



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



## Meeting #233 Minutes, 11AUG20

### I. Call to Order – CDR Michael Quinn, Ex-Officio for 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	Click or tap here to enter text.
Bird	Bill	CDR	Present	Click or tap here to enter text.
Bowser	Travis	CDR	Present	Click or tap here to enter text.
Darr	Charles	LCDR	Present	Click or tap here to enter text.
Deptola	Matthew	CDR	Excused	CDR Elisa Dubreuil
Dittrich	Michelle	LCDR	Present	LCDR Corey Butler
Erling	Doug	LCDR	Present	Click or tap here to enter text.
Frank	Samuel	LCDR	Present	Click or tap here to enter text.
Havranek	Jessica	CDR	Present	Click or tap here to enter text.
Hunter	Candis	CDR	Excused	Click or tap here to enter text.
Kupper	Drew	CDR	Present	LCDR Krista Ferry
McLanahan	Eva	CDR	Present	Click or tap here to enter text.
Merritt	Steven	LCDR	Present	Click or tap here to enter text.
Otto	Jessica	CDR	Excused	Click or tap here to enter text.
Quinn	Mike	CDR	Present	Click or tap here to enter text.
Smith	Martin	CDR	Present	Click or tap here to enter text.
Valenti	Elizabeth	CDR	Present	Click or tap here to enter text.
Vaouli	Elena	CDR	Excused	Click or tap here to enter text.
Williams	Racquel	CDR	Present	Click or tap here to enter text.

#### 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

- OBC for AUG with 21 AUG graduation date.
  - For the rest of the year the OBC will be virtual. We will be working with M&O to determine roles.
  - Update letter from CPO
    - Coin will be forthcoming
    - Info about mentoring
    - More personalized letter and information
  - There is a pause on applicant placement group who works with the boarded applicants and helps them navigate the process
  - CCHQ does not want CPO or PAC to reach out to boarded applicants.
    - If hiring official is looking to hire an applicant, it is advised the hiring official to work with the liaison
  - Town Hall
    - Update on deployments (almost 4,000 officers completed almost 7,500 deployments)
    - Surgeon general asked officers to amplify 3 Ws: **W**atch your distance, **W**ash your hands, **W**ear a mask
    - RADM Trent-Adams: Take care of yourself, take care of others
    - RADM Orsega hoping to have 300 ready reserve officers in the next year
  - Another town hall for CCHQ on 22 SEPT 2020
  - E-mail from RADM Taylor asking for feedback on AUG Town Hall and to ask questions and relay concerns for the 22 SEPT 2020 town hall.
    - Please respond to the email from RADM Taylor. CDR McLanahan has graciously volunteered to take comments by Friday of this week
  - Great time to recruit. Additional materials will be forthcoming.
  - New USPHS website. Ask officers to take the survey on the USPHS website.

### IV. Chair Report – CDR Michael Quinn for CDR Elena Vaouli

- Reminder: COAP presentation to EHOs today, 11AUG20 at 1430 ET
- Notable News - EHOPAC
  - Good news & appreciation
    - CDR Otto had healthy baby; all doing well!
  - EC Leadership Updates
    - Chair, CDR Vaouli, deployed 10AUG20 – 09SEP20
    - Chair-Elect, CDR Otto, currently on maternity leave
  - Looking forward to September 2020
    - Virtual Training Week confirmed, 08 - 11SEP20
    - ASH confirmed as guest speaker, 08SEP20
    - Proclaiming September as Environmental Health Month
- Recent Actions, Activities, Accomplishments
  - Strategic Collaborations
  - Targeted Training
  - Active & Adaptive Advertising
  - Knowledge Sharing
- Spotlight on September EH Month

- What activities are confirmed? Dates?
  - Virtual training week, 08 – 11SEP20
- What activities are tentative? Leads?
  - About EHOPAC pop-up talk, Chair
    - Any volunteer speakers?
  - 2021 EHOPAC VM opportunities pop-up talk, Chair
- How can the EC help coordinate advertising?

## V. Chair-Elect Report – CDR Michael Quinn for CDR Jessica Otto

- Working closely with IT to update EHOPAC website and cataloging changes

## VI. Ex-Officio – CDR Michael Quinn

- New initiative allowing potential officers to apply to PHS prior to completing training programs. This is in progress for the medical categories. Looking to extend this to other categories
- Information about revised awards processes will be distributed soon. Presentation should be available for all the PAC Chairs soon

## VII. Secretary/Treasurer Report –CDR Jessica Havranek

### Secretary Updates

- Please look at your volunteer rosters and begin assessing needs based on time limits (3 years)
  - Three-year limitation to serve on each subcommittee. Can't just switch roles on the sub-committee. There is a waiver process in place with a transition plan in place.
- Coins Vote Closed 30JUL
  - Yes:15/No:0/Abstained:0/Didn't Vote:4
- Award Vote Closed 28JUL
  - Yes:16/No:0/Abstained:0/Didn't Vote:3
- July Minutes Voting Window Closed 10AUG
  - Yes:17/No:0/Abstained:0/Didn't Vote:2

### Treasurer Updates

- Projected Account Balance - \$3184.98 - \$1110 (for coins) = \$2074.98
- Total Coin Balance 77

## VIII. Executive Committee Liaison Report – CDR Eva McLanahan

- Compiling EHO feedback on Town Hall for CPO. Received feedback from 12 officers thus far. Encouraged EHOPAC VMs to speak with officers in their agencies and submit feedback. All feedback will be compiled anonymously.
- Working to get anonymous feedback system online by end of August – will utilize either Max.gov or SurveyMonkey.com.
- New JOAG EHO Voting Member announced – LT Sandra Carpio – begins term 01OCT20

## IX. Squad Reports

### Awards and Recognition – CDR Bill Bird

- SC Structure: CDR Bill Bird (Chair), CDR Jamie Mutter (Volunteer)
- Notable News:

- 10 awards have been ordered for EHOPAC award winners 2020 and 2021.
- Coordinated with COAP to present on the changes to the awards policy – 11AUG20 1430-1530 ET
- 2020 Major Initiatives
  - Continue to update the 2018 EHO Awards Overview go-to packet
  - Current Needs -None

## Career Development – CDRs Travis Bowser and Martin Smith

- Notable News
  - Work Plan 2020 Goals Completed (80%)
    - Work Plan documents updated
    - Waiting on approval of Benchmarks
- 2020 Major Initiatives
  - Recent Actions, Activities, Accomplishments
    - Last Call 17JUL20
    - Finalized 2020 Work Plan, SOPs, Roster
    - Workgroup meeting 06AUG20 EHOPAC Training Week, next 14AUG20
  - Current Needs
    - None at this time
  - Next Steps
    - Next Meeting 21AUG20

## Communications – LCDR Michelle Dittrich

- Thanks to Voting Members (VMs) that contributed content for the August edition of the *EHO Assessment*. The publication was prepared by LCDRs Tyler White and Matt Kozler and will be released before the end of the month. A call for content for the October edition will be sent to the VMs the first week of September.
- CDRs Melva Palmer and Bryan Christianson are staffing the compilation of the next edition of the EHOs in Action photobook. If officers have photos they would like to contribute from 2018-2020 send them to [Melva.Palmer@fda.hhs.gov](mailto:Melva.Palmer@fda.hhs.gov).
- COMMS is now posting content on the EHOPAC LinkedIn group: <https://www.linkedin.com/groups/3778002/>. Feel free to join. The platform is being used to announce job vacancies. If a vacancy is distributed through the EHOPAC listserv COMMS will pick it up and post it on LinkedIn. If you have any questions related to the group please can contact LCDR Kristin Szenderski at [Kristen.Szenderski@fda.hhs.gov](mailto:Kristen.Szenderski@fda.hhs.gov).
- CDR Danielle Mills and LCDR Dana Williams are leading a new project this year titled, Officer Leaders Profiles. The one-page profiles are anticipated to highlight leaders within the category and will be published on the EHOPAC website and linked to issues of the *EHO Assessment*. Keep an eye out for an inaugural profile.

## IT – LCDR Doug Erling

- AUG EHO Assessment has 508 check completed and should be uploaded once final checks are complete
- JUL minutes completed 508 check and should be uploaded soon
- Upload EHOPAC resources page
  - Taking down all old links and making changes that were requested
- New promotion templates (CV, OS, ROS, and Continuing Ed Summary) will be uploaded soon.
- APAN presenting challenges. If you have issues, please contact IT.
  - Minute editing is challenging
- Listserv has issues with e-mails bouncing. Recommend EHOS subscribe with a personal email.
- If you want a survey platform, APAN is only for APAN users. Need a different platform such as SurveyMonkey.
- Working on assembling training videos for workgroups and considering FAQs for troubleshooting problems. Looking for input from voting members.

## M&O – LCDR Charles Darr and CDR Candis Hunter

- Mentor Program Update
  - M&O is preparing to initiate the open calls for EHOs interested in participating in the upcoming mentoring year as a protégé or mentor. Soon, we will be sharing the solicitation email for the program with a deadline to express interest by Monday, September 14.
  - Matching for program participants is to be completed by October followed by a training webinar to orient EHOs to the program.
- OBC- virtual for August and September
  - Asked by COTA to provide resources to provide OBC officers during the “open house.” M&O will be updating the EHOPAC Mentoring Brochure as part of request.
  - July OBC – 2 EHOs graduated in July: LTs Keri Walker and Christina Waters both assigned to the FDA with duty stations in Georgia. M&O will be sending them an e-welcome packet on behalf of the EHOPAC.
- Submitted write up to the EHO Assessment on the Mentoring Program Evaluation Results.
- Action Item – Follow up with RADM Taylor on outreach and materials for OBC graduates

## M&R – CDRs David Bales and Elizabeth Valenti

- Status
  - Next meeting is August 12, 2020
- Recent Actions/Activities/Accomplishments
  - JRCOSTEP Open Window: June 1 – September 30, 2020
  - Recruitment Webinar
- Current Needs
  - Call to Active Duty (CAD) Candidates:
    - Current pool of highly qualified applicants
    - Hiring Officials should work with Agency Liaison for applicant information
    - List of Agency Liaisons: [https://dcp.psc.gov/ccmis/PDF\\_docs/sgpac.pdf](https://dcp.psc.gov/ccmis/PDF_docs/sgpac.pdf)
  - Adopt-a-School Reps needed:
    - Fort Valley State University – Fort Valley, GA
    - Mississippi Valley State University – Itta Bena, MS
    - West Chester University, Pennsylvania – West Chester, PA

## Policy and Standards – CDR Andrew Kupper

- EHO Retirement letter
  - Has been submitted to EC for feedback

## Readiness – LCDR Steven Merritt

- Waivers are still in place for BLS, APFT, and PHU. Recommend officers do what they can to complete these requirements, if possible, whenever they can during the PHE to prevent falling out of compliance when it ends. Remember that you must contact RDB (via [PHSReadiness@hhs.gov](mailto:PHSReadiness@hhs.gov) or the Readiness Assistance Form) to remove waivers before APFT data can be entered into the RedDOG Self-Service Application. It is likely that the current waivers will be extended beyond the current expiration date of October 2. Will alert the PAC about waiver extensions in coming Readiness Reminders.
- “Safety Officer in a Pandemic” Webinar is rapidly approaching. Will be held on 27AUG20 @ 1400 ET via a 90-minute Adobe Connect session. Information in the most recent Readiness Reminder. 7 EHO presenters are all recently deployed EHOs with a great depth of expertise in the following areas: Hazard Assessment, Mitigation, and Risk Communication; Managing a Respiratory Protection Program; Infection Prevention and Control; Personal Protective Equipment; and Administrative Controls, and Reporting Incidents/Accidents.

- Working with T&E to ensure the AC moderation for the VTS is seamless and several Readiness SC volunteers are working on a Ventilation and IPC presentation in substitute for the Radiation Safety session that would've been a bit less relevant in our current operational environment.
- Reminder that the NDMS Summit in Orlando, FL, the UNMC COVID-19 PPE and Skills Training Courses in Omaha, NE, and the RDB COVID-19 Testing and Contact Tracing Courses in Washington, DC have been postponed or cancelled. Any updates will be pushed out in the EHO Assessment and/or Readiness Reminders.

### **T&E – CDR Raquel Williams and LCDR Samuel Frank**

- The Virtual Training Series (VTS) will be held on September 8-11, 2020 (1300-1500 EST)
- T&E has announced the save-the-date for the VTS via multiple platforms (EHOPAC Facebook page, EHO ListServ, and a future announcement in the EHO Assessment is forthcoming)
- A logistics meeting with the ASH's office is scheduled for August 12, 2020
- T&E has confirmed the virtual training speakers, and is working on identifying alternates, should deployments change presenters' availability

### **X. Open Discussion**

- Need for safety officers to deploy early
- Continuing to work with agencies who are interested in hiring EHOs

### **XI. Adjournment – CDR Michael Quinn**

The meeting was adjourned at 1414 ET