



Meeting #243 Minutes, 10AUG2021

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	
Bird	Bill	CDR	Present	
Bowser	Travis	CDR	Absent	
Butler	Corey	LCDR	Present	
Darr	Charles	LCDR	Present	
Dittrich	Michelle	CDR	Present	
Erling	Doug	LCDR	Present	
Evans	Erin	CDR	Present	
Frank	Samuel	LCDR	Present	
Ferry	Krista	LCDR	Present	
Galvez	Steven	LCDR	Present	
Havranek	Jessica	CAPT	Present	
Hunter	Candis	CDR	Present	
Kupper	Drew	CDR	Present	
McLanahan	Eva	CDR	Present	
McNamara	Kathryn	LT	Present	
Merritt	Steven	LCDR	Excused	
Otto	Jessica	CDR	Present	
Quinn	Mike	CAPT	Present	
Smith	Martin	CDR	Present	
Vaouli	Elena	CDR	Present	
Williams	Racquel	CDR	Present	

Voting Guests and Attendees Present

Last Name	First Name	Rank	Organization Represented
Eastlake	Adrienne	LCDR	

III. Chief Professional Officer Report – RADM Kelly Taylor

- Currently on leave. No updates available.

IV. Chair Report – Jessica Otto

- Many questions and concerns about promotion and new guidance
- Environmental Health Month planning. Let's celebrate our work! – Subcommittee submittal discussion provided
- Please feel free to contribute ideas outside of your subcommittee realm! A summary of the ideas presented by all subcommittees will be available by the end of the week and provided to this group. Please provide feedback to this when received

V. Chair-Elect – CAPT Jessica Havranek

- Timeline for EHOPAC VM Election
 - 08JUN21: Announce at Open PAC meeting
 - 08JUN21 – 09 JUL21: Solicitation
 - By 23JUL21: Packages sent to VMs
 - 10AUG21: Open discussion during business meeting
 - 10AUG21 - 03SEP21: VMs review and vote
 - By 14SEP21: Tally votes and announce new VM at Open PAC meeting and via ListServ
 - By 30SEP21: Send appointment package to OSG
- 1 vacant seat, 3 applicants
- 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
- Overview of Surveys and Scoring
 - VMs will receive links to 1 different surveys corresponding to the 1 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? If yes, why?
 - 2. Do you recuse yourself from voting for a specific candidate? If yes, why?
 - 3. Has the applicant volunteered on the EHOPAC, and if so, did he/she demonstrate growth in leadership?
 - 4. Does the applicant have recent (past 3 years) volunteer experience on the EHOPAC?
 - 5. Is the applicant interested in serving as a non-VM for EHOPAC SCs if not elected as a VM?
 - 6. How likely is the applicant to be a successful and contributing EHOPAC VM?

- 7. 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?
- 8. How well does the applicant’s personal statement clearly articulate a vision and purpose for becoming a VM?
- 9. How well does the applicant demonstrate a sincere interest in and awareness of current EHOPAC activities, initiatives and priorities?
- 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.
- Discussion of Applicants – Redacted (Confidential)

VI. Ex-Officio – CDR Elena Vaouli

- Supported History & Career Development SCs, and EJWG to plan and implement ongoing projects
- Coordinated with Policy & Standards to transition “EHO Survival Guide” updates to SC

VII. Secretary/Treasurer Report –LCDR Corey Butler

Secretary Updates

- Reminder to update volunteer roster
 - Letters of appreciation will be going out soon
- Please review and vote on July minutes
- APAN
 - Issues with access or uploading/downloading materials
 - Please let me know when you have issues and when you send PPTs directly to me

VIII. Executive Committee Liaison Report – CDR Eva McLanahan

- Anonymous comments continue to come in regarding promotions. Since last EHOPAC meeting, we received four comments. They were all related to promotions including questions on promotion rates, the new CV template, and requests for webinars on topics to assist EHOs in preparation for the upcoming promotion cycle. These comments were passed on to Career Development for consideration.
- Last weekend COA held a strategic planning meeting. EHO representative LCDR Gooch took concerns to the board including lack of Assignment Pay parity between categories, for EHOs, dismal promotion rates and lack of transparency from CCHQ regarding rates and direction of the Corps, low morale and inability of PACs to have funds to support awards (e.g., plaques) and category coins, etc., and the two-rank structure that remains in PHS though other services have just one.
- NEHA will be promoting environmental health month. I hope we can also share messages with other organizations (e.g., JOAG, EHAC, COA, etc.) to promote environmental health month. I’m happy to pass along messages to amplify our voices.

IX. Squad Reports

Awards – CDR Williams

- We’ve submitted a draft ROY proposal to the EC. After the review/approval process, we’ll present it to the VMs.
- We will be doing a virtual awards ceremony at the 2021 EHOPAC VTS, all EMTC awardees have RSVPed.

Career Development –CDR Bowser and CAPT Quinn

- Notable News

- Work Plan 2021 Goals Completed (35%)
 - Milestones updated
 - Benchmarks Review
- 2021 Major Initiatives
 - Recent Actions, Activities, Accomplishments
 - Last Call 23JUL21
 - Reviewed anonymous feedback comments related to new benchmarks and updated benchmark cross-walk based
 - Reviewed new CV template
 - Added 4 new volunteers – CDR Gibbs (DHS), CDR Okumura (FDA), LCDR Edmonson (CDC) & LTJG Park (IHS)
 - Current Needs
 - No unmet needs
 - Next Steps
 - Complete Precept 2 & 3 supplemental guidance updates
 - Determine path forward related to new CV template
 - EHOPAC Virtual Training Series presentation
 - Next Meeting 13AUG2021

Communications – CDR Dittrich and LT McNamara

- The August edition of the *EHO Assessment* newsletter will be released later this month. Thanks to all voting members that contributed content!
- We are still greatly in need of 2021 photos for the EHOs In Action photobook! We would love some photos of officers in masks performing their duties.
 - Send high resolution photos from 2021 CDR Christopher Smith (nxz0@cdc.gov) with “submission” in the subject line. Include a short description (a sentence or two) that can be used as a caption and identify the officers in the photo. Photo release forms are required for images with non-PHS personnel.
- Thank you to the officers who have submitted their information for the EHO Officer Leader Profiles. Stay tuned for more great profiles of your fellow EHOs in the *EHO Assessment*!
- The Social Media team continues to post important announcements, job opportunities, and items of interest to Facebook and LinkedIn. If you have anything to announce please send the request to CDR John McLamb mclamb1@niehs.nih.gov.
- The Comms SC stands ready to assist with needs for the upcoming EH month in September.

History – CDR Smith and CDR Bird

- History SC ECHO team effort to *Capture Deployments* has resumed and continues to *Capture the EHO Award Winners* of the years in the past
- EHO CPOs have been identified back to 1963 and narratives will be written for each
- 508 Compliance Team is considering ways for editing the ECHO publication and publishing in a live 508 complaint document
- Retiree Recognition Program recognition sent one letter and coin to a retiree and is currently drafting 5 more letters

Information Technology – CDR Evans

- Website editor tool is repaired and functional. All outstanding updates should be complete. Please reach out to IT for any new or outstanding website update requests. Reminder to use the website update form in the templates folder in APAN.
- The EHO Recruitment Webinar recording, and accompanying transcript and captions are 508 compliant and ready to be posted to external platforms. YouTube is being utilized in a trial capacity for the first public posting of an EHOPAC video.

- Considerable time is needed to ensure videos or recordings are 508 compliant. Auto-generated subtitles, like those utilized by YouTube and other programs, are not considered 508 compliant
- Utilizing pre-prepared transcripts for webinars or recordings that include captions identifying speakers, slide content, and photo descriptions eases the 508 process
- Next step before the video goes live is to gain final approval from CCHQ. IT stands ready to assist with posting and sharing the recording
- IT is assisting the Training and Events Subcommittee create a listserv to share trainings broadly among EHOs.
 - IT recommends T&E Chairs co-moderate the listserv
 - A final guidance document, approved by T&E Chairs and PAC EC, is necessary prior to creation of the listserv
 - IT will be a co-owner of the listserv in the event high level changes are needed
- APAN vs MAX considerations have been finalized. IT will provide recommendations to the EC for their consideration as we weigh document sharing platforms
- The Needs Assessment is underway. POCs for this effort have changed. SC Chairs should look for communication from LCDRs Katie Bante and Mikayla Deardorff for this effort

Marketing and Recruitment – CDR Bales and CDR Kupper

- AAP Workgroup members continue to attend the Inter-PAC Recruitment call with other PAC recruitment members. We had some discussion for a separate email listserv to be developed and maintained by AAP workgroup. Apparently, the Med Pac has been utilizing a separate email listserv to provide information on job openings/opportunities to interested Med PAC candidates. Our thinking was if this is allowed by CCHQ, perhaps we could utilize this process to send info to potential candidates prior to beginning the application process. Since it would be a listserv sending out blanket emails and not direct communication with active applicants, would this be permitted under the current restrictions by CCHQ? More to come, but we think this may be a possible workaround while the Inter-PAC group works with CCHQ to allow the PACs more contact with applicants.
- Continue to assist applicants as they reach out to M&R for assistance
- Plan to be involved in EH month. Virtual sessions and social media messaging
- 2022 JRCOSTEP open application window is currently open until 30SEP2021

Mentoring and Orientation – CDR Ferry and CDR Hunter

- Appointed 4 new M&O volunteers and assigned them to workgroups
- Currently revising SOP for virtual OBC and updating key terms, format, and roles
- 2021-2022 Mentoring Solicitation Period opened AUG1021 applications are due 17SEP21.
 - Application link: <https://www.surveymonkey.com/r/EHOPACMENTORING2021>
 - Mentoring is key requirement of Combined Category Benchmarks
- Shared 2019-2020 Mentoring Survey Results. Highlights include:
 - Response rate: Mentors 93% (28 /30) and Protégés 43% (12/28)
 - 54% of Mentors and 36% of Protégés felt that COVID-19 influenced their mentoring experience
 - Over 92% of mentors and mentees indicated that the mentoring program met their needs/expectations
- Working with volunteers to discuss Mentoring Program improvements and ways to support mentors in advising junior officers.

Policies and Standards – LCDR Erling

- P&S wrote an article for the next issue of the EHO Assessment outlining changes to EHO qualification requirements
- P&S Subcommittee Chair to meet with Ex-Officio Chair in near future to discuss updating the EHO Survival Guide

Readiness – LCDR Merritt and LCDR Darr

- Readiness Reminder – Readiness SC is finalizing the August readiness reminder following EC feedback. Will incorporate any additional August updates as needed since EC review of the July reminder
- EH Month Fitness Challenge – Members of preparedness workgroup in the SC are developing recommendations following request for support during Environmental Health month. A summary proposal is forthcoming for EC consideration
- Deployment Skills Webinars - Planning
 - September - CCHQ and ASPR Coordination on Deployments
 - Fall - Emergency Response Strike Teams and Other Teams
 - TBD – COVID Response and EHO roles
 - Cancelled - Intra-Agency Deployment Opportunities and Getting Credit webinar following feedback from RDB

2021 Major Initiatives

- Webinar archiving: file compression update – completed file compression of 3 webinars. Will strategize with IT Communications SC on how to move forward for posting.

Training and Events – LCDR Frank and LCDR Galvez

- Virtual Training Series
 - Set for 14SEP21, 1230-1700 Eastern & 21SEP21, 1300-1530 Eastern
 - Confirmed special guest presenters - RADM Chris Buchanan, awaiting OASH clearance to release other guest speaker.
 - All speakers who submitted a presentation will be able to present on one of two VTS days
 - Next steps:
 - CE approval through IHS EHSC
 - Agenda clearance through OASH
- Training ListServ
 - Working with IT Subcommittee to determine how ListServ will be operationalized
 - Finalize: administrator roles, process for submission(s), and user control on frequency of notifications.
 - Next Steps: Demo ListServ
- New Members
 - CDR Matt Albright – Training
 - CDR Emily Lee – Events
 - CDR Victoria Murray - Events

AD Hoc Working Group - Environmental Justice & Health Equity

- Draft workplan shared in June
- Develop plan to collect and distribute EJ webinars and training to EHO category. There will be a social media campaign in September
 - TWO virtual training series –
 - September 21, 1300-1530 EST
 - Part I: EHOs serving in EJ and disadvantaged communities - serves to define key terms and define environmental work in respect to these terms
 - Part II: EHO panel discussion on Navajo Nation water access – officer panel discussion

X. Open Discussion

XI. Adjournment – CDR Jessica Otto

The meeting was adjourned at 1500 ET