



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



Meeting #229 Minutes, 14APR20

I. Call to Order – CDR Elena Vaouli, Chair

The meeting was called to order at 1300 ET.

II. Roll Call – CDR Jess Otto for 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	Present	N/A
Bowser	Travis	CDR	Present	N/A
Darr	Charles	LCDR	Present	N/A
Deptola	Matthew	CDR	Present	N/A
Dittrich	Michelle	LCDR	Present	N/A
Erling	Doug	LCDR	Present	N/A
Frank	Samuel	LT	Present	N/A
Havranek	Jessica	CDR	Excused	LCDR Christian Witkovskie
Hunter	Candis	LCDR	Excused	LCDR Nakia Clemmons
Kupper	Drew	CDR	Present	CDR Krista Ferry
McLanahan	Eva	CDR	Excused	CAPT Peter Kowalski
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	CDR Erin Evans
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

- Most PHS activates are related to COVID-19
- CPOs received notice that PAC awards delayed
- USPHS Symposium postponed until 21-24 JUN 2021 at the same location. More information at <https://www.phscof.org/symposium.html>
- COSTEP application window is open 1 JUN – 30 SEP
- CCHQ is processing orders for JRCOSTEP. Preceptors please advise student and CCHQ know about JRCOSTEP location and date for reporting
- CCHQ to ask licensing and credentialing authority for upcoming licenses. NEHA does not plan to do blanket extension and will provide additional online trainings. Contact NEHA for more information.
- Note- Officers cannot upload waivers in CCMIS for BLS, PHUs, and APHT
- POM 821.76 on new deployment procedures. Please review at https://dcp.psc.gov/ccmis/features/Feature_2019NovelCoronavirus.aspx

IV. Chair Report – CDR Elena Vaouli

- Chair provided brief report including reviewing Corps-wide and EHO specific announcements like the cancelation of the Symposium, and impact on PAC work.
- Chair thanked the PAC members for their continued work and patience, and offered words of encouragement amidst deployments, event cancelations, and project delays.

V. Chair-Elect Report – CDR Jessica Otto

- Thank you so much for your patience and communication to keep us moving along. Please remember to let CDR Vaouli and myself know if you are going to deploy or extend.
- Available for any voting members and subcommittees that need any resources or questions answered. Feel free to reach out while CDR Vaouli transitions back from deployment and works through her backlog.

VI. Ex-Officio – CDR Michael Quinn

- The Combined PAC Chairs Group (CPCG) has not met since February due to ongoing COVID-19 response activities.

VII. Secretary/Treasurer Report – CDR Jess Otto for CDR Jessica Havranek

- Secretary Updates:
 - EHOPAC FEB minutes vote ended 17 MAR 2020. 17/19 VMs voted; 17 approved
 - EHOPAC MAR minutes vote ended MAR 2020. 16/19 VMs voted; 16 approved
- Treasurer Updates:
 - As a reminder, 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

- No updates – currently deployed

IX. Squad Reports

Awards – CDR Bill Bird

- The nomination deadline for the Thomas E. Crow Mentor Award, the John C. Eason Award, the Edward (Ted) Moran Award, and the John G. Todd Award closed on 6 APR 2020. Awards and Recognition SC received 8 Eason nominations, 5 Moran nominations, 3 Todd nominations, and 1 Crow nomination
- A SurveyMonkey has been sent out to Voting Members to cast their vote and the deadline for voting is COB 24 APR 2020

Career Development – CDRs Travis Bowser and Martin Smith

- Notable News
 - Work Plan 2020 Goals Completed (10%)
 - Milestones updated and submitted to EHOPAC Site
- 2020 Major Initiatives
 - Recent Actions, Activities, Accomplishments
 - Last Call 21FEB20
 - Finalized 2020 Work Plan, SOPs, Roster
 - Current Needs
 - None at this time
 - Next Steps
 - 2020 Work Plan Documents emailed to workgroups, will begin meeting and updating as needed
 - Next Meeting 17APR20

Communications – LCDR Michelle Dittrich

- LCDR Dittrich completed PCS from CDC to ATSDR. In pro tem status now. Updated info on APAN VM roster.
- The EHO Assessment (i.e. newsletter) will be released before the end of April.
- Social media workgroup continues to post EHO relevant content.
- Two Publications workgroup volunteers have been oriented and assigned to compile 2018-19 EHOs in Action photobook.
- Three new volunteers to the COMMS SC- they will work on officer leader profiles; fashioned after one-page profiles that were prepared for last year's PHS booth at the AMSUS conference. The EHOPAC volunteer roster in APAN has been updated.
- Will continue convening SC monthly and will hold ad hoc meetings as needed to move new projects forward.

Information Management – LT Doug Erling

- Selected and welcomed CDR Susan Shaffer and LCDR Beth Osterink as volunteers for the IT SC.
- Worked with NIH ListServ admins to fix issue where EHOPAC messages were blocked for FDA email addresses.
- The majority of the subcommittee volunteers are deployed so 508 compliance and website updates are delayed.
- Need additional volunteers to fill in gaps left by members that resigned after the call for new volunteers ended

Marketing and Recruitment – CDRs David Bales and Elizabeth Valenti

- Status
 - Next meeting is 4 APR 2020
 - Selected 8 new volunteers and made offers
 - 7 accepted; awaiting 1 response
- Recent Actions/Activities/Accomplishments
 - JRCOSTEP announcement
 - JRCOSTEP Open Window 1 JUN – 30 SEP
- Current Needs
 - Any boarded applicants?
 - Any information from CCHQ on JRCOSTEPS scheduled to report this summer?

Mentoring and Orientation – LCDR Charles Darr and LCDR Candis Hunter

- LCDR Charlie Darr deployed to PHS Headquarters, COVID-19 Command Operations Call Center (27 MAR 27-26 APR), LCDR Candis Hunter deployed to CDC/EOC Community Intervention Taskforce WASH Team (7 APR – 8 MAY); LT Rachel Forche deployed (11 APR to TBD).
- Convened our second M&O Committee meeting on 23 MAR.
- Submitted The EHO Assessment newsletter article about January 2020 EHO OBC Graduates
- Subcommittee Members and Volunteers
 - Selected 3 new committee members: LT Christine Lloyd, LT Phillip Mathis LT Anita Wade
- March OBC graduation on Friday, 27 MAR
 - 2 EHOs completed March OBC.
 - Unfortunately, due to protocol changes in response to COVID-19, graduation ceremony was closed to non-participants and EHOs could not participate to welcome them.
 - However, welcome packets will be emailed to them on behalf of M&O.
 - April OBC is cancelled.
- EHOPAC Mentoring Program
 - Matched 3 recent OBC graduates (protégés) with Mentors on April 1; provided information on mentoring program and guidelines.
- Began data analysis and cleaning from 2019 Mentoring Program Evaluation Survey
 - Target date to complete analysis- 15 MAY
 - Utilize survey responses and results to improve program

Readiness – LCDR Steven Merritt

- Check the RedDOG Self-Service Main Page within the Officer Secure Area regularly for new COVID-19 and other readiness updates such as the status of waivers for APFT, BLS, and PHU.
- EHOPAC Deployment Skills Webinars are on hold due to COVID-19 until further notice, not likely to resume until June or July.
- Seeking EHOs with COVID-19 deployment experience in running community-based testing facilities and conducting contact tracing for a future webinar.
- There is a new Deployment Procedures POM on CCMIS that is worthy of EHO attention as it has implications for both the COVID-19 response and future deployments.
- A Readiness Reminder is forthcoming with additional detail on the Deployment Procedures POM and the status of all RDB waivers for COVID-19.

Training and Events – CDR Raquel Williams and LT Samuel Frank

- Currently have several officers deployed including T&E Co-Chair who has been deployed since Feb.
- Next Subcommittee meeting will be held on 21 APR (next Tue) at 10:30 MST.
- Symposium postponed until next year 21– 24 JUN 2021.
 - Notified all of the presenters and sent out notice on ListServ
 - Question: what is the possibility of holding virtual training presentations remotely via webinar?
 - Question: should we keep the same presenters for next year or re-open call for new abstracts?
 - Please remember to cancel your hotel and travel if you haven't done so already
- Spring EHO Social in Atlanta is cancelled.
- Training WG is still working with CDR Albright to pre-register EHOs for ER 310: Food Safety Issues in the event of disasters (12 JUL) at the NEHA AEC.
 - Question remains as to if the NEHA AEC is still going to be held or cancelled. NOTE: NEHA has been cancelled since APR meeting.

X. Adjournment – CDR Elena Vaouli

The meeting was adjourned at 1438 ET.