



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



Meeting #227 Minutes, 11FEB20

I. Call to Order – CDR Elena Vaouli, Chair

The meeting was called to order at 1300 ET.

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

Roll call was performed; a quorum was confirmed.

Last Name	First Name	Rank	Status	Name of Alternate in Attendance
Bales	David	CDR	Present	N/A
Bird	Bill	CDR	Present	N/A
Bowser	Travis	CDR	Present	N/A
Darr	Charles	LCDR	Excused	LT Rachel Forche
Deptola	Matthew	CDR	Excused	CDR Elisa DuBreil
Dittrich	Michelle	LCDR	Present	N/A
Erling	Doug	LT	Present	N/A
Frank	Samuel	LT	Present	N/A
Havranek	Jessica	CDR	Excused	CDR Leslie Jackanicz
Hunter	Candis	LCDR	Present	N/A
Kupper	Drew	CDR	Present	LCDR Krista Ferry
McLanahan	Eva	CDR	Excused	CAPT Peter Kowalski- deployed
Merritt	Steven	LCDR	Present	N/A
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	LT Aubree Kelly

Voting Guests and Attendees Present

Last Name	First Name	Rank	Organization Represented
Forche	Rachel	LT	Alternate for LCDR Darr
Jackanicz	Leslie	CDR	Alternate for CDR Havranek
Kelly	Aubree	CDR	Alternate for CDR Williams

III. Chief Professional Officer Report – RADM Kelly Taylor

- UOD is ODU effective 03FEB2020
- Periodic health updates underway. Pay attention to dates and deadlines as well as the CCMIS dashboard
- 01MAR2020 CPO new chair CAPT John Eckert
- SG's vision for 2020 is related to SG report and Calls to Action. More information forthcoming.
 - Smoking Cessation SG Report was release in February; Community Health and Disparity SG report in September; Oral Health SG in February 2021
 - Maternal Health Call to Action in June; Hypertension Control Call to Action in August-
 - Important initiatives and PHS Officers will be expected to help. If Categories see need for a SG report for the Category work, let SG know. These are not funded by OSG but paid for by agencies impacted
- Chartered groups will help with initiatives. Chartered groups, including PACs, may receive assignments.
- CPOs highlighted as having relationship with SG. Less CCHQ work and more OSG work. Staffing improved at CCHG. Not specifically addressing PACs but expect an evolving relationship.
- SG stressed need for breaking down barriers between categories. CDR Vaouli is actively working on this. SG expects PACs should prepare officers to be leaders.
- Standardization is forthcoming. Includes SOPs, charters, submitting info to OSG, presentations, websites, etc.
- New applicant engagement system can only be accessed by liaison. CPOs will not receive access. If new applicants want more info, they will be directed to the CPO and the CPO will direct to the PAC. More information forthcoming.

IV. Chair Report – CDR Elena Vaouli

Vision:

- Strategic collaborations, targeted trainings, active and adaptive knowledge sharing
- Purpose is for EHOPAC to get work done. Closed meetings, do not disseminate information widely please. Not a one-sided conversation, more of a back and forth between VMs
- Template for reports has been distributed
- Notable news
- Corps-wide
 - 2019-nCoV deployments and UOD
 - OSG will review agenda and presentations for Symposium
 - USPHS Modernization Act- read fine print. Cannot comment on pending legislation
 - No obvious links between SG report on smoking cessation and EHOs. Welcomes ideas from VM on how report and work we do is connected
 - VITA tax services available on CCMIS through 30NOV2020
 - CGSOG- applications due 26FEB2020
 - USPHS Town Hall 24FEB2020 from 1400-1500 ET
- 2020 Major Initiatives
 - Recent actions, activities, accomplishments
 - Strategic Collaborations
 - Provided comments via COP on model PAC Charter
 - Met with CPCG Chair CDR Quinn
 - Develop plan for website updates (OSH, cross SC support)
- VMs can post to listserv. Review policies for info on posting
- 10MAR2020 next meeting

V. Chair-Elect Report – CDR Jessica Otto

- Welcome again, looking forward to a productive operational year
 - CDR Otto is EC POC for Communications and Marketing & Recruitment. All VMs welcome to ask questions anytime and she will be a resource and help link people and committees to each other and to solutions

VI. Ex-Officio – CDR Michael Quinn

- Meeting with Mentoring and Orientation Co-Chairs on 13FEB2020 to discuss 2020 operational year support.
- Working with Combined PAC Chairs Group to complete revision of model charter for OSG chartered groups.

VII. Secretary/Treasurer Report – LCDR Corey Butler for CDR Jessica Havranek

Secretary Updates

- January Minutes Voting Window Closed COB 05FEB2020. 18 VM approved; 1 didn't vote
- Please add alternate information to the alternate roster after the meeting
- Prepare and send bullets to CDR Havranek, copying LCDR Butler following meeting
- As a reminder, adobe slides go in [PAC Working Documents>Presentations](#) for uploading to online meeting room:

Treasurer Updates

- Coin sales are suspended until further notice from CCHQ. Working to balance account with COA and CDR Cook

VIII. Squad Reports

Awards – CDR Bill Bird

- John C. Eason Award the Edward Moran Award; the John Todd Award; and the Thomas E. Crow Mentor Award nominations are due to CDR Bird by 06MAR2020
- Once all nominations are received, a Survey Monkey will be sent to voting members to vote on the candidates
- Currently updating the Awards Overview Packet with a completion date early Summer 2020
- Creating an "Awards Bank" in APAN under libraries which will serve as a repository for redacted award write-ups

Career Development – CDRs Travis Bowser and Martin Smith

- SC Structure – 7 Workgroups & 7 Volunteers
 - Benchmarks & Supplemental Guidance
 - OS/ROS Examples
 - CV Template/Cover Sheet/Supplemental Guidance
 - CEU Template
 - Milestones
 - EOY Counseling
 - EOY File Review
- Notable News
 - Work Plan 2019 Goals Completed (100%)
 - 100% 2019 EOY Counseling & File Review
- 2020 Major Initiatives
 - Recent Actions, Activities, Accomplishments
 - Last Call 17 JAN2020
 - Finalized 2020 Work Plan, SOPs, Roster
 - Current Needs - None at this time
- Next Steps
 - 2020 Benchmarks
 - Next Meeting 21FEB2020

Communications – LCDR Michelle Dittrich

- Communications SC Structure- all members from last year are staying on
 - Publications Workgroup (5 members)
 - Social Media Workgroup (4 members)
- 2020 Major Initiatives
 - EHO Assessment (i.e. newsletter)- last year the newsletter was issued monthly. There were challenges maintaining that frequency. This year we'll move to every other month.
 - Officer Leader Profiles- envisioned to be a one-page document with a standardized structure to capture text and accompanying photos to highlight EHOs
 - EHOs in Action book- this publication was initiated by CAPT Parham with assistance from CDR Eva McLanahan. This is the first year the Communications SC will manage the compilation of the book. Photos of EHOs are an important component of this publication. Look for a call for photos and accompanying stories in the future.
- Next Steps
 - First SC meeting of OY 13FEB2020

History – CDR Matthew Deptola

- We have one large project that the subcommittee is working for this calendar year
 - Continuing to collect information for the 6 chapters of the journal
- Currently we have Daveta Bailey working on obtaining the overview reports from CC Headquarters which is presented to HHS for each deployment USPHS is involved with. We will look to use those snapshots in our journal for the deployment chapter.
 - Information gathering has been trickling in, but it has been slow and a constant challenge in obtaining everything that we are looking to place into the journal
 - Timeline: To have a final product by the end of calendar year, with the following tasks still needing completed:
 - Additional information gathering
 - Electronic journal format/transformation using an e magazine or similar software
 - Vetting
 - Final document

Information Management – LT Doug Erling

- Reviewed the IT Subcommittee structure
 - IT consists of a Liaison and 3 workgroups: 508 Compliance, APAN/ListServ, and EHOPAC Website
- IT SC requires succession planning to ensure continuity and leadership of workgroups
- Additional members required due to some volunteers double-dipping in other subcommittees or stepping down
- Researching additional training for workgroup members due to need for technical proficiency

Marketing and Recruitment – CDRs David Bales and Elizabeth Valenti

- M&R consists of 4 WG made up of 18 volunteers; 8 positions are vacant.
 - AAP, led by LT Gamola Fortenberry and LT George Chung
 - RAE with Events lead by LT Sarah Maynard and Adopt-a-school lead by LCDR Dustin Joplin
 - JRCOSTEP, led by LT Kyle Moller and LTJG Garrett Steiner
 - M&M lead by LCDR Adrienne Eastlake and LT Andrea Tsatoke
- Secretary/Communications is LCDR Kimberly Garner
- Recent Actions/Activities/Accomplishments
 - New Adopt-a-school reps
 - Montana State University LCDR Corey Butler
 - Western Kentucky University LT Andrew Todd
 - All workgroup lead positions filled
 - 7 out of 9 WG leads are new to position
- Current needs
 - Need to fill remaining SC volunteer positions
- Next Steps
 - First M&R meeting is 12FEB2020

Mentoring and Orientation – LCDR Charles Darr and LCDR Candis Hunter

- January 2020 OBC 115 included 4 EHO graduates
 - All 4 new OBC graduates requested a mentor and were added to the mentoring program database
 - Per our SOP, OBC graduates will be matched on a quarterly basis (Jan, April, and July)
 - The Next OBC is scheduled for March – TBD if EHOs are among class
- Subcommittee Members and Volunteers
 - Updated subcommittee roster and requested 3 new subcommittee members
 - Solicited request for OBC Graduation Volunteers (volunteers to complete training session and submit commitment form)
 - Received EHOPAC Chair approval to extend committee member who will reach 3 years this March and will cross-train new subcommittee member on the Mentoring Program database management
- Mentoring Program Database
 - Reviewing pending matches to harmonize/update database
- Closed out 2019 Mentoring Program Evaluation Survey
 - About 80 responses: 36 mentors; 37 proteges; 10 missing
 - Data cleaning and analysis to begin this quarter
- First M&O subcommittee meeting is scheduled for Monday, 24FEB2020 at 1400 ET

Policies and Standards – CDR Andrew Kupper

- SC structure – Two committee members, two vacancies
- Notable News – None at this time
- Major Initiatives for 2020
 - To be determined
- Recent Actions/Activities/Accomplishments
 - Finalizing EHO Bylaws approved in 2019
- Current needs
 - None
- Next Steps
 - Finalize 2020 SOPs, Initiatives, Fill vacancies

Readiness – LCDR Steven Merritt

- Provided a brief rehash of the new Periodic Health Update (PHU) requirements for all officers. More information can be found here: https://dcp.psc.gov/ccmis/Medical%20Affairs/MA_Periodic_Health_Update.aspx
- Discussed the upcoming Deployment Skills Webinars for 2020:
 - 26FEB2020 – Indoor Air Quality – LCDR Malashock and LCDR Beaucham
 - 2 MAR2020 – Shelter Sanitation – CDR Deptola, LCDR Gooch and CDR Ritter
 - 16APR2020 – Healthy Housing – CAPT Box and CDR Fish
 - 7MAY2020 – Food Safety - CDR Otto, LCDR Volkman and LCDR Ferry
 - June – No Training – USPHS Scientific Training Symposium
 - July TBD – Vector Identification and Control – CDR Laco
 - More to follow in the areas of Occupational Health and Safety, Solid and Hazardous Waste Management, Outbreaks and Infectious Diseases, Vessel Sanitation and Quarantine...
- Reviewed major initiatives along with the Deployment Skills Webinars, including plans to offer continuing education credit for attending webinars and completing feedback survey, creating Deployment Skills Role Webinar “Summary Sheets,” continuing to send Monthly Readiness Reminders, updating the SC SOP and legacy deployment guidance documents to align with existing RDB policies, and monitor trends in EHOPAC overall readiness percentages while helping to maximize the number of EHOs who are “Basic Ready.”
- Discussed need to quickly get EC/CPO/CCHQ review and approval on the proposed Readiness and Deployment Policy Webinar to ensure EHOs have access to the most current requirements while RDB updates the Readiness: Down to Basics Guide

Training and Events – CDR Raquel Williams and LT Samuel Frank

- Subcommittee Structure: 2 Voting Member Co-Chairs, 1 Executive Secretary, 3 Workgroups (Symposium Planning-Lead/Mid/Junior Planner and 2 volunteers, Events-3 members, and Training-4 members)
 - Subcommittee Meeting Status – Last meeting Tuesday 18 FEB2020 at 1030 MST, Next meeting Tuesday 17 MAR 2020 at 1030 MST
- Notable News:
 - Symposium Planning - COF/OASH Co-Sponsorship Agreement was approved and outlines new Symposium Planning roles/responsibilities
 - Symposium Planning Workgroup is currently working with EC and OASH to approve/finalize Category Day Agenda
 - 2020 USPHS Symposium being held at the Renaissance Phoenix Glendale Hotel, June 15-18th
- 2020 Major Initiatives (Recent Actions/Activities/Accomplishments):
 - Training and Events has renewed focus on all 4 PAC themes:
 - Strategic Collaboration: Have reached out to several organizations (USEHA, AMSUS, NEHA) to see how T&E/PAC can collaborate
 - Targeted Training: Focus on bringing more EHO specific training opportunities to the Category
 - Active and Adaptive Advertising: Training WG is currently developing new ways to advertise EHO training opportunities
 - Knowledge Sharing: Provide EHO specific trainings at conferences (i.e. NEHA) and remotely
- Current Needs:
 - Guidance from EC on specific trainings to seek out and advertise/promote
 - Information/updates about Symposium Planning Activities as outlined in the new Agreement
- Next Steps: Continue reaching out to organizations that we can collaborate with to provide training opportunities for EHOs

Other:

- ER310 Food Safety Issues in the Event of Disasters course was approved pre-conference at NEHA Annual Educational Conference (July 12-13th)
- Training Workgroup is working with CDR Hien Albright on logistics and promoting training
- Will have reserved slots for EHOs who would like to attend
- Registration details will be announced soon
- Events workgroup is currently planning/coordinating 2020 Springtime Atlanta Area EHO Social (further info/details to come)

IX. Adjournment – CDR Elena Vaouli

The meeting was adjourned at 1503 ET.