



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



Meeting #235 Minutes, 10NOV20

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 | Present | N/A |
| Erling | Doug | LCDR | Present | N/A |
| Frank | Samuel | LCDR | Excused | CDR Jeff Conner |
| Havranek | Jessica | CDR | Present | N/A |
| Hunter | Candis | CDR | Present | N/A |
| Kupper | Drew | CDR | Present | LCDR Krista Ferry |
| McLanahan | Eva | CDR | Present | 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 |
|-----------|------------|------|-----------------------------|
| Butler | Corey | LCDR | DOI- Secretary Subcommittee |

III. Chief Professional Officer Report – RADM Kelly Taylor

- Many activities happening behind the scenes
 - Town Halls
 - 27OCT20 USPHS Town Hall was a combined strategic and tactical meeting
 - Anticipate the same format for future meetings
 - Leadership will continue to discuss action items to keep a running tab on their commitment to officers and improve officer morale
 - Town halls will occur every month. There will be a tactical component to these meetings.
 - 17NOV20 town hall will be focused on promotions
 - A survey monkey was distributed, and officers are encouraged to respond and ask questions
 - CPOs expected to take a more active role with town halls
 - This change in format highlights new commitment to improve communications
 - Assistant Surgeon Generals and CPOs will now have the opportunity to comment on new policies prior to policy distribution
 - New Leadership Council chaired by RADM Giberson
 - CPOs will be reviewing charter and going over doctrine
 - Also, weekly meeting with the OSG
 - PHS will be releasing metrics regarding progress on call to duty. Currently 158 officers/500 have been called to duty. Over 300 officers have retired
 - PHS has rolled out a new recruitment strategy. Additional information about the use of materials will be forthcoming
 - PHS also releasing information about COVID-19 infection numbers. As of October, 114 PHS have tested positive and PHS had 24 active cases
 - AMSUS virtual meeting is scheduled for 6-9 DEC. All categories encouraged to participate
 - There is a new COER system. There have been issues, however, deadlines have not changed. All officers are encouraged to be mindful of deadlines, especially if up for promotion
 - Counseling will start for officers in the bottom quartile. RADM Taylor has asked senior officers to assist

IV. Chair Report –CDR Elena Vaouli

- Notable News – Celebrations!
 - Welcome back Chair Elect CDR Jess Otto!
 - Congrats to CDR McLanahan for EC Liaison term extension!
 - Congrats LCDR Darr & Family, welcome Baby Elliot Joseph!
 - Congrats new 2021 Voting Members!
 - Kudos to SCs for:
 - COMMS - EHO Assessment published 22OCT20
 - CD – PY 2021 Benchmarks shared 06NOV20
 - M&O – Mentor matches, trainings launched OCT–NOV 2020

- Recent Actions, Activities, Accomplishments
 - **** Please share updates during Squad Reports****
 - Strategic Collaborations
 - Targeted Training
 - Active & Adaptive Advertising
 - Knowledge Sharing
 - T&E, M&R – AMSUS planning support
- 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:
 - One more EHOPAC meeting:
 - Tues, Dec 8th – General
- Other Items: VM Spotlights
 - LCDR Charlie Darr, Open 1 (HRSA)
 - CDR Michelle Dittrich (ATSDR)

V. Chair-Elect – CDR Jessica Otto

- CY21 EHOPAC Voting Member Election Results
 - CDR Andrew Kupper – CDC
 - LCDRs Krista Ferry & Steven Galvez – FDA
 - CDR Erin Evans – ATSDR
 - LT Kathryn McNamara – NIH
 - LCDR Corey Butler – OPEN II
 - Hot wash forthcoming
- Planning for CY21
 - Gathering feedback/making placements
 - Wrapping up outstanding tasks

VI. Ex-Officio – CDR Michael Quinn

- Combined PAC Chairs Update
 - Meeting next week to elect upcoming officials
 - CDR Mutter will be continuing to serve as executive secretary
 - Initiatives
 - Developing bylaws for group
 - Initiative to have cross category collaboration at the subcommittee level
 - Marketing and recruitment and career development two areas of interest
- Thank you CD and M&O for the file review
- Exploring expanding locations for EHO assignments
 - Four positions recently announced within Indian Affairs (BIA and BIE) as they stand up their public health program
 - Meeting last week with USGS. Looking for IH and Health Physics Officers
 - Two other DOI Offices, NASA, and USFS, NTSB, and NOAA interested in hiring EHOs
- Partnering with EHAC. All assessments will be virtual. One practitioner spot will be open. CAPT (ret) Williams' position will be opening up. If interested contact CDR Quinn

VII. Secretary/Treasurer Report –CDR Jessica Havranek

Secretary Updates

- October Minutes Voting Window Closed 03NOV20
 - Yes:17/No:0/Abstained:1/Didn't Vote:1
- Thank you letters:
 - Per the bylaws, each subcommittee chair needs to prepare and submit to each subcommittee volunteer a thank you letter at the end of each year's service. Look for the template in email dated 10OCT20, or in APAN in the templates folder
- Volunteer Solicitation:
 - A 2021 tab has been added to the volunteer roster in APAN. Highlighted the start dates for the volunteers whose terms have or will be expiring. Recall that non-voting SC members may only serve on one subcommittee at a time and may serve no more than a 3-year term. They may extend 1 year for special circumstances supported by both the SC Chair and the EHOPAC Chair. Please document extensions in the volunteer roster
 - Consider needs for CY21, succession planning, and replacing volunteers rotating off. Confirm the remainder are willing and able to continue to serve. Also, maybe the SC has more work than volunteers and needs additional help. Or maybe volunteers aren't being put to work and the SC needs fewer volunteers
 - Please update the roster for volunteers approved to extend and remove officers rotating off in the 2021 tab by 01DEC20
 - Let volunteers who need to rotate off know that their terms are expired/expiring and encourage them to apply via the volunteer solicitation process
 - Look for an email this week from CDR Holly Miller regarding volunteer solicitation for CY21. She will be requesting the number of volunteers you will need for CY21 and the job duties/responsibilities for those positions for each subcommittee. The due date will also be set for 01DEC20

Treasurer Updates

- Account Balance - \$1,282.65
 - Expenditures
 - \$34.70 for shipping coins and welcome packets to 4 new EHOs
 - Voting Window Closed 19OCT
 - Yes:16/No:0/Abstained:0/Didn't Vote:3

VIII. Executive Committee Liaison Report – CDR Eva McLanahan

- EHOPAC Anonymous feedback system operational. Collected 8 comments to date; 7 have been addressed. 1 was received last weekend. We are responding directly to officers who provide contact information and other comments are addressed in the EHO Assessment
- Used SurveyMonkey to collect anonymous comments and questions regarding promotions to be forwarded to CCHQ for next Town Hall. Four officers responded
- AMSUS – As RADM Taylor said, AMSUS meeting will now be virtual. The SG is encouraging PHS participation. Email will be sent listserv with more information about the conference. Thanks to M&R, Readiness, and T&E for assisting in coordinating virtual booth representatives, speakers, announcements. EHOs on the AMSUS planning committee include CDR Robert Horsch, LCDR Latasha Allen, and LCDR Kimberly Smith. We are aiming for a more organized or formal EHOPAC involvement next year
- December – Plan to have brief liaison reports during the open PAC meeting

IX. Presentations

EHOPAC 2021 Executive Committee Self-nominations – CDR Jessica Otto

- Two self-nominations were put forward for each open Executive Committee seat, Chair-Elect and Secretary/Treasurer
- The vote request was sent on 10NOV20 to VMs by CDR Otto via email. Vote is due 19NOV20

X. Squad Reports

Awards and Recognition – CDR Bill Bird

- 2020 Accomplishments:
 - 10 awards for EHOPAC award winners in 2020 and 2021
 - Coordinated with COAP to present on the changes to the awards policy
- 2020 EOY GOALS
 - Continue to update the 2018 EHO Awards Overview go-to packet to be completed by 01FEB21

Career Development – CDRs Travis Bowser and Martin Smith

- Notable News
 - Work Plan 2020 Goals Completed (80%)
 - Work Plan documents updated
 - PY21 Benchmarks posted by CCHQ (no changes)
 - EHOPAC website updated

- 2020 Major Initiatives
 - Recent Actions, Activities, Accomplishments
 - Last Call 16OCT20
 - Finalized 2020 Documents
 - Promotion counseling currently ongoing w/RADM Taylor
 - Webinar upcoming with her selected counselors
 - Working w/M&O for end of year eOPF review and mentoring
 - Priorities: complete counseling; eOPF file review; routine EOY duties
 - Next Meeting 20NOV20

Communications – LCDR Michelle Dittrich

- Thanks to Voting Members that contributed content for the October edition of the *EHO Assessment*. The publication was prepared by LCDRs Tyler White and Matt Kozler. Content for the December edition is due by 23NOV20. A special thanks to the IT Subcommittee for always offering prompt and thorough 508 compliance reviews before distribution!
- CDRs Melva Palmer and Bryan Christensen are staffing the compilation of the 2018-2020 edition of the *EHOs in Action* photobook. COMMS will finalize a draft by 01DEC20 for printing mid-December. RADM Taylor will present the book to the OSG as a report for the category. Thanks to everyone who contributed photos!
- A reminder that COMMS is now posting content on the EHOPAC LinkedIn group. Feel free to join. <https://www.linkedin.com/groups/3778002/> If you have any job-related content for LinkedIn or EHO relevant content for Facebook please send to Kristen.Szenderski@fda.hhs.gov
- CDR Danielle Mills and LCDR Dana Williams are leading a new project this year titled, Officer Leader Profiles. They have developed an SOP, supporting documents, and a one-page template. Profiles will highlight leaders within the category, and the inaugural profile is anticipated to be released in the December *EHO Assessment* and posted on the EHOPAC website
- COMMS turnover has been assessed, and a list of vacancies was reported for the next operational year
- COMMS volunteers have done a fantastic job this year! Letters of appreciation will be sent acknowledging their contributions and thanking them for their service

IT – LCDR Doug Erling

- Recent Actions
 - Posted October issue of the EHO Assessment
 - OCT minutes posted
- 2020 Accomplishments
 - Published all requested products to website despite multiple member deployments
 - Recorded APAN/Listserv and EHOPAC website trainings for IT SC members
 - Updated APAN training for VMs
- End-of-year Wrap-up
 - Succession planning complete
 - LOAs in progress
 - Reconcile volunteer roster in progress
- Future Needs
 - 508 compliance strategy for video recordings
 - ~7 volunteers for the next operational year; liaison, 508 compliance, APAN/Listserv, and EHOPAC website (all at end of 3-year volunteer period or extensions).

M&R – CDRs David Bales and Elizabeth Valenti

- Status
 - Will meet with Workgroup Leads to fill/confirm key positions for 2021
- Recent Actions/Activities/Accomplishments
 - Three volunteers identified to staff the AMSUS virtual booth
- Current Priorities
 - LOAs
 - Determine members for 2021 key positions
 - Follow-up on any additional needs for AMSUS virtual booth and/or volunteers
- Current Needs
 - CC Town Hall: Push for recruitment
 - Any update on Boarded Applicant List? How can we support applicants and assist with securing positions?
 - RADM Taylor will connect with CDR Bales regarding how the AAP Workgroup may be utilized in 2021

M&O – CDR Candis Hunter and LCDR Charles Darr

- Reviewed and matched 48 pairs of mentors/proteges for the Mentoring Program
 - Kudos to LCDRs Kerton Victory, Matthew Ellis, and Phillip Mathis for excellent coordination and organization of the mentoring matching database
 - Mentor/protégé matching letters in process for distribution
 - Mentor Program Training for mentors scheduled 09NOV20 at 11AM ET and proteges, 12NOV20 at 11AM ET
- Distributed EHOPAC Welcome packets and coins to all OBC graduates; No August or September EHO OBC participants were identified; one October OBC graduate identified per RADM Taylor
 - Current coin balance for M&O = 2
- Conducted M&O subcommittee meeting on 26OCT20. Next meeting is 23NOV20. Follow up action items include:
 - Updating EHOPAC Mentoring Brochure and OBC Open House items
 - Submitting Mentoring Moment and Tips (MMT) to the December edition of the EHOPAC Assessment
 - Preparing for 2019-2020 Mentoring Program Evaluation Survey
 - Reviewing Mentoring Program training and seeking input from former M&O Subcommittee Chairs

Policy and Standards – CDR Andrew Kupper

- EHO Retiree Recognition Process
 - Previously no formal process to acknowledge retiring officers for their service
 - Designed to solicit retiring officers & provide a formal recognition letter(s) on behalf of category
 - Semiannual email via listserv requesting participation & information
 - Letters highlight career achievements and contributions to assigned agencies, PHS, and EHO Category
 - Additional EHOPAC specific letter for PAC members
 - Wet signature by CPO/PAC Chair & mailed with challenge coins
 - Process to be managed by History Subcommittee

Readiness – LCDR Steven Merritt

- Readiness requirements deferred until 31MAR2020. Retention weight standards are not waived. Recommend officers complete APFT, BLS and PHU as soon as possible, pandemic permitting
- Flu shots are due before the end of the year. Recommend getting those entered and uploaded into eDOC-U no later than Thanksgiving. Check TRICARE website for pharmacy locations
- Readiness Reminders and EHO Assessment Blurbs – Sent out numerous Readiness Reminder emails, highlighting policy changes and important reminders to enhance
- Deployment Skills Webinars – Completed 2 this year (IAQ and SOFR in a Pandemic) and supported T&E VTS (HVAC and Ventilation). Currently working on another two DSWs – ASPR Logistics and ESF-10 Intra-Agency Deployments (USCG/EPA). Potential presenters continue to be wrapped up with deployments.
- Also working to coordinate and support EHO speakers for the AMSUS USPHS Day
- Closing out the SOP updates, working to get website updated to include all DSWs conducted to date, doing succession planning for 2021 and completing LOAs
- Will have numerous volunteer requests for Readiness in 2021 along with workgroup leadership changes internally
- Next Readiness All-Hands Meeting is scheduled for Monday, 16NOV2020 at 1300 ET
- Upcoming initiatives include continuing the DSWs, expanding coordination with T&E for EHO specialization, and getting approval/assistance from CCHQ on the “Readiness & Deployments in the Commissioned Corps” presentation for the PAC ahead of deadline for readiness waivers

T&E – CDR Conner for CDR Raquel Williams and LCDR Samuel Frank

- Notable News
 - AMSUS Virtual Conference:
 - Partnering w/ M&R on Virtual Booth
 - Symposium Planning
 - Selected new Jr. planner, LCDR Steven Galvez
 - Continuing to reach out to COF planners for any updates regarding 2021 Symposium planning efforts
 - Training WG
 - Working on establishing a training specific Listserv to advertise upcoming trainings/webinars to EHOs

XI. Open Discussion

- Reminder: Volunteers rotating off subcommittees should to reapply at open recruitment which will go out in the DEC-JAN 2020/2021 timeframe.

XII. Adjournment – CDR Elena Vaouli

The meeting was adjourned at 1505 ET