



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



Meeting #253 Minutes, 12JUL2022

I. Call to Order – CDR Jessica Otto 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	Excused	LCDR Dustin Joplin
Bird	Bill	CDR	Present	Click or tap here to enter text.
Butler	Corey	CDR	Present	Click or tap here to enter text.
Darr	Charles	CDR	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	Excused	LCDR James Gooch
Frank	Samuel	LCDR	Excused	CDR Jeff Connor
Ferry	Krista	LCDR	Present	Click or tap here to enter text.
Galvez	Steven	LCDR	Excused	CDR Matt Albright
Havranek	Jessica	CAPT	Excused	CDR Leslie Jackanicz
Hickey	Braden	LT	Excused	LT Zachary Hargis
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
Eastlake	Adrienne	LCDR	Secretary

III. Chief Professional Officer Report – CAPT Timothy Jiggins

- Recruiting
 - USPHS CCHQ received an increased number of applications which has led to a backlog. Staffing at USPHS CCHQ is not sufficient to address the backlog of applicants. Because of this, the EHO window for applications has been closed. It is not known when the EHO window will reopen.
- Deployments
 - Hurricane season started in June and deployments continue. Please note your on-call month.
- Modernization
 - Ready reserve - the first two ready reserve EHOs came through the appointment board.
- Over the past month, CPO meet and greets have recently taken place in multiple locations within California. Thanks to all for helping to organize these important meetings!

IV. Chair Report/Ex-Officio – CDR Jessica Otto for CAPT Jessica Havranek

- VMs were asked to meet with their subcommittees and begin planning the programming for EH Month (September). An email was sent to gather a calendar of events and social media content and is due the first week of AUG.

V. Chair-Elect – LCDR James Gooch for CDR Erin Evans

- Accepting applications for new Voting Members (VMs)
 - Announced open seats at 14JUN2022 general EHOPAC meeting
 - 5 Open EHOPAC Seats
 - Open to ALL AGENCIES
 - Term 01JAN2023-31DEC2025
 - Application deadline 15JUL2022
 - 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
 - Nomination packages will be added to APAN or sent via email to VMs not later than 29JUL2022
 - Current VMs should review all packages and be prepared to discuss during our next PAC business meeting 09AUG2022

VI. Secretary/Treasurer Report –CDR Corey Butler

- Send bullets by COB Friday
- Review and update volunteer list
- Review minutes

VII. Executive Committee Liaison Report – LCDR Steven Merritt

- **First Step in DD214 Retro Active Application:** On 30JUN2022, the House Appropriations Committee, by a vote of 32 to 24, approved the FY'23 Labor, Health and Human Services, Education, and Related Agencies bill. COA was successful in having the report language below included. "Commissioned Corps of the United States Public Health Service. The Committee is aware that as of 01OCT2022 the Commissioned Corps of the U.S. Public Health Service (USPHS Commissioned Corps) is issuing a "Certificate of Release or Discharge from Active Duty" (DD Form 214) to USPHS Commissioned Corps officers who are released from active duty. The Committee requests a report within 90 days of the date of enactment of this Act on the feasibility of issuing a DD Form 214 to each USPHS Commissioned Corps Officer who retired or separated from USPHS Commissioned Corps service prior to 01OCT2022 and received a different statement of service." This is the first step in ensuring a DD214 is available to officers who retired from service prior to 01OCT2022.
- **COA Hosting a CPH Webinar on 11AUG2022:**Join COA on 11AUG2022 at 12 noon EDT to learn more about the Certified in Public Health (CPH) certification program and how getting your CPH can advance your career. To date, over 10,000 public health professionals have passed the CPH exam. On this webinar, COA members and NBPHE staff will cover eligibility criteria, the application and examination process, benefits for COA members, and study tips. Register now at www.tinyurl.com/cphexam.
- **COF Needs Support with Producing PHS Documentary, Invisible Corps:** The PHS Commissioned Officers Foundation for the Advancement of Public Health is partnering with Christopher Productions, LLC to produce a documentary on the U.S. Public Health Service (USPHS) for the Public Broadcasting Service (PBS). It will cover the history and role of the USPHS, highlighting aspects of the USPHS Commissioned Corps to help educate viewers about the role that the officers play in the FUTURE health of our nation, and the world. COF is asking your support in this education campaign through the creation of this PBS documentary," along with other video elements for use on social media and in presentations. Get involved: <https://www.phscof.org/documentary/>.

VIII. Squad Reports

Awards – CDR Williams

- No updates

Career Development – CAPT Quinn and LT Hickey

- Meeting with M&O to discuss CV template
- Review of the PY22 Canned Comments Summary indicates the following common strengths for EHOs: Deployment Activities (O5 & O6) and Advanced Training (O4). The following most common suggestions -- More or Higher-Level Awards (O5 & O6) and Individual Awards (O4).

Communications – CDR Dittrich and LT McNamara

- The next edition of the EHO Assessment will release in August. VMs should submit content by 20JUL2022 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@dc.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
 - If you plan to submit content for Environmental Health Month, please contact Communications ahead of time so we can draw up a schedule to coordinate postings

History – CDR Smith and CDR Bird

- History SC is incorporating EC feedback into ECHO Journal and anticipates announcing the official publication before the end of July

- History SC APAN Folder has been reorganized to make navigation easier
- Generic retirement letter for the Retiree Recognition Program is continuing, recognizing 2021 retirees

Information Technology – CDR McLanahan

- Reminder to log into APAN monthly to prevent being locked out
- Thank you for your patience with website updates. We are still working on better ticket/request tracking system. If anything is pending for your subcommittee, please let me know.
- Recent web updates:
 - Made listservs easier to find on left navigation, including the new training listserv
 - 2022 EHOPAC award winners

Marketing and Recruitment – LCDR Erling and CDR Kupper

- Prepared updates to the EHO appointment standards on USPHS.gov. The website currently has the old, outdated appointment standards for EHOs. Updates were sent to the CPO for CCHQ revision.
- EHO applicants are currently unable to apply for commission. CCHQ anticipates accepting EHO applications on 01SEP2022. M&R requests the open announcement windows be communicated with the Co-Chairs so this information can be communicated to officers involved in recruiting efforts.
- JRCOSTEP application window was shortened unexpectedly by two months from 6/1 – 9/30 to 6/1 – 7/31 by CCHQ. M&R requests open announcement windows be communicated with the Co-Chairs so this information can be communicated to officers involved in recruiting efforts.
- Applicant Assistance & Placement (AAP)
 - Developed a recruitment listserv on Google Groups to assist and recruit applicants in a passive manner. Final touches are being ironed out and an SOP is being finalized. This listserv will supplement the Adopt-A-School Program and will enable 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 representatives. Once finalized, the plan will be shared with the EC for review. Rollout is anticipated by the end of 2022.
- Recruit an EHO (RAE)
 - Finalizing the Adopt-A-School listing—to include EHAC, ABET, & CEPH programs. Solicitations for openings to follow
 - Finalized a new RAE Program Policy, Enrollment and Activity tracking forms
- JRCOSTEP
 - Holding the summer recruitment webinar on 20JUL2022 @ 1330-1500pm EST
 - CAPT Jiggins has agreed to provide introductory comments
 - Announcement has been shared with Adopt-A-School sponsors and disseminated via EHOPAC listserv, Facebook, and LinkedIn
 - Updated and cleared EHO recruitment presentation
- Marketing and Materials (M&M)
 - Updated EHO Fact Sheet
 - Working on updating USAJobs introductory document and Securing First Assignment document
 - Will be updating M&R's Resource section on the EHOPAC website

Mentoring and Orientation – CDR Ferry and CDR Hunter

- **Recent Actions, Activities, Accomplishments**
 - Successfully coordinated the Symposium Mentoring event on 24MAY2022
 - 5 mentors and 6 proteges participated in person
 - Developed and distributed survey for Symposium Mentoring participants (closing date on 15JUL2022)
 - Matched recent OBC grads with an unofficial mentor
 - Updated the EHOPAC Mentoring Program brochure and received EC feedback
 - Coins mailed to 2021 OBC graduates

- First in person OBC 137 occurred on 22JUN2022 (1 EHO graduate)
- Next OBC Open House on 22JUL2022 (0 EHO participants)
- **Current Needs**
 - OBC Graduation and Open House Volunteers in metro DC area (need more senior officers!)
- **Next Steps**
 - Currently preparing for mentoring roundtable on 16SEP2022 (per EC approval)
 - Preparing for next mentoring cycle solicitation for the 2022-2023 mentoring year
 - Meet with Career Development to discuss CV template
 - Next M&O Monthly All Hands meeting will be held on 29AUG2022

Readiness – CDR Bales and CDR Darr

- **Deployment Skills Webinar** – We are working with the FDA Office of Safety to create an EHO train-the-trainer qualitative fit tester training. We are looking to incorporate into the September EH month activities. The presentation is still in development, and we are working on the content to be suitable to all EHOs. We will work with our liaison and EC to further finalize plans and the date for this training.
- **Readiness Reminder** – Pleased to have the June reminder sent out and we'll look to the coming weeks for the summer reminder. Thanks to LCDR Mark Otto and the reminder WG for their continued efforts.

Training and Events – LCDR Frank and LCDR Galvez

- **2022 EHO Category Day**
 - Category Day Planners are currently drafting AAR
 - LOAs have been drafted for all presenters (including those who had approved presentations and did not present), mentors, EHO Social team, and officers who played a part in the background
 - We have received a few applications for the Junior Planner to join our Category Day team. Stay tuned for the upcoming selection
 - We received a request to retain an Ex-Officio Planner on the WG to ensure continuity and support within the up-and-coming work group members
- **Events**
 - NEHA Social Volunteer, we are determining final attendance
- **Training**
 - EHOPAC website is updated, and the Training Listserv guidance is posted under [T&E Resources section](#)
 - Training Listserv is accessible through the “Subscribe” link located w/in the Guidance document posted to the EHOPAC website. There have already been requests to join the Listserv.
 - Training WG is working on populating the Training Calendar
 - Next Steps:
 - Working on EHOPAC Listserv announcement to promote the Training Listserv and let officers know it is operational and available to subscribe to. Training WG Duty Officer(s) will also be working on reviewing submission(s) to begin distributing over the Training ListServ – aiming to get messaging out this month.

EJ Workgroup – CDR Dittrich and LCDR Niman

- The EJ Working Group continues to meet monthly to plan for the transfer of certain projects to existing EHOPAC subcommittees for sustainability beyond 31DEC2022, when the EJ Working Group dissolves. If subcommittee Chairs or EHOs at-large have ideas about how to incorporate EJ into existing PAC projects please contact CDRs Aaron Niman niman.aaron@epa.gov and Michelle Dittrich yhf8@cdc.gov.

IX. Open Discussion

No discussion

X. Adjournment – CDR Jessica Otto for CAPT Jessica Havranek

The meeting was adjourned at 1422 ET