



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



Meeting #247 Minutes, 11JAN2022

I. Call to Order – CDR Erin Evans for CAPT Jessica Havranek

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.
Butler	Corey	LCDR	Present	Click or tap here to enter text.
Darr	Charles	LCDR	Present	Click or tap here to enter text.
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	Excused	LT Jason Ferry
Galvez	Steven	LCDR	Present	Click or tap here to enter text.
Havranek	Jessica	CAPT	Excused	CDR Leslie Jackanicz
Hickey	Braden	LT	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	CAPT	Present	Click or tap here to enter text.
Smith	Martin	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
None			

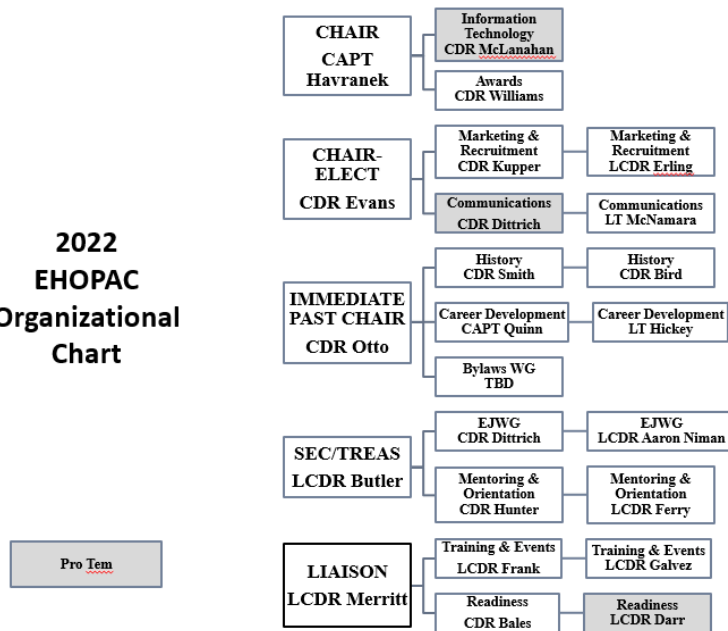
III. Chief Professional Officer Report – CAPT Timothy Jiggins

- Extended conversation with RADM Childs. Aware of challenges (e.g., work life balance)
 - During PH Emergency- rollout out of policies will be delay
- Streamlining Mission Critical Roles: Making the process more transparent and fair; more flexibility and partnerships with agencies
- Working through SC issues to garner awareness
 - Priority is recruitment; thus M&R is a priority. Goal is >500 EHOs

IV. Chair Report – CDR Erin Evans for CAPT Jessica Havranek

- CDR Evans acting on behalf of CAPT Havranek
- Provided 2022 Voting Member (VM) reminders and action items:
 - About the EHOPAC – operate in a resource and advisory capacity to advise our Chief Professional Officer (CPO) who in turn advises the Surgeon General.
 - 2022 Executive Committee (EC):
 - CPO – CAPT Timothy Jiggins (FDA)
 - Chair – CAPT Jessica Havranek (FDA)
 - Chair-Elect – CDR Erin Evans (ATSDR)
 - Immediate Past Chair – CDR Jessica Otto (FDA)
 - Secretary/Treasurer – LCDR Cory Butler (Open II/DOI)
 - EC Liaison – LCDR Steve Merritt (EPA)
 - EC Points of Contacts for the Subcommittees (SC)
 - CAPT Havranek
 - Awards SC (CDR Otto covering until CAPT Havranek’s return)
 - Information Technology SC (CDR Evans covering until CAPT Havranek’s return)
 - CDR Evans
 - Communications SC
 - Marketing and Recruitment SC
 - CDR Otto
 - Career Development
 - History
 - Bylaws Workgroup
 - LCDR Butler
 - Mentoring and Orientation
 - Environmental Justice Workgroup
 - LCDR Merritt
 - Readiness
 - Training & Events
 - 2022 Organizational Chart

2022 EHOPAC Organizational Chart



- VMs begin considering if you wish to serve a second consecutive term
 - To serve a second consecutive term VMs must submit official notice to Chair, and CPO and Chair must both support renewal
 - A call will go out in the second quarter
 - VM term renewal requests must be final by 31JUL2022
- Reminder of VM Duties:
 - Vote as representative of respective agency
 - Manage SCs
 - Choose VM Alternate
 - Attend meetings, and
 - Delegate VM duties as needed
- EHOPAC meetings
 - Every month 2nd Tuesday 1300-1500 EST
 - General meetings are open to all officers and occur quarterly in MAR, JUN, SEP, and DEC
 - Business meetings are for VMs and Alternates.
- [EHOPAC Charter](#)
- [EHOPAC Bylaws](#)
- [Listserv Guidelines](#)
- Action items for VMs:
 - Meet with respective EC contact to discuss annual goals
 - Ensure Standard Operating Procedures (SOPs) are updated
 - Reviwed SC content on website and submit necessary changes to Information Technology (IT) SC

V. Chair-Elect – CDR Erin Evans

- Serving as Acting Chair in CAPT Havranek’s absence
- 2022 Goals:
 - Learn
 - Listen
 - Support
 - Elevate EHOs

VI. Ex-Officio – CDR Jessica Otto

- Serving in advisory and mentor role to EC
- Priorities and Special Projects
 - Dissolve P&S as a standing committee and assisting with the transition of volunteers
 - Updating bylaws to align with New Model Charter
 - Primarily operational changes
 - Revising each subcommittee's SOPS

VII. Secretary/Treasurer Report –LCDR Corey Butler

- Reminder to review December minutes before 12JAN2022
- Volunteer Solicitation Email sent last Friday, soliciting for 24 volunteers
- Be prepared to review applications and make selections mid-January for selection early February
- Reminder for 2022: Please be responsive to my requests for slides and bullets

VIII. Executive Committee Liaison Report – LCDR Steven Merritt

- Reminder about the Anonymous Feedback System: <https://www.surveymonkey.com/r/NDXMFWX>
 - No new responses since October 2021
 - All Voting Members, please ensure the link is included in your signature block and all EHOPAC-LISTSERV messages
 - Spread the word to Subcommittee volunteers and colleagues about this virtual “suggestion box”
- Notable Upcoming Events:
- Commissioned Officer Association of the USPHS:
 - COF/Symposium: 23-27MAY2022 in Glendale, AZ
 - <https://www.phscof.org/symposium/>
- National Environmental Health Association:
 - Annual Education Conference: 28JUN-1JUL2022 in Spokane, WA
 - <https://www.neha.org/neha-2022-annual-educational-conference-aec-exhibition>
- Uniformed Services Environmental Health Association:
 - Call for Abstracts for AEC: DUE THIS FRIDAY, 14JAN2022
 - http://www.useha.org/resources/Documents/2022%20USEHA%20Abstract%20Submission%20Form_1s%20Call%20fillable%20form.pdf
- American Industrial Hygiene Association:
 - AIHce EXP 2022: 23-25MAY2022 in Nashville, TN
 - <https://www.aihceexp.org/>
- American Board of Health Physics/Health Physics Society:
 - HPS 2022: 17-21JUL2022 in Spokane, WA
 - <http://burkclients.com/hps/2022AM/meetings/site/>
- 30th Annual Joint Safety and Environmental Professional Development Symposium (PDS)
 - Call for speakers closes on 11FEB2022. Submit your proposal ASAP! Proposal submission: <http://jointpds.adobeconnect.com/pds2022presenters/event/registration.html>
 - PDS will be held virtually from 18-22APR 2022 and is a great way to get CE hours for free

IX. Squad Reports

- **Awards – CDR Williams**
 - The 2021 EHOPAC ROY is LCDR Danny Malashock
 - We will be kicking off the EMTC awards cycle in February

- **Career Development – CAPT Quinn and LT Hickey**
 - Review/revise SOP and Workplan + retool workgroups
 - Pivot to new benchmarks and shift to new guidance documents
 - EHO-specific supplemental guidance (Precepts 2 & 3) to conform with standardized CV, CV Coversheet, & Continuing Education Summary Templates
 - Revise existing guidance documents – Career Progression Milestones, OS Example, ROS Example
 - Access need for new guidance documents – career pathways?
 - Transition away from end-of-year file review to training/support activities throughout the year – collaboration with T&E and M&O Subcommittees
 - Support CPO career counseling

- **Communications – CDR Dittrich and LT McNamara**
 - Published 6 issues of the *EHO Assessment* (bi-monthly publication)
 - Increased impact by highlighting new PAC initiatives, such as the Environmental Justice Working Group and Virtual Training Series
 - Streamlined review process to provide consistent timelines for COMMS and PAC Leadership, and 508 compliance reviews
 - Designed 31-page virtual *EHOs in Action* photobook highlighting EHO accomplishments to be presented to PHS leadership by CPO
 - Published 5 *Officer Leader Profiles* published in 2021 in the *EHO Assessment*
 - 117 *social media* posts (Facebook/LinkedIn) highlighting EHO accomplishments, job opportunities, career-building advice and tools, EHO-relevant COVID information, and public service announcements

- **History – CDR Smith and CDR Bird**
 - ECHO Journal Version 1 on target to be release May 2022
 - EHCO Journal Team working on 4 objectives: the history deployments, capturing CPO narratives, developing the Virtual Awards Plaque for past award winners, and 508 Compliance
 - Generic retirement letter for the Retiree Recognition Program approved by CPO and will expedite the process of providing and recognizing the EHO retiree’s
 - Currently seeking 5 volunteers

- **Information Technology – CDR McLanahan**
 - What we're working on this year:
 - Following up on items identified in the 2021 IT Needs Assessment.
 - Website updates:
 - Updating with new PAC leadership, members, and roles
 - We are also looking through the website to identify what pages need updates and the frequency. Aiming for early-mid Feb to be ready to share.
 - Like CDR Evans said, we always welcome your initiative in identifying updates necessary
 - Will also be reaching out to History to determine what information from the website can be archived
 - APAN:
 - Ensure appropriate access for all VMs and SC volunteers
 - Develop job aids and training to help with utilization of APAN
 - 508
 - Identify an estimated number of videos/webinar recordings that may need 508 compliance
 - Develop a 508 tips sheet and potential training based on findings from needs assessment.
 - Contact CDR McLanahan with any IT questions/needs

- **Marketing and Recruitment – LCDR Erling and CDR Kupper**

- M&R welcomes new Co-Chair LCDR Doug Erling! Farwell to previous Co-chair CDR David Bales
- M&R's Applicant Assistance & Placement workgroup continues to meet with the Inter-Pac Recruitment team on a monthly basis—last meeting was held on 1/7. A major emphasis for this workgroup will be to develop ways to connect with boarded applicants to assist with job placement and hiring processes. The plan is to leverage the Inter-Pac resources and CPOs to work with HQs to allow PACs to have access to names of boarded applicants
- All workgroup leads have been identified for current year; 3-5 volunteer vacancies will need to be filled
- M&R Chairs will be meeting with CAPT Jiggins later this month to discuss current limitations and challenges with recruiting new EHOs
- M&R will hold its first team meeting later this month and teams are already updating SOPs and Workplans accordingly

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

- M&O provided an overview of the subcommittee structure which is comprised of 4 workgroups: Mentor Matching Program, Officer Basic Course (Open House and Graduation); Documents & Publication, and Evaluation and Survey Analysis
- The next Virtual OBC 133 is Tuesday, 25JAN2022 from 1350-1510 (1:50pm – 3:10 pm EST); CDR Pharo will be presenting
- We revised OBC Slide with New Executive Committee Information
- Matched 3 Recent OBC Graduates with mentors (Dec 2022)
- Top 3 M&O Priorities for 2022
 - SOP Updates
 - 2022 Mentoring Program Forums (To be done in coordination with Career Development Subcommittee)
 - 2022 Virtual Zoom Welcome to OBC Graduates

- **Readiness – CDR Bales and CDR Darr**

- **Deployment Skills Webinar** – Finalizing for EC review presentation from ASPR representative who will provide an overview of ASPR's deployment framework and processes. We are also working with a representative from CCHQ RDB to participate. The webinar will provide an opportunity for information to help officers prepare for deployments and understand the procedures utilized by both organizations. Webinar Date: Thursday, 27JAN2022 at 3 PM Eastern.
- **Readiness Reminder** – We hope the December reminder was helpful in providing key readiness updates. We'll look to starting our 2022 series with our first scheduled for distribution in February.
- **Volunteer Opportunities** – Appreciate the call for volunteers as we are seeking 3 to assist the Preparedness Workgroup and look forward to reviewing the applicants once ready.
- **SC Leadership** – Welcome to CDR Bales and thank you to LCDR Merritt for his service to this SC. We look forward to continuing to partner with you in your new role and as our EC liaison. We have a new workgroup lead, LT Medero, who will champion our Preparedness efforts along with our co-leads for the Resources workgroup LCDRs Otto and Wittry.

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

- **2022 EHO Category Day**
 - Date is set for 25MAY2022 in Glendale, AZ
 - Registration request(s) were sent out by Planners to confirmed speakers
 - CAPT Quinn was listed as confirmed speaker for Career Development presentation
- **2021 Virtual Training Series**
 - Working to open up the VTS recordings to the PAC and all officers on CCLMS
 - Troubleshooting an issue with the certificates at the end of the training modules

- Announcement will be sent out via EHOPAC listserv when trainings are available on CCLMS
- PDHs will NOT be available for asynchronous trainings
- **Training ListServ**
 - Collaborating with IT SC to create a standalone webpage with “how to” instructions for subscribing/unsubscribing to new Training ListServ
 - Goal: to include URL in EHOPAC Signature block
 - Working to add Training ListServ to NIH directory
- **Events**
 - 17 attendees
 - Lots of fun seeing challenge coins and holiday attire!

X. Open Discussion

XI. Adjournment – CDR Erin Evans for CAPT Jessica Havranek

The meeting was adjourned at 1430 ET