



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



Meeting #248 Minutes, 08FEB2022

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	Present	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	Excused	CDR Jeffery Conner
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	Excused	CDR Leslie Jackanicz
Hickey	Braden	LT	Present	Click or tap here to enter text.
Hunter	Candis	CDR	Present	LCDR Nakia Clemmons
Kupper	Drew	CDR	Excused	CDR Rodriguez
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
Eastlake	Adrienne	LCDR	Admin Team

III. Chief Professional Officer Report – CAPT Timothy Jiggins

- Ongoing meetings with CCHQ to clarify changes that have occurred over the past year
- Within CCMIS, we currently have 330 EHOs. Numbers are declining. Encourage CCHQ to prioritize recruitment of new EHOs and COSTEPS
- Currently working on outreach to EHOs. Focusing on outlying areas and will get to outreach in larger agencies in the future

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

- CDR Evans acting on behalf of CAPT Havranek JAN-MAR
- Notable News:
 - Congratulations to LT Braden Hickey – IHS Environmental Health Specialist of the Year
 - LT Hickey was nominated by the Albuquerque Area Indian Health Service, Office of Environmental Health and Engineering, Division of Environmental Health Services for the 2021 Environmental Health Specialist of the Year. LT Hickey is assigned to the Taos-Picuris Service Unit in the Area’s Northern District. LT Hickey also serves as the principal EHO for the Zuni Service Unit, providing essential comprehensive Environmental Health services to a total of six tribal communities. LT Hickey is heartily commended for her outstanding leadership, professionalism and dedication to native communities and the professional assistance she provides to her teammates. She consistently demonstrates a steadfast commitment to the mission of IHS through maintaining high quality service while volunteering to take on additional roles, providing support during staffing shortages and spearheading national level-projects. LT Hickey is a highly valued member of the DEHS team and consistently serves as a role model to the Area’s EH Specialists. We’re proud to have her serving the EHOPAC as a Voting Member. Please take the time to congratulate LT Hickey on this well-deserved recognition!
- Reminders:
 - Set aside time to meet with your Executive Committee POC to establish annual goals and objectives
 - Consider updates to your SOPs
 - Review website and submit necessary updates or changes through IT SC
 - Notify the EC of any upcoming deployments to ensure continuity of operations

V. Chair-Elect – CDR Erin Evans

- 2022 Goals:
 - Continue to listen, learn, and support
 - Ensure continuation of PAC business in CAPT Havranek’s absence
 - Participate in weekly meetings of the EC and monthly Combined PAC Chairs Group (CPCG)
 - Special focus this year on preparing the new CV
 - March General Meeting – special presentation on the Ready Reserve and Public Health Emergency Strike Team (PHERST)
 - SC Spotlight – Training and Events

VI. Ex-Officio – CDR Jessica Otto

- Standing by to assist the subcommittees I’m liaison to, setting up meetings and assisting with identifying priorities/ resources
- Plan to start working on special projects when CAPT Havranek returns

VII. Secretary/Treasurer Report –LCDR Corey Butler

- January meeting minutes- please review and edit by 17FEB2022
- December minutes, please vote by 10FEB2022
- Mid-year volunteer process complete, pending EC review
- Notification of selections should be coming this week
- Reminder to send bullets by Friday

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 – Registration is now open. Hotel block is already full
 - <https://www.phscof.org/symposium/>
 - National Environmental Health Association:
 - Annual Education Conference: 28JUN-01JUL2022 in Spokane, WA
 - <https://www.neha.org/neha-2022-annual-educational-conference-aec-exhibition>
 - 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 13FEB2022. Submit your proposal ASAP! Proposal submission: <http://jointpds.adobeconnect.com/pds2022presenters/event/registration.html>
 - PDS will be held virtually from 18-22APR2022 and is a great way to get CE hours for free
- EC Review and CCHQ Coordination:
- Reminder and Request:
 - EHOPAC Executive Committee Meets Weekly on Thursday AM
 - Provide documents/presentations for review and approval to EC Review Folder on APAN by Wednesday PM
 - EC Reviews and Works to Finalize Content (~1 week)
 - For presentations or trainings, Dr. Sweis and CCHQ Communications must be consulted for review and approval of content. (~1 week)
 - Use of CCHQ Style Guide is critical to rapid approval

IX. Special Presentation –LCDR Galvez

X. Squad Reports

• Training and Events – LCDR Frank and LCDR Galvez

2022 EHO Category Day

- Wednesday, 25MAY2022 (0800-1730), Glendale, AZ
- Mentoring session room setup form has been submitted
- Coordinating career counseling session with M&O and CD subcommittees

VTS

- Email announcement for the available VTS presentations came through the EHOPAC listserv on 25JAN2022

Training Listserv

- Working with IT SC to create a webpage with Step-by-Step guidance to subscribe/unsubscribe to Listserv
- Working on adding Listserv to NIH Directory

Events

- Coordinating with Category Day Planners to host a social event at the COF Symposium (tentatively planning to hold in the evening of Category Day)
- We are looking to solicit volunteers in April to assist with planning/coordination with the NEHA conference social event

• Awards – CDR Williams

- The EMTC award nominations kicked off on Tuesday, February 8th. Nominations are due March 12th. Self-nominations are welcome

• Career Development – CAPT Quinn and LT Hickey

- Review and updates of SOP and Work Plan in progress
- Transitioning focus from previous emphasis on annual CV updates and benchmarks to more supplemental guidance
- Discontinued annual end-of-year file reviews to focus on more training/review opportunities throughout the year

• Communications – CDR Dittrich and LT McNamara

- CDR Dittrich and LT McNamara are returning Co-Chairs. CDR Evans is the POC to EC
- Awaiting confirmation for three new volunteers. Subcommittee structure remains the same this year.
- SC meets first Thursday of each month from 1300-1400 ET
- 2022 Major Initiatives
 - EHO Assessment (bi-monthly publication)
 - First newsletter of 2022 will be published in February
 - EHOs in Action photobook
 - 2021 book completed in Canva. Plan to remove foreword and distribute to category with a call for 2022 photos
 - Officer Leader Profiles:
 - Self-nomination process- CDR Danielle Mills hku1@cdc.gov and LCDR Dana Williams ihh6@cdc.gov
 - Social Media (Facebook/LinkedIn)

• History – CDR Smith and CDR Bird

- ECHO Journal Version 1 on target to be release 01MAY2022
- EHCO Journal Team working on finalizing EHO ECHO Version 1
- Generic retirement letter for the Retiree Recognition Program will continue once 2022 volunteers secured

- **Information Technology – CDR McLanahan**

- New Web workgroup chair when LT Sana Elassar rolls off mid-March will be LCDR Kristen Szenderski
- We are updating the website to reflect new VMs and changes in roles this operational year
- On APAN - we are cross referencing volunteer list to make sure officers have access - if they do not, let us know. We will be reaching out to the CDR Butler and her team with some questions on the roster
- Would like History and EC to start thinking about what we should do with old items from the website and APAN - how do we archive for historical purposes?
- SurveyMonkey - will be looking for options since using CDR McLanahan's paid subscription is starting to present challenges with new rules that SurveyMonkey is putting in place

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

- M&R Co-Chairs had a meeting with CAPT Jiggins to discuss M&R priorities for 2022. Thank you to CDR Bales for also attending and providing historical perspective of the SC.
- Chairs recently held meetings with three of the four workgroups to discuss work plan for this year and to address some of CAPT Jiggins' recruitment concerns and priorities. Workgroup meeting with M&M pends scheduling for February.
 - Applicant Assistance and Placement Workgroup (AAP)
 - Developing new approaches to assist EHO applicants in finding jobs once boarded. This is in response to CCHQ no longer allowing PACs to reach out to potential officers once they have started the application process.
 - Ideas so far include developing a separate listserv to disseminate information and materials. Also brainstorming the possibility of developing a recruitment forum for applicants to use to solicit advice. Once ideas are finalized, we will share with the EC for comments and approvals.
 - Continues to attend Inter-PAC recruitment meetings to share recruitment related practices/documents among PACs. Last meeting was 4 February 2022.
 - JRCOSTEP Workgroup
 - Tasked to develop innovative ways to reach more students. JRCOSTEP numbers have declined significantly over the last few years. JRCOSTEP is a major recruitment tool for the category.
 - Recruit an EHO (RAE)
 - Updating the recruit an EHO policy document and will be updating the Adopt-a-School university and officer representative list. Will be implementing ways to hold Adopt-a-School representatives accountable.
 - M&R is projecting need for an additional 2-3 subcommittee volunteers.

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

- January 2022 OBC 133 had one EHO graduate: LT Justin Rusch, IHS, Fairbanks, AK
- The next OBC 134 Open House is Tuesday, 22FEB2022 from 1350-1510
- We have begun initial internal discussions regarding Career Mentoring at the USPHS COF Symposium in May.
- We are planning a virtual Mentoring Roundtable in Fall of 2022.
- Summary results of the 2020-2021 EHOPAC Mentoring Program Evaluation Survey were discussed. Highlights included:
 - 96% of respondents indicated that they are willing to continue with the EHOPAC mentoring program
 - Nearly all respondents' expectations were met during the program for career development (94%), career progression (91%), support issues (84%), and personal issues (82%) respectively,
 - Overall, mentors and proteges rated their communication favorably (Good or Excellent),
 - Over half (54%) of respondents indicated that COVID-19 response work influenced their mentoring work, and
 - COVID-19 led to richer mentoring discussions and more field experience opportunities.

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

- **Volunteer Opportunities** – We made our selection for volunteers and look forward to bringing them on board. Appreciate the call for volunteers and all efforts that go into it.
- **Deployment Skills Webinar** – ASPR Deployment Skills webinar is still planned and we obtained approval today from CCHQ. We will finalize a date and communication for save the date once we have confirmation to proceed. We continue to work with the Readiness & Deployment Branch presenter in preparation of a future presentation.
- **Readiness Reminder** – Upcoming Reminder topics are being prepared. We anticipate there may be some policy updates forthcoming that are related to readiness and will incorporate as soon as able.
- **COF Symposium support** – Pleased to have a SC member participate in the COF Symposium pre-conference clinical skills workshop planning committee. The Deployment Readiness and Clinical Skills event is planned for May 23rd and is led by the Nurse PAC with cross-category participation. We are proposing a skills session that will focus on fit testing and/or PPE donning/doffing procedures. The next planning meeting is on Feb. 17th. As further planning develops, we will provide any critical updates.

- **Environmental Justice – CDR Dittrich and LCDR Niman**

- WG composition remains the same as last year with the addition of LCDR Butler as our POC to the EC
- WG meets the second Thursday of each month
- Finalizing 2022 workplan with:
 - o Recognition that the WG will dissolve after this OY
 - o Looking for projects that can be sustained through existing EHOPAC infrastructure
- Selected projects will be shared in future EHOPAC meetings

XI. Open Discussion

XII. Adjournment – CDR Erin Evans for CAPT Jessica Havranek

The meeting was adjourned at 1415 ET