



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



## Meeting #240 Minutes, 11MAY2021

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### 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	Click or tap here to enter text.
Dittrich	Michelle	CDR	Present	Click or tap here to enter text.
Erling	Doug	LCDR	Excused	LCDR Sara Maynard
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	Excused	CDR Matt Albright
Havranek	Jessica	CDR	Present	Click or tap here to enter text.
Hunter	Candis	CDR	Present	Click or tap here to enter text.
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 Present

Last Name	First Name	Rank	Organization Represented
Eastlake	Adrienne	LCDR	Admin

### **III. Chief Professional Officer Report – RADM Kelly Taylor**

- Thank you all for your hard work in all that you do
- Please reach out to your CPO or liaisons to address any issues or concerns
- New policy released about standardized benchmarks across all categories
  - Goal of standardized benchmarks is to make promotion less subjective and easier to score
  - Benchmarks are guidelines, and not a checklist
  - Not all benchmarks will apply to EHOs
  - New standards will not go into effect until promotion year 2022
  - EHOPAC will work with CD subcommittee on how best to communicate these changes to officers – more to come on this

### **IV. Chair Report –Jessica Otto**

- Congrats on honor award winners, Achievement Medal for CAPT Piontkowski for Career Development leadership, and CDR McLanahan for above/beyond contributions as Non-Voting Member to EHOPAC
- Virtual Training Series Unit Award in review for approval
  - New benchmark policy will be a priority. EHOPAC will work on how to best communicate this updated information to EHOs

### **V. Chair-Elect – CDR Jessica Havranek**

- VM Elections
- 1 seat open in 2021 (for 2022-2024 term)
  - IHS (CDR Travis Bowser will be finishing his term this year. We thank him for his commitment and service to the PAC. He will be missed.)
- Timeline
  - 08JUN21: Announce at Open PAC meeting
  - 09JUN21: 09 JUL 21: Solicitation via ListServ and Facebook
  - By 23JUL21: Self-nomination Packages sent to VMs
  - 10AUG21: Open discussion during business meeting
  - 10 AUG22- 03SEP21: VMs review and vote
  - By 14SEP21: Tally votes and announce new VM at Open PAC meeting and via ListServ and October EHO Assessment
  - By 30SEP21: Send appointment package to OSG

### **VI. 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
  - Reviewing practices, policies and procedures by working collaboratively with EC and SCs
  - Supporting History & Career Development Subcommittees
  - Spotlighting EHOs

- To better understand EHOPAC diversity considerations in our practices and policies, we looked at Model PAC Charter:
  - Model PAC Charter includes language for Voting Membership relating to (1) organizational representation, (2) geographic considerations, (3) gender & minority representation, (4) professional seniority, (5) professional discipline composition
  - Quick review of current EHOPAC VM roster indicates that the EHOPAC is representative of most of the above categories
  - EHOPAC Bylaws, 2019, includes language specifically for considerations for organizational representation and professional seniority, but not the other representation categories
- To continue spotlighting EHOs and update a current EHOPAC product, the EHO Survival Guide:
  - Past Chair will share articles with select SC Chairs for review and input
  - Next step will be to share input from VMs with authors of those articles for updating
- To spotlight EHOs and EHO work in the area of environmental justice and climate change:
  - EC created the EHOPAC Environmental Justice (EJ) & Health Equity Working Group (ad-hoc, time-limited, topic-focused)
  - Group led by LCDR Aaron Niman and CDR Michelle Dittrich
  - Purpose is to (1) raise awareness of EJ across EHO category and (2) spotlight work EHOs do to advance EJ and health equity (with some elements of climate change)
  - More details to be announced at June 2021 EHOPAC General Meeting

## • **Secretary/Treasurer Report –LCDR Corey Butler**

### ○ **Secretary Updates**

- April meeting minutes vote complete
- March minutes uploaded to website
- Mid-year volunteer process starting soon
  - By 14MAY2021 -Please email me any volunteer needs you have for the remainder of the year
    - Zoom as a meeting platform?

### ○ **Treasurer Updates**

- Account balance - \$984.73
- Need to spend down our account ASAP
- Proposal to spend down funding moving forward
- Two-fold approach
- Pre-purchase awards/engraving for 2022 (Roughly \$300)
  - Figure out a plan to ship them in 2022 (engage CPO)
- Spend rest of money on pre-paid mailers for coins for retirees (<\$10/mailer) Perpetual plaque (where does the physical award live)
- Questions
  - Do awards have the capacity to do this? Do we need another volunteer?
  - New CPO about paying for shipping? In the past, they have provided support for all awards
- Formal request to VMs to come

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

## VIII. Squad Reports

### Awards – CDR Williams

- Voting
  - Thank you all for voting. As usual, we had an incredible pool of deserving EHOs.
  - The preliminary results are with the EC and CPO
  - We hope to complete readiness checks and notifications of the nominees in the next couple of weeks. Now that the EMTC process is almost complete, we hope to kick off the ROY planning process shortly
- Volunteers
  - A&R will be recruiting for two volunteers to help support the awards activities.

### Career Development – CDR Bowser and CDR Quinn

- Notable News
  - Work Plan 2021 Goals Completed (20%)
    - Milestones updated
    - CEU Summary Sheet Updated
- 2021 Major Initiatives
  - Recent Actions, Activities, Accomplishments
    - Last Call 23April2021
    - Finalized 2021 Work Plan, SOPs, Roster
  - Current Needs
    - None at this time: Discussed additional 3-4 volunteers before end of CY
  - Next Steps
    - 2021 Work Plan Documents currently being reviewed by Work Groups for edits and approval during May meeting
    - Next Meeting 21MAY2021

### Communications – CDR Dittrich and LT McNamara

- EHO Assessment (bi-monthly publication):
  - April edition was distributed on 4/26. June edition is underway and seeking content from VMs
  - The Communications SC is seeking feedback from VMs on the publication's effectiveness. Too long, too short, too much repetitive content, etc. Please send your thoughts to [Kathryn.mcnamara@nih.gov](mailto:Kathryn.mcnamara@nih.gov) and [yhf8@cdc.gov](mailto:yhf8@cdc.gov)
- The 2021 EHOs in Action photobook is soliciting photos. Please send high resolution photos to [nxz0@cdc.gov](mailto:nxz0@cdc.gov) with "EHOs In Action photo submission" in the subject line
- LCDR Kazuhiro Okumura was featured in the April EHO Assessment for Officer Leader Profiles. Stay tuned for more exciting profiles underway
- The Social Media group continues to feature vacancies and other important announcements on the EHOPAC Facebook/LinkedIn

### History – CDR Smith and CDR Bird

- History SC ECHO team is working on Capturing *Deployments* and *Capturing the EHO Award Winners* of the years in the past
- 508 Compliance Team is considering ways for editing the ECHO publication and publishing in a live 508 complaint document
- Retiree Recognition Program recognition has identified 14 EHO officers who have retired in 2020 through 2021 and is making contact and drafting letters

### Information Technology – CDR Evans

- Needs Assessment is underway. LCDR Gooch will be reaching out to Subcommittee Leads to schedule individual meetings aimed at building a better understanding of IT needs.
  - Timeline: Needs Assessment will be complete by the end of the fiscal year at which point a plan of action will be developed and by the end of the operational year.
- IT is conducting an evaluation of a potential move from our current collaborative space (APAN) to MAX.gov. When the evaluation is complete, IT will provide recommendations to the Executive Committee.
  - Anyone with immediate concerns should reach out to CDR Evans ([jsb5@cdc.gov](mailto:jsb5@cdc.gov)).
  - Others please consider how a move may impact the needs of your respective teams and provide that information to LCDR Gooch during your Needs Assessment.
- Website updates cannot be made at this time.
  - Problems with Jarmanator (the current website editor program) are preventing all PACs from making changes to their respective webpages.
  - This is a global issue affecting all PACs. IT will continue to work with OASH as they work to find a solution.
    - For those who have submitted update requests: All updates are prepared and ready. As soon as the problem is resolved, your updates will be made.
    - Reminder for new requests to please complete the [Website Change Request Form](#). You can find the form on APAN in the Templates, Forms, and Logos folder.

### Marketing and Recruitment – CDR Bales and CDR Kupper

- Marketing and Materials (M&M) WG – Developed an EHO “one pager” that introduces the EHO category. Document was requested by leadership for the new administration
- Recruit an EHO (RAE) WG – Working on the development of an updated EHO recruitment presentation. Once it is completed and cleared it will be uploaded to the EHOPAC webpage
- Some interesting information from our RAE workgroup including the adopt-a-school reps Since Feb we have had at least 9 presentations attended by 220 students. Even in the pandemic folks are reaching out to our schools.
- CDR Kupper attended an Inter-PAC Recruitment call with other PAC recruitment chairs and executive committee officers across all PACs. This was an introductory call for PACs to discuss recruitment efforts and challenges as well as to review a proposal for CCHQ that would establish/strengthen a relationship between CCHQ and PACs in support of recruitment initiatives. The proposal will be issued to CCHQ in the upcoming weeks. The second Inter-PAC call will be held later this month and on the 4<sup>th</sup> Friday of every month thereafter with the goal of facilitating cross-PAC recruitment collaboration.
- **Upcoming Needs/Priorities –**
  - Finish the Recruitment PPT
  - Include the Applicant and Assistance WG to the monthly Inter-PAC recruitment calls

- Recruitment Webinar looking at Week of 28JUN2021 or 28JUN2021

### **Mentoring and Orientation – CDR Ferry and CDR Hunter**

- Special Thank you to LCDR Krista Ferry and LT Nakia Ferry for excellent leadership of M&O while CDR Candis Hunter was on maternity leave (returning to work on June 1)
- EHOPAC Mentoring Program survey was distributed and working on survey analysis.  
Preliminary results:
  - We've received 29 responses so far. 21 from mentors and 8 protégés
  - 54% of respondents think having webinars would be helpful
  - 91% of respondents believe the mentoring program has met their needs
- LCDR Ferry and CDR Hunter to have a meeting after LCDR Ferry returns from deployment to discuss April/May OBC graduates and other M&O updates

### **Policies and Standards – LCDR Erling**

- LCDR Erling recently met with CDR Otto to discuss projects; the subcommittees future plans include looking to assist subcommittees with updating SOPs as wells as researching new policies to provide a list of major changes via the EHO Assessment

### **Readiness –LCDR Merritt and CDR Darr**

- Upcoming Deployment Skills Webinars
  - 3JUN2021 – 1500 ET - Deployment Preparation Plans and Resiliency
  - 29JUL2021 – 1500 ET - Intra-agency Deployment Opportunities
  - 30SEPT2021 – 1500 ET - CCHQ and ASPR Coordination on Deployments
  - Fall 2021 (TBA) - Public Health Emergency Response Strike Teams
- Notable News
  - Policy Updates
  - Completed Readiness: Down to Basics – Two-part Deployment Skills Webinar
    - Had help from LT VanMeter of RDB
    - Insights on upcoming policy changes related to deployment resiliency
- 2021 Major Initiatives
  - May Readiness Reminder – Policy Updates, BLS Waiver Ending, and Upcoming Deployment Skills Webinar
- Assistance Needed: Volunteers willing to share their experiences developing and using a Deployment Care Plan (Family Care Plan) in PHS or other Uniformed Service
- Last Readiness SC All-Hands Call: 3MAR 21 @ 1300 EDT
- Next Readiness SC All-Hands Call: 2JUN 21 @ 1300 EDT

### **Training and Events – LCDR Frank and LCDR Galvez**

- Training Listserv
  - Guidance for Posting Content to EHOPAC Training Listserv has been drafted and is awaiting review and feedback
- T&E will begin working with the SciPAC (SEP 2021) to help us establish a training listserv and an continuing education inventory
  - Goal: to share upcoming training opportunities that may benefit both categories
- VTS
  - Updated proposal: 1-Day event in SEP via Zoom

- Purpose: to promote spirit de corps by encouraging collaboration from across the EHOPAC including: EHOPAC Executive Committee (EC), Training & Events Subcommittee, Awards Subcommittee, & Career Development Subcommittee
- Proposed speakers/topics: EHOPAC CPO and Chair Address, Special Guest Presentation, EHOPAC Awards Presentation, Career Development Presentation, Continuing Education Presentations, and a Networking Event
- Work with EC as needed to provide support for OASH speaker request
- Volunteer Requests
  - Requesting 1 volunteer for our Training workgroup and another 2 volunteers for our Events workgroup

## **IX. Open Discussion**

## **X. Adjournment – CDR Jessica Otto**

The meeting was adjourned at 1500 ET