - Professional photos submit in APAN:
<https://wss.apan.org/pac/EHOUSPHS/Photo%20Library/Forms/AllItems.aspx#>
- No biographies needed.
- New VMs - Register for APAN
- New VMs - Select your alternate and complete the [alternate selection form](#) (Others please verify current availability and willingness of alternates)
- All - Update VM and Volunteer rosters
- All - Submit volunteer requests and selections
- All - Start planning for your SC updates to website

X. Adjournment – CDR Elena Vaouli

The meeting was adjourned at 1500ET.