



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



Meeting #239 Minutes, 13APR2021

I. Call to Order –CDR Jessica Otto, Chair

The meeting was called to order at 1300 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	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.
Butler	Corey	LCDR	Present	Click or tap here to enter text.
Darr	Charles	LCDR	Excused	LT Rachel Forche
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	Excused	LT Jason Ferry
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	LCDR Nakia 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	Excused	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 Present

Last Name	First Name	Rank	Organization Represented
Eastlake	Adriene	LCDR	Admin Team

III. Chief Professional Officer Report – RADM Kelly Taylor

- 5,000 USPHS officers deployed to support UC and COVID-19 missions
- For UC mission, HQ is continuing to address issues, lots of moving parts. Any questions, please contact uc.phsstaffing@hhs.gov
 - EHOs have been deployed as Safety Officers; Team Leads; Officer's in Charge and Line of Site Supervisors
 - Reminder from SG to be comfortable performing tasks outside of officer's competencies/skills
- Reminder: Some officer's profiles in the Officer's Secure Area are outdated. Please log in and review/update profiles (especially contact information and departure airport)
- Reminder: All HHS Officers are required to have government travel cards
- Reminder: If you need a medical waiver, please request one in advance of activation/rostering to deploy
- Reminder: Continue to be ready to deploy, please limit your leave or pack your deployment bag and update your departure airport
- As of APR, 339 EHOs; 14 CADS, 14 Retirements; 19 upcoming mandatory retirements; 4 JRCOSTEPS
- Discussion of how to continue to grow the category
- No further information on returning to on call months or deployment teams

IV. Chair Report – CDR Jessica Otto

- First and foremost a big thank you to all the voting members. We know this pandemic is a long haul and the new missions are coming fast and we are all fatigued. Please know you have our full support and want you to take the time to regroup upon your return. Please keep us posted if you deploy so that we can support you and keep the PAC running in your absence.
- Strategic collaborations: lots of work ongoing with Cross-Category PAC Chairs Group (CPCG), especially surrounding the model charter. We sent forward a white paper to CCHQ of issues to consider and work through for the chartered groups to adopt the changes and the impact on our operations.
- Targeted Training: Training & Events to provide an update of projects, CPCG also working on sharing matrices of CEU opportunities.
- Advertising: CPCG work to better leverage the PACs again in the recruitment process. We will be having Marketing and Recruitment co-leads as our liaison to that group.
- Knowledge sharing culture: mentoring surveys are out, please take them if you are a mentor or mentee.
- We will be advertising for voting member vacancies soon, encourage officers to apply and start thinking about if you'd like to run for an Executive Committee (EC) position. The current and past EC members are happy to talk with you about what the different roles and responsibilities of the EC are. Please reach out to chat if you're interested.

- We would like to put together a mid-year call for volunteers for any unforeseen vacancies you have, please start organizing your needs now so we can put together the messaging for these important opportunities.
- Finally, we set up a review folder in APAN so that if any of the subcommittees have products they'd like to have the EC review we can keep better track of those and consolidate the comments. When you submit a file to the folder I will get an automatic email, but please let your EC liaison know it's in the queue for review, and also be thinking about where you'd like us to return the document to when review is complete. When we complete a review, we will move the file directly to a subfolder of your choice on APAN and notify you.

V. Ex-Officio – CDR Elena Vaouli

- Immediate Past Chair 2021 major initiative is to foster a knowledge sharing culture. Focus of work will center around 4 key activities:
 - Advancing DEI (diversity, equity, inclusion) within EHOPAC by:
 - Starting conversations on DEI successes, challenges, needs in EHOPAC business
 - Examining how EHOPAC can continue meeting diversity goals, be inclusive in its business operations and equitable in its policies and practices.
 - Reviewing practices, policies and procedures by working collaboratively with EC and SCs to:
 - Review EHOPAC awards & new VM selection criteria, and revising to better meet current environment and build in DEI principles as needed
 - Look at SOPs, Bylaws and Charter to identify potential gaps and update needs
- Refreshing Survival Guide by coordinating below activities (dates may change):
 - **APR:** EV to notify VMs & authors of plans for updating
 - **MAY - JUN:** VMs/SCs to review content, provide comments for updates
 - **JUN - AUG:** Authors to update
 - **SEPT - OCT:** VMs/SCs to edit
 - **NOV:** Authors/EC to finalize
 - **DEC:** EC to publish
- Supporting History & Career Development Subcommittees by:
 - Holding each other accountable for deliverables, meetings, responses, etc.
 - Leveraging shared goals and products across other SCs – cross SC collaborations
 - Communicating regularly and effectively with each other
- Spotighting EHOs by:
 - Amplifying SC resources and efforts continuously, internally and externally, and through modern and advantageous media
 - Holding brainstorming sessions with EHOs who have interest in discussing what the EHOPAC may do to advance administration's priorities in EJ and climate change in ways that advance public health protection and promotion.

VI. Secretary/Treasurer Report –LCDR Corey Butler

Secretary Updates

- Minutes
 - March meeting minutes vote complete. Please don't forget to vote in the future.
 - February minutes uploaded to website

- Volunteer solicitation process complete
 - Mid-year volunteer process starting soon
- Please log into APAN ([Voting Members/Volunteer Roster](#)) and update volunteer roster by 14APR2021
- Please email CDRs Otto, Havranek, and me if you deploy (and notify your alternate)
- Please send me your bullets summarizing your presentations by Friday 16APR2021

Treasurer Updates

- Account Balance - \$888.73
- Closing out account. Please send funding requests by 30APR2021

VII. Executive Committee Liaison Report – CDR Eva McLanahan

- No new anonymous comments for PAC leadership since JAN 2021. All comments have been responded to.
- American Academy of Sanitarians: Davis Calvin Wagner Award nominations due by 15APR2021
- Three-part virtual series for the 2021 NEHA AEC, first session starts 20APR2021

VIII. Squad Reports

Awards – CDR Williams

- Voting Period: 14-30 APR
- 15 Nominees
- Awards
 - Eason: Junior-level
 - Moran: Mid-level
 - Todd: Senior-level
 - Crow: Mentorship
 - Performance Period: None specified
 - Please score the nominee on the criteria listed in the questions. The questions are weighted with points as indicated.
 - Please vote even if only one nominee for the award
 - Voting via Survey Monkey
 - 3 rating questions
 - [Eason Example] *Rate the nominees on one or more notable and commendable contributions toward the advancement of environmental health to the benefit of a localized or broad population. (total possible 35 points)*
 - [Text Field next to each officer's name for score]
 - *No contribution (0 pts)*
 - *Minor contribution (1-15 pts)*
 - *Moderate contribution (16-25 pts)*
 - *Significant contribution (26-35 pts)*
 - Voting via Survey Monkey
 - 1 selection question at the end
 - [Eason Example] *In the event of a tie, please choose the nominee that you believe is most qualified to receive the award.*
 - [Drop-down list of nominees]

- This question is omitted if only one nominee for the award
 - Recusal
 - Explain in #2 of the Survey Monkey questionnaire
 - [Text field] *If you need to recuse yourself from voting on this award, please explain briefly in the comment box below, enter 0's in all the fields, and send an e-mail to CDR Racquel Williams stating that you have recused yourself from the vote.*
 - Alternates
 - Indicate ability to review/vote on Awards by April 16th
 - If unable to review/vote, your alternate can vote on your behalf
- Responder of the Year Award
 - The purpose of the Environmental Health Officer (EHO) Responder of the Year Award is to recognize individual EHO excellence in achieving the U.S. Public Health Service (USPHS) mission of improving the Nation's health through the practice of environmental health during emergency preparedness, disaster response, and contributions to national or international public health threats in the previous fiscal year.
 - Period of Performance: 1OCT-30SEPT of previous fiscal year (i.e. FY 21)
 - Call for nominations: 1OCT (FY 22)
 - Nominations due: 1NOV (FY 22)
 - Selection Criteria
 - One-time impact on public health preparedness and response (25 points)
 - Nominee's role in deployments and the impact thereof (25 points)
 - Application of the nominee's environmental health background to the response (25 points)
 - Training and education applicable to preparedness and response within the last 5 years (10 points)
 - Publications and presentations in the public arena related to preparedness and response within the last 5 years (10 points)
 - The nominee's willingness to support the U.S. Public Health Service for deployment activities. (Crediting the USPHS in public activities) (5 points)
 - ROY Challenges
 - Broad criteria
 - Formal deployment in support of the response vs. Day job is related to the response or deployment in place
 - Potential Considerations for Next ROY Cycle
 - Revise selection criteria
 - Revise deployment information page to capture deployments in place/permanent response roles
 - Split ROY into multiple tracks
 - Encourage officers in permanent response roles to apply for Eason, Todd or Moran
 - Other?

Career Development –CDR Bowser and CDR Quinn

- Notable News
 - Work Plan 2021 Goals Completed (10%)
 - Milestones updated; to be submitted to EHOPAC Site
- 2021 Major Initiatives
 - Recent Actions, Activities, Accomplishments

- Last Call 19MAR2021
- Finalized 2021 Work Plan, SOPs, Roster
- Next Steps
 - 2021 Work Plan Documents emailed to workgroups, will begin meeting and updating as needed
 - Next Meeting 23APR2021

Communications – CDR Dittrich and LT McNamara

- Four new volunteers onboarded in March
- First 2021 edition of EHO Assessment distributed in February. April edition pending EC approval and 508 compliance
- 2021 EHOs in Action photobook is preparing an announcement for distribution to the listserv pending photo release discussion with the EC
- Officer Leader Profiles have experienced difficulty scheduling interviews with officers due to multiple competing priorities and are continuing efforts
- Social Media postings on EHOPAC Facebook and LinkedIn continue regularly

History – CDR Smith and CDR Bird

- SC Structure – 2 Chairs, ECHO Team (5 volunteers); OPS Team (5 volunteers); and 1 Special Initiatives volunteer
- Notable News –
 - ECHO Team currently working on two chapters: “EHO Assignments” and “EHO Credentials”
 - Operations Team currently working on Retiree Recognition Program
- 2021 Major Initiatives
 - Complete EHO ECHO this CY
 - Update SOP and Workplan for FY21
 - Update the History SC Resources on the PAC Website

Information Technology – CDR Evans

- Volunteer placement and team orientations have been completed.
- Will be performing an IT Needs Assessment in the coming months to better understand the IT needs of the PAC and the various SCs. LCDR James Gooch is leading this effort and will contact SC Chairs to arrange individual meetings.
- IT is developing a strategy for the consideration of a PAC move from APAN to MAX.gov. IT will identify pros and cons and make a recommendation for next steps including potential resource needs associated with such a move.
- The IT SC will meet monthly the second Wednesday of every month to discuss PAC IT needs, team action items, and operational goals. Team notes:
 - APAN/Listserv – the APAN team continues to provide access, permissions, and assistance to the PAC as needed. To edit Excel spreadsheets in APAN it’s recommended to first log into APAN and once logged in, use the path/shortcut link to open the file, this should open the prompt for your credentials within Excel and allow the user to edit to spreadsheets. Please continue to reach out for assistance as needed and we will work to resolve issues promptly.
 - 508 Compliance – multiple requests were fulfilled to ensure documents are 508 compliant and web ready. Updates to 508 compliance processes are being made

within IT SOPs. Please continue to reach out for assistance with 508 compliance needs. Readiness training videos will be made available via the MAX.gov platform to all EHOs soon.

- Website – multiple website update requests were received and fulfilled. If your SC requested a web update, please check to ensure all postings are accurate and alert IT if there are any errors. Reminder that a “[Website Change Request Form](#)” should be completed before submitting requests. The form can be found in the PAC working documents templates folder.
- Adobe Connect – this team is being restructured as an Adobe Connect team is no longer needed, updates to come soon.

Marketing and Recruitment – CDR Bales and CDR Kupper

- **Subcommittee Meeting Status** – Next meeting this Thursday 15APR2021
- **Recent Actions/Activities** –
 - We expect 5 out of the original 7 COSTEPS to report in the coming months.
 - JRCOSTEP WG – Updated JRCOSTEP Preceptor Guide, Valuable Tips document, Application Timeline, and Benefits of Hiring a COSTEP brochure to align with recent USPHS modernization initiatives and new USPHS branding guidelines. These will be uploaded to the EHOPAC Website.
 - Recently reviewed the Proposal for CCHQ- PAC/CPO Recruitment Collaboration. The PAC/CPOs can act as a force multiplier in CCHQ’s recruitment efforts by engaging and training PAC officers to serve as recruiters and applicant mentors. CCHQ can leverage the PACs to identify the unique recruitment opportunities and challenges specific to the public health professional fields. The PAC represents and can quickly disseminate recruitment, application, and onboarding information and updates in a more uniform, streamlined manner.
- **Upcoming Needs/Priorities** –
 - Onepager introducing the EHO category for the new administration. All categories have received the same request.
 - Update the Recruitment PPT. Also update the leadership slide (new SG) and make sure it is in line with the Style guide. IT will remove it from the EHOPAC website until it can be updated.
 - We will start discussing the recruitment webinar at Wednesday’s meeting
- **Requests for Assistance** – JRCOSTEP open window will be same time as last year

Mentoring and Orientation – CDR Ferry and CDR Hunter

- Mentor/mentee survey was distributed on 8APR2021

Policies and Standards – LCDR Erling

- Assisted EC and CPO to review model charter and identified discrepancies for white paper.
- Standing by to assist with charter and bylaws updates

Readiness –LCDR Merritt and CDR Darr

- Upcoming Deployment Skills Webinars
 - 21-22 APR2021 – 1500 ET

- Readiness: Down to Basics
 - Session 1 – Requirements, OSA Dashboard, RDB Self-Service
 - Session 2 – Medical, Immunizations, PHUs, Weight Standards
 - 3JUN21 – 1500 ET
 - Deployment Resiliency/Family Care Plans
 - 29JUL21 – 1500 ET
 - Intra-agency Deployment Opportunities
 - 30SEP21 – 1500 ET
 - CCHQ and ASPR Coordination on Deployments
 - TBD
 - Public Health Emergency Response Strike Teams
- Notable Readiness News:
 - Medical Waiver Requests – CCHQ email on 7APR2021 provides details on Medical Waiver Program
 - Readiness: Down to Basics – Two-part Deployment Skills Webinar
 - Part 1 - Basic Readiness Requirements and Resources, Wednesday, 21APR2021 at 1500-1600 ET, RDB in Attendance for Q&A
 - Part 2 - Medical Readiness Requirements, Thursday, 22APR2021 at 1500-1600 ET, MAB in Attendance for Q&A
- 2021 Major Initiatives
 - April Readiness Reminder – Medical Waiver Process, BLS, and Mobile Access to OSA Dashboard
 - Request: Volunteers willing to share their experiences developing and using a Deployment Care Plan (Family Care Plan)
- Working with IT on Storing Deployment Skills Webinar Recordings
 - APAN vs Max.gov – File size limitations are a concern

Training and Events – LCDR Frank and LCDR Galvez

- Deployments:
 - 6 T&E Officers on COVID deployment with their agency:
 - LCDR Steven Galvez (Apr 9 – May 10), Remote, FDA
 - LCDR Jona Johnson – Remote, CDC
 - LCDR Laura Annetta – Remote, CDC
 - LT Aubree Kelly – Remote, CDC
 - LT Sandra Carpio – Puerto Rico, ASPR
 - CDR Mark Byrd – Remote, ASPR
 - 1 T&E Officer rostered for UAC mission:
 - LCDR Christine Williams
- Notable News:
 - CE Credit Process
 - Professional Development Hours (PDHs) are available through the IHS, Environmental Health Support Center
 - Awaiting formal guidance from EHSC to submit to EC for review
 - EHOPAC Training Listserv
 - Guidance for Posting Content to EHOPAC Training Listserv has been drafted

IX. Open Discussion

X. Adjournment – CDR Jessica Otto

The meeting was adjourned at 1504 ET