



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



Meeting #245 Minutes, 09NOV2021

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	Excused	CDR Gibbs
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	CDR Conner
Dittrich	Michelle	CDR	Excused	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	CAPT	Present	Click or tap here to enter text.
Hunter	Candis	CDR	Present	Click or tap here to enter text.
Kupper	Drew	CDR	Excused	LCDR Scott Daly
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	Excused	Click or tap here to enter text.
Otto	Jessica	CDR	Present	Click or tap here to enter text.
Quinn	Mike	CAPT	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	

III. Chief Professional Officer Report – RADM Kelly Taylor

- Town hall – Friday, 05NOV2021
 - CPOs and ASGs provided questions
 - Surgeon General noted that officer well-being is an organizational priority
 - Officer agency/deployment/life balance is a priority
 - Addressed via standing up the ready reserve, PHERST, and officer deployment survey input
 - Concerns about future deployments
 - It is anticipated that there will be an increased need for officer deployments in the future
 - Figures and tables were presented to give officers background on deployments, survey data, and officers
 - Training money – likely to be used to prioritize training of ready reserve
 - IRT – email went out last week, but EHOs were not included. It is anticipated that we will be included in the future
 - Modernization and changes within the CC will continue, but leadership will continue to communicate.
- Friday, 12NOV2021 will be RADM Taylor’s last day as EHO CPO. She will retire from USPHS CC on 01MAR2022.

IV. Chair Report –Jessica Otto

- New EC- welcome to CDR Erin Evans as the Chair Elect and LCDR Steven Merritt at the EC Liaison
 - Transition planning in processes
 - Succession
- Acknowledgements
 - Thank you to RADM Taylor to her dedication and commitment to the PAC and EHOs
- Policy and Standards discussion
 - Discussion on whether to dissolve P&S subcommittee due to lack of tasks

V. Chair-Elect – CAPT Jessica Havranek

- Presented draft CY22 EHOPAC org chart

VI. Ex-Officio – CDR Elena Vaouli

- Spotlight:
 - EJ Brainstorm – will be convening group of EHOs who indicated interest
- Amplify Subcommittee Accomplishments including:
 - Comms – newsletters, leadership profiles, EHOs in Action
 - M&R – recruitment, adopt-a-school
 - T&E, Mentoring – connecting, networking, training
 - History – EHOs past, retirees
 - IT – visibility & accessibility to EH work
 - CD, Readiness, P&S – professional and timely skills & competencies
 - A&R - inherent

VII. Secretary/Treasurer Report –LCDR Corey Butler

- Reminder
 - October meeting minutes vote closes today. Don’t forget to vote

- Reminder to send thank you notes/letters of acknowledgement to your volunteers
- Volunteer solicitation process has started
 - Please update volunteer roster (2022 tab) in APAN by 01DEC2021
- Current chairs- Please be thinking about succession planning and identify volunteer needs by 01DEC2021

VIII. Executive Committee Liaison Report – CDR Eva McLanahan

- EHOPAC Liaisons will present during the open December meeting
- Working on transition with LCDR Steven Merritt
- Looking forward to using IT experience to lead the IT Subcommittee

IX. Squad Reports

Awards – CDR Williams

- Reminder to vote on the ROY

Career Development –CDR Bowser and CAPT Quinn

- Notable News
 - Work Plan 2021 Goals Completed (70%)
 - CD Resource Library updated on EHOPAC website
- 2021 Major Initiatives
 - Recent Actions, Activities, Accomplishments
 - Last Call 29OCT2021
- Current Needs
 - None at this time
- Next Steps
 - Finalizing new supplemental guidance for Benchmarks
 - Career Counseling in Progress
 - CD and M&O meeting to coordinate EOY File Review (Wed)
- Next Meeting 19NOV2021

Communications – CDR Dittrich and LT McNamara

- The *2021 EHOs in Action* photobook is in the final stages of design review and preparing for leadership review
- The *EHO Assessment* newsletter sent out the call for any submissions for the final edition in 2021, which will be published in December. Kudos to LCDR Tyler White (in his final year as one of the leads of this effort, LCDR Matt Kozler, and LT Stephanie Bridges) for their hard work this year
- The Officer Leader Profile Team is finalizing the 5th and final profile for 2021. Strong work by CDR Danielle Mills and LCDR Dana Williams
- The Social Media team continues to feature vacancies and other postings of interest to EHOs on Facebook and LinkedIn

History – CDR Smith and CDR Bird

- Capture EHO Deployments: On-going
- Capture prior year EHOPAC Award Winners
- Retiree Recognition Program recognition: On-going

Information Technology – CDR Evans

- The old EHO CV, Cover Sheet, and Continuing Education templates were posted to the website. From 1OCT-27OCT the new templates replaced the old templates on the website
- The web team will be focused on making site-wide updates. All SCs should review their content to ensure it is up-to-date and make requests as needed. IT is considering a strategy for streamlining this process across the PAC
- IT has finalized the Needs Assessment and will provide the results as well as a plan of action to the PAC
- End of the year closeout is beginning and will include SC Chair transition and comprehensive updates to the SOP

Marketing and Recruitment – CDR Bales and CDR Kupper

- Recent Actions/Activities –
 - Our AAP workgroup continues to attend the Inter-Pac Recruitment Group meetings monthly
 - M&R leads and the AAP workgroup recently reviewed a combined-PAC proposal to CCHQ for collaboration in the recruitment to the Regular Corps and Ready Reserves. The Proposal breaks down specific responsibilities for CCHQ and PACs during recruitment efforts. The objective is to allow the PACs to act as a force multiplier in recruitment and to be able to have direct interaction once again with candidates.
 - This document was shared with Corps Leadership on 10/25 with hopes of engaging with CCHQ and OSG. Hopefully more to come on this
- Upcoming Needs/Priorities –
 - We will be working on our M&R thank you letters for the year. We will also be looking at WG members and leads that will cycle off this year and start planning on how we will fill those positions.

Mentoring and Orientation – CDR Ferry and CDR Hunter

- M&O received a record number of Mentoring Applications this year
 - 58 mentoring pair matches were made
 - 19 unmatched proteges (6 O5s, 13 O4s)
- To prepare both proteges and mentors for the program, we've scheduled the following trainings
 - Mentors: 16NOV2021 1300 PM ET
 - Proteges: 16NOV2021 1130 AM ET
- Subcommittee leads are working on Certificates of Appreciation for all mentoring program participants and Thank You letters for subcommittee volunteers.
- M&O requested an Executive Committee meeting with the Career Development to discuss Mentoring Program challenges, requirements, and sustainability
- The OBC Workgroup Structure includes CDR Jessica Pharo leading the OBC Open House and LCDR Kendra Vieira lead the OBC graduation
- M&O is prioritizing updating SOPs for all workgroup subcommittees

Policies and Standards – LCDR Erling

- P&S SC had EHO Survival Guide revision kickoff meeting on 04NOV2021 with CDR Otto and CDR Vaouli. Discussed vision and process for revision. First deliverables due on 01DEC2021 and next meeting scheduled for 03DEC2021.
- Two members rotating off end of the year; P&S Chair reaching out to members to see if they would like to extend to complete the EHO Survival Guide prior to sending up official request
- One member switched subcommittees; P&S to begin OY22 with three volunteers barring extensions

- Further discussions needed with EC regarding P&S future as standing subcommittee – shifting of Chair, volunteers, and future of EHO Survival Guide project

Readiness –LCDR Merritt and LCDR Darr

- Readiness SC Updates – November VM Meeting
 - Deployment Skills Webinars – Planning: Finalizing presentation details and coordination for the next webinar which will provide an overview of the ASPR response framework. We are tentatively looking at Thursday, December 9th for the presentation. EC request for review of materials is forthcoming.
 - Upcoming Readiness Reminder - Developing content for upcoming Readiness Reminder with plan to cover Nov and December. Target date for release will be week of 06DEC2021
 - EH Month Hike Participants – Preparing certificates for the participants and will announce the winner during in upcoming Readiness Reminder
 - Archiving Webinars – Prior webinars have been posted to the max.gov site under the Readiness page. Look forward to coordinating update to EHOPAC page and messaging to announce webinar postings
 - End of Year activities – Working on SC thank you letters and transition planning. Team leads preparing review of current workgroup needs and staffing requests

Training and Events – LCDR Frank and LCDR Galvez

- 2022 EHO Category Day
 - Wednesday, 25MAY2022 (0800-1730), Glendale, AZ
 - Call for abstracts ended on 03NOV2021, we had 4 abstracts submitted and will have multiple back-ups
 - Next steps: notify presenters, reach out to Career Development in hopes they can do a presentation at category day
- Virtual Training Series
 - Finalized and distributed LOAs to all presenters and support staff
 - Next steps: finalize AAR, work with IHS EH Support Center for Professional Development Hours to distribute certificates to all officers who qualified to receive them
- Training ListServ
 - Calendar completed - [EHO PAC Training Workgroup - Dept of Health and Human Services - MAX Federal Community](#)
 - NIH ListServ created - EHOPAC-TRAINING@LIST.NIH.GOV
 - Next Steps: finalize SOP
- Events
 - Planning a virtual holiday event to be held December 15th at 6pm Eastern. Scavenger hunt with a holiday dressed theme
 - More details to follow and announcements will be sent out over EHOPAC ListServ and EHO FB Page
 - LCDR King will be rotating off the team in December and is looking for another SC if there are any openings

Environmental Justice – CDR Dietrich

- After discussion with the EJ WG, the Co-Leads authored a proposal to continue the WG an additional year to further define a workplan and expand the scope to better align with the HHS Office of Climate Change and Health Equity (OCCHE).

X. Open Discussion

XI. Adjournment – CDR Jessica Otto

The meeting was adjourned at 1500 ET