



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



Meeting #251 Minutes, 10MAY2022

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	Excused	LCDR Dustin Joplin
Bird	Bill	CDR	Excused	CDR Robert Gibbs
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	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	CAPT	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	Excused	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	Excused	LT Aubree Kelly

III. Chief Professional Officer Report – CAPT Timothy Jiggins

- No OBC scheduled for May; the June OBC will be face to face
- EHOs have many questions about new PHS policies. The CPO will be meeting with the EHOPAC next week on 19MAY2022 to answer questions and discuss policy changes
- Looking forward to PHS Symposium and in person meeting with EHOs

IV. Chair Report –CAPT Jessica Havranek

- CAPT Havranek covered a few reminders/expectations regarding updates required for SC SOPs and promised follow-up by email to SC Chairs/Co-chairs.

V. Chair-Elect Report – CDR Erin Evans

- Voting Membership
 - Elections coming in June 2022
 - Voting Members whose terms expire December 2022, please notify CDR Evans if you intend to renew your membership for a consecutive term at isb5@cdc.gov by 31MAY2022
 - Timeline:
 - 14JUN22: Announce open seats at General PAC meeting
 - 15JUN22-15JUL22: Solicitation via ListServ and Facebook
 - 29JUL22: Self-nomination packages sent to VMs
 - 09AUG22: Open discussion during business meeting
 - 10AUG22-02SEP22: VMs review and vote
 - 13SEP22: Have votes tallied, announce new VMs at General PAC meeting, via ListServ, and October EHO Assessment
 - 30SEP22: Send appointment packages to OSG

VI. Immediate Past Chair Report – CAPT Havranek for CDR Jessica Otto

- Discussion was held on three proposed bylaw changes. Outcome of voting on changes will be presented at 14JUNE2022 General EHOPAC meeting.

VII. Secretary Report –LCDR Corey Butler

- Previous 4 month's minutes posted to website soon
- VMs--Please review the volunteer roster one more time as thank you letters will be drafted soon

VIII. Executive Committee Liaison Report – LCDR Steven Merritt

- Anonymous Feedback System
 - <https://www.surveymonkey.com/r/NDXMFWX>
 - Comments continue to come in, but many on policy are being answered by the CCHQ Connect sessions
 - Liaison working to help CPO develop responses to as many EHOPAC-related questions/comments as possible for "Meet with the CPO" on 19MAY2022 at 1400 ET
 - All Voting Members, please ensure the link is included in your signature block and any EHOPAC-LISTSERV messages
 - Spread the word to Subcommittee volunteers and colleagues about this virtual "suggestion box"
 - New Max.gov survey link coming soon
- NEW EHOPAC Liaison MOLC
 - Minority Officers Liaison Council (MOLC):
 - The council is the umbrella to the Surgeon General's Chartered Minority Advisory Groups (CMAG), of which there are four:
 - American Indian/Alaskan Native Commissioned Officers Advisory Committee (AIANCOAC)
 - Asian Pacific American Officers Committee (APAOC)
 - Black Commissioned Officers Advisory Group (BCOAG)

- Hispanic Officers Advisory Committee (HOAC)
 - Serves as a resource to assist in the activities related to ethnic minority officers in the Public Health Service
- LCDR Jorge G. Muñiz Ortiz and LT Adelaida (Adi) Rosario are the MOLC Liaisons to the EHOPAC
- Objectives of EHOPAC MOLC Liaison:
 - Share important information pertinent to officers who consider themselves racial or ethnic minorities
 - Foster and support resolution of issues of concern as they relate to your category's racial or ethnic minority officers
- 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 April 22, 2022. 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/>

IX. Squad Reports

Awards – CDR Williams

- Announcement of the winners of the EMTC Awards
- John C. Eason Award: LT Richard Dillahunt
- Edward (Ted) Moran Award: LCDR James Gooch
- John G. Todd Award: CAPT Michael Quinn
- Thomas E. Crow Mentor Award: LCDR Steven Galvez

Career Development – CAPT Quinn and LT Hickey

- We have been meeting with M&O to develop a plan for the COF Symposium; developing CD presentation and M&O presentation
- Future of CD and discussion between EC and overlap with M&O

Communications – CDR Dittrich and LT McNamara

- The next edition of the EHO Assessment will release in June. VMs should submit content by 20May2022 to matthew_kozler@nps.gov, stephanie_bridges@nps.gov, and stephen.mclane@fda.hhs.gov
- Don't wait for last call to submit your 2022 "EHOs in Action" photos! Send to shelby.foerg@ihs.gov and nxz0@cdc.gov
- If you'd like to self-nominate, or nominate a colleague's leadership to be profiled in a future issue of the EHO Assessment email hku1@cdc.gov, ihh6@cdc.gov, and april.hill@hhs.gov
- The Communications social media team stands ready to share news and job announcements relevant to the category. Send content to charissa.cooper@nih.gov

History – CDR Smith and CDR Bird

- **SC Structure**
 - 2 Chairs, ECHO Team (6 volunteers); OPS Team (5 volunteers); and 1 Special Initiatives volunteer
- **Notable News**
 - ECHO Journal Version 1 has been finalized & submitted to the EC for review
 - Generic retirement letter for the Retiree Recognition Program continuing recognizing 2021 retirees
 - Efforts underway to consolidate the History SC folder in APAN
- **2022 Major Initiatives**
 - Release 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
- **Needs**
 - None at this time

Information Technology – CDR McLanahan

- APAN recently started disabling accounts after 36 days of non-use. We only have about 20 active volunteer accounts right now. VMs and volunteers that login to APAN should set a reminder to do it at least once a month to keep account active. If your account becomes inactive, it is a 3-step process to get back in and can be delayed several days. If you do get locked out, you have to initiate the unlock by contacting APAN directly.
- MAX.gov utility being explored again (e.g., surveys, photo storage, other useful things since they don't reset passwords or lock us out so often)
- IT is looking at establishing some sort of ticket/tracking system to submit 508 or web update requests so emails aren't lost and things can more easily be tracked... very early stages of exploration. We do have quite a bit in our queue to be updated on the website - including the minutes that CDR Butler mentioned. We will have these done in the coming weeks.
- Additional web updates needed - look for more to come to SCs. We want SC to own content for their pages and review regularly. We have some suggestions.

Marketing and Recruitment – LCDR Erling and CDR Kupper

- M&R received a list of eight EHO applicants; intend to share list with AAP workgroup and restore some of their original functions if given the greenlight. CPOs have differing opinions how this information can be used; standing by for guidance.
- M&R met with CDR Bales to discuss strategies used in the past for AAP outreach. Reviewing historical documents and standing by for potential reimplementation.
- Open questions regarding applicant roster:
 - Is this list something we can expect to continue to receive periodically?
 - The applicant list has a table with letters in it without a key on how to interpret them. Is there someone at CCHQ that can provide interpretation of what they mean for us to ensure every person listed is a viable candidate?
- Members of the RAE and JRCOSTEP workgroups are attending the Association of Environmental Health Academic Programs (AEHAP) virtual student symposium today (5/10). They will be providing information regarding the JRCOSTEP and Adopt-a-School program.
- Received four documents to review from the JRCOSTEP workgroup: 1) JRCOSTEP Valuable Tips; 2) JRCOSTEP Preceptor Guide; 3) JRCOSTEP Timeline Guide; and 4) Benefits of Hiring a JRCOSTEP Brochure. Co-Chairs will review and either approve minor changes or determine if changes need to be discussed with EC.

- M&R Co-Chairs to meet with CPO/EC next week (18MAY2022) to discuss M&R strategy moving forward due to all the recent policy changes.
- M&R has been working on assisting an interested applicant with nearly 11 years prior service in the USCG. Reached out to CCHQ on 3/31 to try and obtain info regarding a waiver. Heard back today that the applicant should submit a Time in Service waiver at the beginning of the application process. The applicant must meet all requirements for commissioning prior to apply. Degree and all subsequent certifications must be achieved.
 - M&R would like to discuss Early Commissioning Program, CCI 371.01 next week with CPO/EC. Seems to be clinical focus but doesn't specifically exclude EHOs. ASH determines when the ECP is implemented or placed on hold. Involves appointment into Inactive Reserve Corps, which we don't believe exists anymore. Allows applicants who are in the last year of their qualifying degree to apply to the Commissioned Corps and be appointed as Ensign. Could be a great boost to recruitment if made an available option for high performing JRCOSTEPs.

Mentoring and Orientation – CDR Ferry and CDR Hunter

- **Recent Actions, Activities, Accomplishments**
 - 2 EHOs attended April 2022 Officer Basic Course (OBC)
 - LTJG Alicia Retiz stationed at IHS in Nome, AK
 - LTJG Emma Rary stationed at IHS in Clinton, OK
 - Next OBC is May 17 and have not received notification about EHO participation
 - Reached out to officers in DC area in preparation for June OBC (in-person)
 - Secured mentors for COA Symposium Mentoring Session on 24May2022
- **Current Needs**
 - Meet with Career Development to discuss COA Symposium Mentoring Training materials
 - Send reminder about COA Symposium Mentoring Event
- **Next Steps**
 - COA Symposium Mentoring Mentor Preparation- 16MAY2022
 - Next Monthly All Hands meeting will be held on 27JUN2022

Readiness – CDR Bales and CDR Darr

- **Deployment Skills Webinar** – ASPR Deployment Skills webinar 19MAY2022 1500EST. CDR Garza from ASPR will be presenting and will share valuable information about the deployment process. We are developing presentation topics for future webinars planned for September during Environmental Health month.
- **Readiness Reminder** – April's reminder was sent and we'll look to June for the summer reminder. Thanks to LCDR Mark Otto and the reminder WG for their continued efforts.
- **CCLMS for hosting webinars** – We've initiated effort to explore posting our archived (and future) deployment skills webinars to CCLMS. CCHQ put a hold on uploading until a process can be finalized on uploading content.

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
 - Currently waiting for CPO, Chair, and CD presentations to be uploaded and provided to Category Day Planners
 - Final agenda still being drafted

- EHO Mentoring Sessions will be available Tuesday, 24MAY2022, SurveyMonkey was distributed on Tuesday, 03MAY2022
- **Events**
 - COF Symposium EHO Social will be held on 25MAY2022 1800 pm at Funk House Brewery. They offer a 15% military discount and separate checks.
 - NEHA Social Volunteer Request - Currently have 1 volunteer who is attending, potentially 1 additional who may attend
- **Training**
 - Submitted a website change request to the IT SC so there can be a modification to the webpage to include the Training Listserv Guidance

Environmental Justice

- The primary goal of the EJ WG for this operational year is to identify ways of continuing EJ efforts through existing EHOPAC SC infrastructure
- 2022 projects
 - Explore incorporating EJ language into the EHOPAC Adopt-a-School program materials
 - Highlight national EJ initiatives and organizations in the *EHO Assessment*
 - Utilize the T&E training listserv to advertise EJ training opportunities available through Federal programs, professional associations, and non-government organizations
 - Explore Black Commissioned Officer Advisory Group (BCOG) partnership to develop a PACE EJ curriculum
 - Announce Health Equity Environmental Justice and/or DEI Awareness Awards
- EHOPAC VMs should email yhf8@cdc.gov and niman.aaron@epa.gov with any ideas for incorporating an EJ lens into existing SC projects

X. Open Discussion

- No discussion

XI. Adjournment –CAPT Jessica Havranek

- The meeting was adjourned at 1454 ET