



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



Meeting #237 Minutes, 09FEB021

I. Call to Order –CDR Jessica Otto, Chair

The meeting was called to order at 1301 ET.

II. Roll Call –LCDR Corey Butler, 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	Excused	LCDR Joplin
Bird	Bill	CDR	Present	Click or tap here to enter text.
Bowser	Travis	CDR	Present	Click or tap here to enter text.
Butler	Corey	LCDR	Present	Click or tap here to enter text.
Darr	Charles	LCDR	Present	Click or tap here to enter text.
Dittrich	Michelle	CDR	Present	Click or tap here to enter text.
Erling	Doug	LCDR	Present	Click or tap here to enter text.
Evans	Erin	CDR	Present	Click or tap here to enter text.
Frank	Samuel	LCDR	Present	Click or tap here to enter text.
Ferry	Krista	LCDR	Present	Click or tap here to enter text.
Galvez	Steven	LCDR	Present	Click or tap here to enter text.
Havranek	Jessica	CDR	Present	Click or tap here to enter text.
Hunter	Candis	CDR	Excused	LT Clemmons
Kupper	Drew	CDR	Present	Click or tap here to enter text.
McLanahan	Eva	CDR	Present	Click or tap here to enter text.
McNamara	Kathryn	LT	Present	Click or tap here to enter text.
Merritt	Steven	LCDR	Present	Click or tap here to enter text.
Otto	Jessica	CDR	Present	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.
Vaouli	Elena	CDR	Present	Click or tap here to enter text.
Williams	Racquel	CDR	Present	Click or tap here to enter text.

Voting Guests and Attendees or Alternates Present

Last Name	First Name	Rank	Organization Represented

III. Chief Professional Officer Report – RADM Kelly Taylor

- Business as usual continues to evolve with pandemic/vaccination/leadership transitions. Encourage officers to continue to be self-reliant. If VMs have questions or concerns contact RADM Taylor or EC
- Town hall Thursday 11FEB2020 1430-1500. CPOs not involved in content or meeting agenda
- CPOs met with Acting SG. Focusing on inward operational components of the Office to evolve and build a modernized Corps
- Hoping to get regular meetings scheduled with Acting SG again. Wants more information about activities and accomplishments soon. She will reach out to CPOs.
- More information about PHS' role in vaccination efforts will be forthcoming

IV. Chair Report –Jessica Otto

- Welcome to the first official EHOPAC meeting of 2021!
- Vision for 2021 has not changed from last year, as it is a lofty multi-year vision that we should still work towards. It reflects our values as an organization and provides us the direction we need. As a reminder the vision of the EHOPAC is: "To be the most visible and valued PAC that successfully empowers EH professionals to be the best PHS Officers they can be". We will actualize this vision through:
 - Strategic collaborations,
 - Targeting training,
 - Active and adaptive advertising, and
 - Fostering a knowledge sharing culture.
- I'm looking forward to all of the innovative products and deliverables each of the subcommittees are working on to bring this vision to life this year.
- I believe the biggest challenge for us is to manage and lead change. I want us to lean into the changes that are to come and help provide leadership and direction to our category, profession, and Corps.

V. Ex-Officio – CDR Elena Vaouli

- Getting back from deployments and will be catching up on EHOPAC Action items.
 - Combined category award will be submitted to combined category PAC Chairs
 - Career Development award was pushed forward
 - EC POC for History and CD- thank you for your patience and continue to reach out to CDR Vaouli with questions
 - Welcome new VMs

VI. Secretary/Treasurer Report –LCDR Corey Butler

Secretary Updates

- December meeting minutes finished with 508 compliance have been posted
- Volunteer Solicitation:
 - Closed 8JAN2021
 - Volunteers may only serve on one subcommittee at a time
 - Additional information will be forthcoming on ranking volunteers
 - A spreadsheet listing the SCs with volunteers has been compiled and will be distributed soon.

- All VMs are expected to attend every meeting. If a VM cannot make it, they must notify CDR Otto and CDR Butler and advise their alternate to attend.
 - Every single person who is a VM is obligated to vote and attend (alternate can vote and attend for them)

Treasurer Updates

- Account Balance - \$1,282.65

VII. Executive Committee Liaison Report – CDR Eva McLanahan

- Anonymous Feedback System:
 - 11 comments received since we implemented the system; 10 closed, 1 open
 - 5 responded to via the EHO Assessment
 - 4 direct responses
 - 1 required no response
 - 1 pending response
- NEHA
 - General rule of thumb for renewal notices is that we email them out around the 10th of the month following the month of renewal. Individuals who need their cards before the current cycle expires, can request that a card be emailed to them by contacting our Customer Service at credentialing@neha.org. As long as the individual has earned enough CEs for the renewal and paid the renewal fee in full, they will send them their card. They are working to have renewals be much more customer-driven. They are aiming for individuals to be able to log into their MyNEHA account and print or save their renewal card any time they need it. This would be amazing!
- EHAC –www.nehspac.org
 - See email to listserv on 13FEB2021
 - Call for council nominations are due 28FEB2021
 - Council members are required to have at least 5 years of EH experience - or a combination of academic and practical experience
 - Need to be nominated by a current council member – 3 PHS officers, CAPT (ret) Don Williams, CDR Mike Quinn, and LCDR Chyla Hunter
- JOAG
 - Send feedback about issues/concerns affecting JOs to Committee Chairs or JOAG Chair, LCDR Beth Wittry (xks5@cdc.gov)
 - Planning a virtual Awards Presentation since Symposium is moving to virtual format
 - Koop Seminar Series and Journeyman Speaker Series posted to their website. The most recent sessions had COVID-19 information.
 - Will have 13 VM vacancies next round – application window will open in next few months
- COA
 - Call for awards came out including 2 new awards: Local Branch Member of the Year, Local Branch Leader of the Year – award nominations due 28FEB2021 at 11:59PM ET
 - Stay tuned for more details on the COA Virtual Symposium this year, and hope to be back in person next year in Phoenix, AZ
- CCHQ
 - Still working on requests we sent up from the Readiness Subcommittee. Delays in approvals due to transitions in leadership.

VIII. Squad Reports

Awards – CDR Williams

- EHOPAC 2021 awards process has kicked off and the nomination period is open

Career Development –CDR Bowser and CDR Quinn

- SC Structure – 7 Workgroups & 6 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 2020 Goals Completed (100%)
 - 100% 2020 EOY Counseling & File Review
- 2021 Major Initiatives
 - Recent Actions, Activities, Accomplishments
 - Last Call 15 January
 - February will finalize 2020 Work Plan, SOPs, Roster
- Current Needs
 - None at this time
- Next Steps
 - 2021 Benchmarks
 - Next Meeting 19FEB2021

Communications – CDR Dittrich and LT McNamara

- The Communications Subcommittee is led by co-chairs this year: CDR Michelle Dittrich (yhf8@cdc.gov) and LT Kathryn McNamara (kathryn.mcnamara@nih.gov).
- The SC is anticipating four new volunteers. Once assigned, subcommittee meetings will be scheduled monthly.
- 2021 Major Initiatives
 - EHO Assessment (bi-monthly e-news)
 - Next issue, February 2021
 - 2021 EHOs in Action photobook- an official call for photos will be forthcoming. EHOs are encouraged to take photos in their duty stations, on deployments (when permissible), and for conferences/trainings/presentations etc
 - Officer Leader Profiles- these profiles will be published in editions of the EHO Assessment throughout the year and posted to the EHOPAC website
 - Social Media (Facebook/LinkedIn)- if you have content you'd like posted to Facebook or job announcements that EHOs are eligible to apply for please send them to CDR John McLamb (mclamb1@niehs.nih.gov)

History – CDR Smith and CDR Bird

- SC Structure – 2 Chairs and 11 volunteers
 - CDR Blonk, LT Todd, CDR Fish, LT Lumbu-Kinard, CDR Dubreuil, LT Mannarino, & five TBD
- 2021 Major Initiatives
 - Complete EHO ECHO this CY; First History All-Hands in FEB

- Update SOP and Workplan for FY21
- Update the History SC Resources on the PAC Website

Information Technology – CDR Evans

- Subcommittee structure:
 - Four Teams:
 - Website (2 vacancies)
 - APAN/Listserv (1 vacancy)
 - 508 Compliance (1 vacancy)
 - Adobe Connect (2 vacancies)
 - One Task Tracker/ICAC Liaison (1 vacancy)
- Volunteer placement and team structuring is priority. Final volunteer selections should be complete 2/9/2021 and regular meetings will be established shortly thereafter.
- Challenges regarding 508 compliance for posting webinars and recorded videos are being addressed. A proposal will be developed and sent to the Executive Committee for consideration of a path forward.
- Please reach out to IT if you have any issues accessing APAN or require IT assistance.

Marketing and Recruitment – CDR Bales and CDR Kupper

- **Recent Actions/Activities/Accomplishments**
 - New Adopt-a-school reps
 - LT Sarah Hughes Eastern Kentucky University
 - All workgroup lead positions filled
 - 5 out of 8 WG leads are new to position
- **Current needs**
 - Need to fill remaining 5 SC volunteer positions
- **Next Steps**
 - First meeting is 2/10/21 to discuss workplan and expectations

Mentoring and Orientation – LCDR Ferry and CDR Hunter

- The Mentoring and Orientation Subcommittee Co-Charis are CDR Candis Hunter (Alternate LCDR Nakia Clemmons) and LCDR Krista Ferry
- M&O consists of 4 workgroups including: Mentoring Program Database Management & Matching, Publications and Documents Review, Evaluation and Survey Analysis, and OBC Open House and Graduation
- Currently there are 12 volunteer positions in M&O with 3 vacancies
- Officer Basic Course (OBC) Open house was cancelled for February 2021. March OBC Open House is tentatively scheduled for 18MAR2021
- The 2020 Mentoring Program evaluation survey has been created and will be distributed this month
- EHOPAC OBC Open House Materials have been revised and submitted for EC review
- First All Hands Meeting will be held on 2FEB2021

Policies and Standards – LCDR Erling

- Subcommittee structure – 4 volunteers; all returning volunteers and no new members this operational year
- 2021 major initiatives include updating the bylaws to move voting member renewal decisions up to 31 May and the triennial charter review and update. Change to bylaws will be posted to APAN and voted on.
- P&S is tracking on new expected appointment standards for EHOs. Will work with M&R when new appointment standards are official.

Readiness – LCDR Merritt and LCDR Darr

- Operational Year Planning - Readiness Co-chairs met with Preparedness and Resources workgroup leads to discuss operational year planning, new volunteer recruitment
- Deployment Skills Webinars
 - 508 compliance – Looking into 508 compliance preparations to support upcoming webinars.
 - Reviewed topic proposals for operational year covering:
 - Readiness: Down to Basics Proposed Topics
 - Deployment Preparation Plans/Family Care Plans
 - Intra-agency deployment opportunities
 - CCHQ and ASPR coordination during deployments
- Reviewing and updating Readiness SC SOPs
- Readiness Reminders – Topics Covered
 - January: COVID-19 Immunizations, PHUs, Readiness Waivers Expiring in March, BLS Refresher Options, and USPHS Exercise Challenge
 - February: COVID-19 Immunizations, Mandatory COVID-19 Knowledge Course, New USPHS PTU, Uniform/Grooming Standards Policy Update, and Pre-Promotion Administrative Checks

Training and Events – LCDR Frank and LCDR Galvez

- Subcommittee Structure:
 - New VM and Co-Chair, LCDR Steven Galvez
 - Subcommittee Structure:
 - Symposium Planning Workgroup (3) members
 - Events Workgroup (3) members
 - Training Workgroup (4) members
 - New Membership:
 - LCDR Jona Johnson selected as a Junior Planner
 - LCDR Kai Elgethun selected as Training Workgroup member
 - CDR Robert Gibbs selected as Training Workgroup Lead
- Notable News:
 - Working with IHS EHSC to standardize process of verifying contact hours to receive CE credit for trainings
 - Symposium Planning: 2021 VTS events are being discussed
 - Initial proposal sent to EC to hold two multiday VTS events (spring/fall)
 - Follow similar format as 2020 VTS
 - COF announced that they have begun planning a virtual USPHS Symposium and Category Day(s)
 - Planners are awaiting further guidance from COF to determine what course to take for VTS event(s)
 - Training Workgroup:
 - Working to establish a training specific listserv to promote professional development amongst EHOs
 - Events Workgroup:
 - Looking into holding future virtual networking events

IX. Open Discussion

X. Adjournment – CDR Jessica Otto

The meeting was adjourned at 1446 ET