



# Meeting #244 Minutes, 12OCT2021

## 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	LCDR Molly Madison
Butler	Corey	LCDR	Present	
Darr	Charles	LCDR	Present	
Dittrich	Michelle	CDR	Present	
Erling	Doug	LCDR	Excused	LT Mike Gonzalez
Evans	Erin	CDR	Present	
Frank	Samuel	LCDR	Absent	
Ferry	Krista	LCDR	Present	
Galvez	Steven	LCDR	Present	
Havranek	Jessica	CAPT	Present	
Hunter	Candis	CDR	Absent	
Kupper	Drew	CDR	Present	
McLanahan	Eva	CDR	Present	
McNamara	Kathryn	LT	Present	
Merritt	Steven	LCDR	Absent	LCDR Aaron Niman
Otto	Jessica	CDR	Present	
Quinn	Mike	CAPT	Absent	
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	
Palmer	Melva	CDR	

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

- Announcements:
- Leadership changes – effective this week RADM Denise Hinton will be Deputy Surgeon General
- RADM Susan Orsega – transitioning from Director of Commissioned Corps Headquarters (CCHQ) to Senior Advisor to ASH and OSG
- RADM Richard Childs – Interim Director, Commissioned Corps Headquarters
- COER deadlines – 31OCT2021 – officers need to have their part done.
- Deployment survey deadline – 14OCT2021
- Carry over for 2021 use-or-lose leave approved
- Retention Weight Standards – new interpretation came out 28SEP2021 – medical provider sign off
  - o Effective 21JAN2022 – if no substantial progress in losing weight will be marked as not basic ready
- Hazardous Duty Pay starting 01MAY2021 and forward

### IV. Chair Report –CDR Jessica Otto

- Quad Chart due quarterly – anything would like to add for highlights from committees – send to CDR Jessica Otto by end of the week, 15OCT2021
- Completed first Env. Health month – how did it go, improvements, or things that did not go as planned, or should use for next year? Opened up for brief discussion.
  - o Will take feedback given to encourage improvements for next year
- Reminders of deployment survey, flu shot, resilience training due by January. Fielded a few questions about awards. Using basic operation of the AMSUS Award. Public Health service awards, we will use our normal operating standards. Responder of the Year directions we are moving toward.
- Start thinking about sub-committees you would like to chair or co-chair. Timelines have been moved up so more planning time.
- EC nominations – PAC Chair, EC Liaison

### V. Chair-Elect – CAPT Jessica Havranek

- Asking for selections to place people where they will be happiest and most fruitful.
- Voting member selection process – anything noted that would be an improvement, send information to her.

### VI. Ex-Officio – CDR Elena Vaouli

- Encouraged to hear the speeches and future of the PAC. We have a bright future ahead of us, how professional we are and experts in our field. Thank you to sub-committees she works with.

### VII. Secretary/Treasurer Report –LCDR Corey Butler

- August meeting minutes vote complete
- All other minutes uploaded to website
- Thank you letters to volunteers by November if possible
  - o Template here: [APAN- Templates, Forms, Logs/ Thank You Letter Template/2021](#)
    - File Name: EHOPAC THANK YOU LETTER TEMPLATE (2021)
    - I automated via a mail merge

- Put all letters in one file- SC chairs must update addresses, role, and sign their letters-pdf- then email to volunteer.
- Don't forget to send bullets for this October meeting by Friday October 15<sup>th</sup>

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

- No new EHOPAC anonymous feedback in the last two months
- Updates from COA Liaison, LCDR James Gooch:
  - Policy wins:
    - Extension of leave – Unlike other services and the federal civilian workforce, CC- USPHS has been unable to extend “use or lose” accrued leave. In 2020, a temporary extension was provided to us via the continuing resolution. Again in 2021, the same language was provided in this year’s continuing resolution. Efforts are now underway to make this change permanent so that CC-USPHS can accrue more than 60 days of leave as the other services.
    - DD214/215 - Now available for Public Health Service (PHS) officers retiring or separating after October 1. Serves as the discharge certificate or certificate of release from active duty. This has been a barrier for CC-PHS officers in the past when it comes to officially documenting our veteran status. This modernization effort aligns us closer with our sister uniformed services. All Public Health Service officers are highly encouraged to explore and familiarize themselves with the new DD Form 214 platform and instructions. Please refer to the DD Form 214 webinar found on the Learning Management System and the Frequently Asked Questions found on the CCMIS website for additional information. If you have any DD Form 214 specific questions and concerns, please contact your Agency Liaison.
  - Next USPHS Scientific & Training Symposium
    - 23-27MAY2022 Renaissance Phoenix Glendale Hotel

## IX. Squad Reports

### Awards – CDR Williams

- How to enhance the Responder of the Award nomination.
- LT Aubree Kelly – proposed changes to the Responder of the Award – see slides.
- Jessica Otto – thank you for collating all the comments and input from the committees with the hope to see if everyone likes the changes and the direction going.
- Questions from voting members.
- Will send out an email to get a formal vote from members for changes.

### Career Development –CDR Bowser and CAPT Quinn

- CAPT Quinn – productive this month – trying to wrap up some items –
- Reviewed resource library on the website and updated – including OS and ROS example for 2022 and any changes in benchmarks.
- Working on finalizing benchmark changes to benchmarks 2 and 3.
- Working to support CPO with career counseling.
- Support for training that CPO will do with that.
- 4 new members to integrate with the different work groups.
- Next meeting Oct 22<sup>nd</sup>.

### Communications – CDR Dittrich and LT McNamara

- October is the final month for photo submissions for the 2021 *EHOs in Action* photobook. The photobook will be presented by the CPO to CCHQ leadership and tells the story of EHO contributions and successes over the past year. We have only received about 40 submissions so far and need closer to 100. Please submit by 31OCT2021.

- **Request:**
  - Send high resolution photos from 2021 to CDR Christopher Smith at [nxz0@cdc.gov](mailto:nxz0@cdc.gov) with “EHOs In Action photobook submission” in the subject line.
  - Include a short description (a sentence or two) that can be used as a caption and identifying the Public Health Service officers in the photo.
  - Photo release forms are required for images with non-USPHS Commissioned Corps individuals. Please email CDR Christopher Smith ([nxz0@cdc.gov](mailto:nxz0@cdc.gov)) or LCDR April Hill ([April.hill@hhs.gov](mailto:April.hill@hhs.gov)) for the form.
  - 2021 photos will be accepted through 31OCT2021.
- The Social Media team (CDR John McLamb, LCDR Nakia Clemmons, LCDR Mistin Ray and LT Charissa Cooper) did an amazing job supporting the EHOPAC’s activities during National Environmental Health Month. They shared 35 postings on Facebook and LinkedIn. The most popular post – a public Facebook announcement about opportunities for students – reached an audience of over 2,000 individuals.

### **History – CDR Smith and CDR Bird**

- Currently working on capturing deployments, identifying officers who wish to participate, and collecting their responses.
- Developing a generic retirement letter for the Retiree Recognition Program to expedite the process of recognizing EHO retirees in a quicker manner – submitted to CPO for review.

### **Information Technology – CDR Evans**

- IT in partnership with the Executive Committee have determined that APAN is our current preferred collaboration platform for the PAC. A variety of criteria were measured and compared prior to making this decision. While APAN may not be preferred by all Voting Members and volunteers, new options like SharePoint are being evaluated by the Information Technology Chartered Advisory Committee (ICAC) in hopes that we find a platform with improved functionality for all PACs.
- Needs assessment will be done by end of the calendar year.
- Waiting to hear on YouTube videos and listserv.
- Web updates should have been made, if not please let them know.

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

- Recent Actions/Activities –
  - As part of Environmental Health month, M&R conducted a recruitment webinar which was well received. As the last presentation we had multiple workgroups and IT assist. Additionally, our Marketing and Materials workgroup developed social media messaging for the JRCOSTEP open window as well as general recruitment solicitation. We appreciate everyone’s efforts.
  - Worked with CCHQ to update the recruitment presentation including the information on the category appointment standards and a transcript to assist presenters.
- Upcoming Needs/Priorities –
  - Continue to assist applicants as they reach out to M&R for assistance.
  - Mentoring and Orientation – CDR Ferry and CDR Hunter
  - Application window closed with 118 applications for mentoring program
  - Matching has been completed and letters will be sent soon.
  - Panel – 50 participants in attendance with lots of positive feedback 4.7 out of 5 stars. Would like to see future mentoring round table.
  - MNO had a member participate in virtual event.

### **Polices and Standards – LT Michael Gonzales for LCDR Doug Erling**

- P&S Chair met with CAPT Havranek and CDR Otto regarding the future responsibilities/structure of the P&S subcommittee. Many functions of P&S have either been taken over by CCHQ or other PAC

subcommittees are taking more ownership of socializing new policies from CCHQ. This creates a lot of overlap among the workgroups, so the P&S focus primarily lies with charter/by-laws updates or *ad hoc* assistance to the EC.

- Still awaiting final model charter from CCHQ in order to update EHOPAC charter.
- P&S Chair met with CDR Vaouli to discuss P&S taking lead on updating the EHO Survival Guide. P&S review of the existing survival guide is underway. Meeting to discuss project, establish POAM, and make assignments scheduled for 22 Oct. P&S will attempt to contact original authors of sections marked for retention to see if they would like to participate in the revision.

### Readiness – LCDR Merritt and LCDR Darr

- Continue to work through webinar workgroups
  - ASPR deployments and support – date to come.
  - Overview of various deployment teams – planning continues around scope and future date.
  - October readiness reminder – Flu and trainings now required.
  - Provided support through env. health month hiking event – 9 participants reported over 940 miles hiked.
  - Thank you LT T’Shane Williams and CDR Chris Smith for coordinating.

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

#### Virtual Training Series

- 2-day VTS event was very successful. Huge thank you to our planners, presenters, and those who worked behind the scenes to make it a wonderful event.
- Successful event, 100 attendees for day 1 and 66 for day 2
  - There are a few things we have left to do regarding the event.
  - Need to finalize the After-Action Report and Letters of Appreciations
  - We are waiting to hear back from EHSC on final approval of the PDHs. They will review and distribute certificates to all the attendees who attended the training session(s) and answered the corresponding survey monkey quiz questions correctly.

#### New Category Junior Planner – LT Kelly Genskow

- We have selected our newest planner, LT Kelly Genskow, she will be joining LCDR Sandra Carpio (Lead), LCDR Jona Johnson (Senior), and what we are calling our Ex Officio LCDR Laura Annetta. LCDR Annetta will remain with the team to assist with planning efforts as we transition back to an in-person Category Day at next year’s COF USPHS Symposium being held in Glendale, AZ May 23-27.

#### Training ListServ

- Next Steps:
- We continue to push our Training Listserv forward. We need to finalize our training listserv SOP and obtain an NIH ListServ address and a max.gov url to store our training calendar and catalog.

### Environmental Justice Working Group– CDR Michelle Dittrich and LCDR Aaron Niman

- Recap: Day 2 of the EHOPAC Virtual Training Series- September 21, 2021
  - The newly formed EHOPAC EJ Working Group partnered with the EHOPAC Training & Events Subcommittee on all aspects of the training event, including planning, soliciting and identifying speakers, hosting the virtual event, and offering Professional Development Hours (PDHs).
  - The event was recognized and promoted the Assistant Secretary for Health, ADM Rachel Levine.
  - EHOs were introduced to key concepts in environmental justice during a kick-off presentation and how EHOs are currently working with EJ communities in the presentations that followed.
  - Recorded 4 presentations, totaling 120 minutes of learning, for future LMS sessions
- **We need your feedback!**
  - EHOPAC ad-hoc working groups can operate for two years before either dissolving or becoming a permanent EHOPAC Subcommittee. Co-Leads, CDR Michelle Dittrich ([yhf8@cdc.gov](mailto:yhf8@cdc.gov)) and LCDR Aaron Niman ([niman.aaron@epa.gov](mailto:niman.aaron@epa.gov)) will prepare a document for VM review before the end of this

operational year. Please send any suggestions about how this group should look going forward as it pertains to scope of work, potential activities, expanded audiences, potential partners, whether we should continue as an ad-hoc workgroup another year, etc.

## **X. Open Discussion**

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

The meeting was adjourned at 1445 ET