



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



Meeting #234 Minutes, 13OCT20

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	Present	N/A
Bowser	Travis	CDR	Present	N/A
Darr	Charles	LCDR	Present	N/A
Deptola	Matthew	CDR	Present	N/A
Dittrich	Michelle	LCDR	Excused	LCDR Corey Butler
Erling	Doug	LCDR	Present	N/A
Frank	Samuel	LCDR	Present	N/A
Havranek	Jessica	CDR	Present	N/A
Hunter	Candis	CDR	Present	N/A
Kupper	Drew	CDR	Present	LCDR Krista Ferry
McLanahan	Eva	CDR	Present	N/A
Merritt	Steven	LCDR	Present	N/A
Otto	Jessica	CDR	Present	LCDR Mark Otto
Quinn	Mike	CDR	Present	N/A
Smith	Martin	CDR	Present	N/A
Valenti	Elizabeth	CDR	Excused	CDR Monique Lester
Vaouli	Elena	CDR	Present	CDR Erin Evans
Williams	Racquel	CDR	Present	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

- Discussing category appointment standards with the Deputy Surgeon General today
- Town Hall
 - The September Town Hall was held 22 & 24 SEP. Sessions were recorded and will be put into the resources of CCMIS
 - Next Town Hall will be 27 OCT 1330– 1530 EDT to follow up with this Town Hall. Discuss action items and address questions from the field
 - Agree on metrics to show during the call
 - Transparency has been a priority
- SG Call to Action Report Released- Controlling Hypertension - <https://www.hhs.gov/about/news/2020/10/07/surgeon-general-releases-call-to-action-on-hypertension-control.html>
- COA/COF was successful in getting leave carryover approved. Officers can carryover >60 days of leave from FY20
 - Must be used by FY23
- Issues related to USPHS.gov website for EHOs will be addressed in the very near future

IV. Chair Report –CDR Elena Vaouli

- Notable News – Celebrating EHOPAC Successes!
 - Our SCs:
 - Virtual Training Series held (T&E, CD, Readiness, Awards)
 - Website updates made (IT)
 - Webinars held (Readiness, M&R, CD)
 - Retiree recognition SOP developed (P&S, History)
 - 2020 Mentoring Program application window launched (M&O)
 - EHO Officer Leader Profiles SOP developed; soon to launch (COMMS)
 - Our EC:
 - World Environmental Health Day observed (CPO)
 - Proven strength in continuity of leadership and operations (Ex-Officio)
 - EHOPAC Anonymous Feedback resurrected (Liaison)
 - EHOPAC admin & finances in order (Sec/Treas)
 - New VM nomination process in progress (Chair/Chair-Elect)
- Notable News – EHOPAC
 - EC Leadership Updates
 - Chair-Elect, CDR Otto – currently on maternity leave
 - Liaison, CDR McLanahan – transferred from ATSDR to CDC
 - VM Updates – 4 PRO TEMs
- Notable News – EHOPAC EC Nominations
 - 2021 Exec Committee (EC) Nominations
 - Positions available: Chair-Elect, Sec/Treasurer, EC Liaison
 - Chair solicits nominees
 - Candidacy speeches made at November PAC Meeting (≤5 min)
 - Elected by majority vote; voting by email
- Recent Actions, Activities, Accomplishments
- ** Please share updates during Open Discussion**

- Strategic Collaborations
- Targeted Training
- Active & Adaptive Advertising
- Knowledge Sharing
- Current Needs - SC ACTION ITEMS
 - By November:
 - Present status of 2020 projects at November PAC meeting
 - Summarize 2020 accomplishments
 - By December:
 - Succession Planning
 - SOP Tweaking
- Next Steps
 - Chair/EC rounding at upcoming SC meetings
- Reminders
 - Two more EHOPAC meetings:
 - Tues, Nov 10th - Business
 - Tues, Dec 8th – General
 - Submit new VM votes by Tues, Nov 3rd

V. Ex-Officio – CDR Michael Quinn

- Email distributed from CCHQ regarding the suspension of voluntary retirements/separations. This will likely not be extended. It may be moved up to MAR or FEB 2021.
 - 1200 Officers impacted by suspension
 - Call with officers who are eligible to retire during the same time frame
- Continuing to work with EHAC. Revising academic standards for current programs. May be reaching out to EHOs for additional feedback/info
- Combined PAC Chairs revising organizational documents including bylaws

VI. Secretary/Treasurer Report –CDR Jessica Havranek

Secretary Updates

- August Minutes Voting Window Closed 31AUG
 - Yes:18/No:0/Abstained:0/Didn't Vote:1
- Vote to reimburse postage costs for M&O due 19OCT20
- No September 2020 minutes (Virtual Training Series was held in place of the meeting.)

Treasurer Updates

- Projected Account Balance - \$3,184.98 - \$1,110 (for coins) - \$22.15 for shipping coins to CDR Otto - \$735.48 for awards and shipping = \$1,317.35
- Planned expenditures include photobook and mailers for coins for retirees and new EHOs which should spend down the remaining funds
- Coins are now being held by CDR Otto, Chair Elect

VII. Executive Committee Liaison Report – CDR Eva McLanahan

- JOAG started a new operational year
 - EHOs in leadership roles – Chair and Vice-Chair
 - Call for volunteers – Questions? Contact LT Sandra Carpio

- EHOPAC Anonymous Feedback System
 - Received 7 comments/questions

Remember to include at the bottom of your signature and share with your SCs

VIII. Presentation

Discussion of the 2021 VM Applicants – CDR Elena Vaouli

- 5 vacant seats, 22 applicants

Status of Applicants

- DOI applicant for OPEN II Seat
 - Currently at CDC
 - Eligible to run for DOI seat now because:
 - will be at DOI by start of VM term (Jan 1, 2021)
 - has DOI supervisory approval
 - VM Alternates
 - 3 VM alternates have applied:
 - CDR Evans – ATSDR
 - LCDR Ferry – FDA
 - LCDR Butler - OPEN II
 - They will recuse themselves from voting for all candidates in their respective VM categories
 - Pro Tem Nominee
 - CDR Kupper, current Pro Tem of FDA seat, now at CDC
 - Running for 2nd term in the CDC seat
 - He will recuse himself from voting for all candidates in the CDC category

Ground Rules

- All applicant information and discussion/evaluation of applicants must remain confidential and internal to EHOPAC VMs or their alternates
- If you are unable to objectively evaluate an applicant for any reason, you may recuse yourself from the entire voting process or elect not to vote for a specific candidate
- We will allow open discussion of applicants' merits as well as concerning factors, emphasizing the goal of remaining respectful, appropriate, and confidential

Discussion Approach

- We will discuss applicants in groups by vacant seat (CDC, IHS, At-Large, EPA, DHS, Open)
- We will not discuss each applicant individually
- VMs should comment on the merits of or concerns about individual candidates
- We will discuss the 3 ATSDR and the 1 NIH candidates in their respective groups, noting they are also eligible for the Open seat
- For discussion of the Open Agency vacancy, we will only discuss the 3 other (non-ATSDR, non-NIH) applicants
- VM Alternates and Pro Tem nominees will not participate (listen nor discuss) in confidential discussions of applicants in their respective categories

Overview of Surveys and Scoring

- VMs will receive links to 5 different surveys corresponding to the 5 groups of agency vacancies
- Each survey has 10 questions

- The maximum score an applicant can attain is 140 points
- You must enter a numerical score in each text box or enter “N/A” if you recused yourself
- You will either select a score from a range of scores or select an exact score from only two options
- Applicant(s) with the highest score(s) in each group will be designated as the new 2021 VMs (pending readiness verification)
- In the event of ties, the EC will determine special election measures

Overview of Surveys and Scoring: Questions

1. Do you recuse yourself from this entire vote?
2. Do you recuse yourself from voting for a specific candidate?
3. Has the applicant volunteered on the EHOPAC, and if so, did he/she demonstrate growth in leadership?
 - Volunteered, showed significant growth (30 – 35 points)
 - Volunteered, showed moderate growth (20 – 25 points)
 - Volunteered, showed minor growth (10 – 15 points)
 - Did not volunteer (0 points)
 - N/A
4. Does the applicant have recent (past 3 years) volunteer experience on the EHOPAC?
 - Yes (10 points)
 - No (0 points)
5. How likely is the applicant to be a successful and contributing EHOPAC VM?
6. Based on the applicant’s leadership training and experience, does the applicant possess the skills and attributes to effectively lead a SC or fill an EC role?
7. How well does the applicant’s personal statement clearly articulate a vision and purpose for becoming a VM?
8. How well does the applicant demonstrate a sincere interest in and awareness of current EHOPAC activities, initiatives and priorities?
9. Is the applicant interested in serving as a non-VM for EHOPAC SCs if not elected as a VM?
10. Please type your name (Last, First) and enter date completed (mm-dd-yyyy) to affirm you have completed survey...and will keep confidential all matters related to the selection of VMs.

Timeline of Next Steps

- | | |
|---|-----------------|
| • VM discuss applicants | 13OCT20 |
| • VMs receive 5 surveys | 13OCT20 |
| • VMs score applicants via SurveyMonkey (3 weeks) | 13OCT20-03NOV20 |
| • New VMs announced at November Business Meeting | 10NOV20 |

Discussion of Applicants – Redacted (Confidential)

Evaluation of EHOPAC Virtual Training Series – CDR Elena Vaouli

- What did we expect to happen, and what actually occurred?
- What went well and why?
- What could we do better and how?
- Should we do another VTS?
 - Comments
 - 4 days available to 300 EHOs at no-cost
 - Multi-day event to increase attendance and participation
 - 80-100 officers logging in each day
 - Assistant Secretary of Health addressed audience

- Able to obtain cross-subcommittee participation
- Put together a lessons learned document
- Comments
 - Ensuring that backup presenters were identified
 - Keep the virtual option for those who can't attend in person
 - Query officers to learn about their interests and evaluate to learn about successes
 - A lot of work that goes into the content and prep. Limiting to two presenters is ideal so coordination is easier
- Unsure what the future will hold and not knowing if/how Category Day will happen. Need to balance the benefits of virtual vs meeting in person

IX. Open Discussion

- Slides and link to survey monkey links will be distributed shortly.
- Reminder about confidentiality

X. Adjournment – CDR Elena Vaouli

The meeting was adjourned at 1458 ET