



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



## Meeting #250 Minutes, 12APR2022

---

### I. Call to Order – 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	Excused	CDR Robert Gibbs
Butler	Corey	LCDR	Present	Click or tap here to enter text.
Darr	Charles	LCDR	Excused	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	Present	Click or tap here to enter text.
Galvez	Steven	LCDR	Excused	CDR Matt Albright
Havranek	Jessica	CDR	Present	Click or tap here to enter text.
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	CDR	Present	Click or tap here to enter text.
Smith	Martin	CDR	Present	Click or tap here to enter text.
Williams	Racquel	CDR	Excused	LT Aubree Kelly

### III. Chief Professional Officer Report – CAPT Timothy Jiggins

- M&O, CD, EC, and CPO will meet to discuss a path forward that aligns with new CCHQ policies on 19APR2022
- M&R is requesting meeting as well to discuss similar path forward and other concerns
- Encourage all officers to attend the Corps Connect Meetings
  - April 13: Promotion Categories / Rank Conversion <https://www.hhs.gov/live/cchq-connect-april-13/index.html>
  - April 20: Readiness and Practice Hours <https://www.hhs.gov/live/cchq-connect-april-20/index.html>
  - April 27: Failure to promote/restricted vs non-restricted/opt out <https://www.hhs.gov/live/cchq-connect-april-27/index.html>
  - May 4: Force Distribution vs Promotion Rate <https://www.hhs.gov/live/cchq-connect-may-4/index.html>
  - May 11: New Promotion Score Sheet; Rank Order/ The Line Number <https://www.hhs.gov/live/cchq-connect-may-11/index.html>
  - May 18: Retirement <https://www.hhs.gov/live/cchq-connect-may-18/index.html>
- After CCHQ meetings, hold an EHO virtual meeting to discuss

### IV. Chair Report – CAPT Jessica Havranek

- Thank you to CDRs Evans and Otto, the EC, CPO, and the PAC for covering for me and continuing the great work on the PAC in the first quarter of the year. Thank you also to CDR Jackanicz for acting as my alternate.
- We don't know exactly what the future holds for our officers, our PAC, or our category. This is shaping up to be a truly unprecedented time of change and unknowns. But what has not changed - we will figure things out as they come, together. What we do know is - today, you and I are here to serve this category as elected leaders. The EHOPAC has been in service to our officers since the establishment of the then named Sanitarian Career Service Board in 1968, and for as long as we can (and we hope that is for a very, very long time) we aim to be the most visible and valued PAC and to empower environmental health professionals to be the best PHS Officers they can be.
- The new Corps policies that dropped on 18MAR2022 were startling, and we do not yet know the full implications because interpretations via instructions and POMs have not been issued. We don't have answers at the PAC level, though I'm certain many of you have gotten questions from your fellow EHOs and other officers or heard rumors and guesses. I encourage you as leaders, take it one day at a time, and ask yourself, what can I do today? Tomorrow will come, and we'll handle it together when it gets here, whatever it brings with it. Lean on each other as leaders and lift one another up. And focus on TODAY. For the PAC, today, we are going to continue to serve the category the best way we know how, the way we have for decades, and we will shift as needed tomorrow.

### V. Chair-Elect – CDR Erin Evans

- Membership and New Voting Members
  - Coming in June 2022
  - Term renewals-Reminder
- Notable News
  - Nurse Officers
  - Next month is Nurses Month
  - Statements of gratitude and recognition
  - Email statements, photos, slides, videos, to N-PAC mailbox: [NPACComms@list.nih.gov](mailto:NPACComms@list.nih.gov)
  - Will be shared weekly and posted to social media

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

- Email to vote on both February and March Minutes by COB 18APR2022
- Please update your volunteer information in APAN Volunteer Spreadsheet
  - Reminder to send bullets by 15APR2022

## VII. 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”
- 30th Annual Joint Safety and Environmental Professional Development Symposium (PDS)
  - Presented online by the Naval Safety and Environmental Training Center
  - 18-22APR2022
  - Over 100 sessions on safety, environmental health, industrial hygiene, etc.
  - Great way to get CE hours for free and make PHS visible to sister services
  - <http://jointpds.adobeconnect.com/pds2022reg/event/registration.html> - REGISTRATION
  - [https://events-na2.adobeconnect.com/content/connect/c1/889710285/en/events/event/shared/2990863076/event\\_landing.html](https://events-na2.adobeconnect.com/content/connect/c1/889710285/en/events/event/shared/2990863076/event_landing.html) - SCHEDULE
- Notable Upcoming Events:
  - Commissioned Officer Association of the USPHS:
    - COF/Symposium: 23-27MAY2022 in Glendale, AZ – Early Bird Registration extended through April 22, 2022. Hotel block is full.
    - <https://www.phscof.org/symposium/>
  - National Environmental Health Association:
    - Annual Education Conference: 28JUN-01JUL2022 in Spokane, WA - Early Bird Registration extended through 22APR2022. Hotel block is full.
    - <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/>

## VIII. Squad Reports

### Awards – CDR Williams

- Received 19 nominations for EMTC awards and voting deadline is April 15<sup>th</sup>

### Communications – CDR Dittrich and LT McNamara

- COMMS major deliverables for 2022
  - EHO Assessment (bi-monthly publication)
    - Preparing April 2022 edition now
  - EHOs in Action photobook

- The 2021 book was posted to the EHOPAC website and distributed to the category through the listserv and Facebook. COMMS is collecting 2022 photos now. Please email them to: [shelby.foerg@ihs.gov](mailto:shelby.foerg@ihs.gov) and [nxz0@cdc.gov](mailto:nxz0@cdc.gov)
- Officer Leader Profiles:
  - This project moved to a self-nomination process. Calls for volunteers have been announced through the listserv, social media, and in the EHO Assessment. We are turning up short on volunteers. Email the following if you would like to volunteer: [hku1@cdc.gov](mailto:hku1@cdc.gov), [ihh6@cdc.gov](mailto:ihh6@cdc.gov), and [april.hill@hhs.gov](mailto:april.hill@hhs.gov)
- Social Media (Facebook/LinkedIn)
  - Continues to post category relevant updates and job announcements

## History – CDR Smith and CDR Bird

- **Notable News –**
  - ECHO Journal Version 1 on target to be release May 1, 2022
  - ECHO Journal Team working on finalizing EHO ECHO Version 1
  - Generic retirement letter for the Retiree Recognition Program continuing recognizing 2021 volunteers
- **2022 Major Initiatives**
  - Complete EHO ECHO Journal Version 1 and begin Version 2
  - Send our remaining Retiree Recognition Letters and identify new retirees
  - Consolidate files in the History SC folder in APAN

## Marketing and Recruitment – LCDR Erling and CDR Kupper

- **RAE WG** – Held a call with Adopt-a-School reps on March 10<sup>th</sup> to discuss updated RAE policy, reporting activities, and new forms for enrollment and reporting activities. Also discussed needs to try and have representation at the local, state, and national sanitarian/ EH related events with the RAE workgroup. Approximately 50 officers participated in Adopt-A-School.
  - Currently finalizing new event reporting forms, RAE policy document, and enrollment forms.
  - RAE WG will be soliciting for new school representatives soon.
- **AAP WG** – Has developed a proposal to assist potential applicants without having access to the applicant list or permission to reach out to applicants. Proposals include developing a listserv for students and university program representatives prior to the application process. This listserv will supplement the Adopt-a-School Program and will allow for passive marketing and recruitment information to go directly to the individual, rather than relying on the program representatives to disperse the information provided by Adopt-a-School reps. Proposal is still being ironed out but we hope to have something to push out later this summer.
- **JRCOSTEP WG** – Originally planned to hold annual recruitment webinar in late April/May rather than summer as we have done in years past. The hope was to capture more students while they are in school then to do in the summer while they are out. However, now with the new policy changes and unknowns, this has been delayed until we receive some additional guidance.

## Mentoring and Orientation – CDR Ferry and CDR Hunter

- Sent welcome emails and updated subcommittee volunteer information in APAN for 6 new M&O volunteers
- Reviewed Executive Committee comments on Welcome letter that will be sent to new OBC graduates
- Convening meetings with workgroup leadership to advise on SOP and yearly activities/goals
- Scheduled M&O All Hands Meeting for all volunteers on 14MAR2022

## Readiness – CDR Bales and CDR Darr

- **Deployment Skills Webinar** – ASPR Deployment Skills webinar is still planned for May. Exact date to be announced soon. We have already obtained approval from CCHQ. We will finalize a date and

communication to save the date soon. We continue to work with the Readiness & Deployment Branch presenter in preparation of a future presentation

- **Readiness Reminder** – Upcoming reminder topics are being prepared and will be routed before the end of the month
- **CCLMS for hosting webinars** – We've initiated an effort to explore posting our archived (and future) deployment skills webinars to CCLMS. Further input is needed from CDR Albright to determine feasibility and procedures
- **Readiness SC admin** – SC roster and contact information is complete and posted to max site
- **Reminder** - Upcoming CCHQ Connect session on April 20: "Readiness and Practice Hours". The link for this came out yesterday from CCHQ.

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

- **2022 EHO Category Day**
  - Wednesday, 25MAY2022 (0800-1730), Glendale, AZ
  - Our Category Day planners are in the process of developing an interactive Scavenger Hunt for the symposium during the room break time on Category Day
  - Planners are coordinating the EHOPAC Award Presentation with EC and Awards SC to be held during Category Day.
- **Training**
  - We are working on the additional comments we received regarding the Training Listserv Guidance document
  - Once we have the Guidance complete, we will provide an update to the IT SC for website updates
  - One WG member stepped down in MAR, EC assisted with quickly backfilling position from volunteer(s) roster
  - Welcome back to T&E LCDR King!
- **Events**
  - Coordinating with Category Day Planner to host a social event at the COF Symposium (tentatively planning to hold same day as Category Day => evening)
  - Seeking volunteer to physically help at Symposium for social event
  - NEHA Social = will solicit volunteers in April to assist with planning/coordination

### **IX. Open Discussion**

- No discussion

### **X. Adjournment – CAPT Jessica Havranek**

The meeting was adjourned at 1434 ET