



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



Meeting #247 Minutes, 09Aug2022

I. Call to Order –CAPT Jessica Havranek

The meeting was called to order at 1300 ET.

II. Roll Call –LCDR Adrienne Eastlake for CDR Corey Butler, Secretary

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 | CDR | Excused | 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 | 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 | Click or tap here to enter text. |
| 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 | 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 | Administrative Team |

III. Chief Professional Officer Report – CAPT Timothy Jiggins

- Safety officer role
 - This is a key role that many EHOs are qualified to fill during deployments
 - Currently tracking potential safety officer training opportunities on behalf of EHOs
- CO-STEP – The current COSTEP window will remain
- Counseling and outreach
 - CAPT Jiggins will be working with senior officers to provide counseling to lower decile officers.
- It is anticipated that the EHO application window will open by September 2022.

IV. Chair Report – CAPT Jessica Havranek

- Thank you for all your work as VMs! We have half a year to go!
 - Remember we are voting members with responsibilities
- Goal is to be a more efficient and effective group. We have limited resources and no budget. The EC is working to update the bylaws .

V. Secretary– LCDR Adrienne Eastlake for CDR Corey Butler

- Minutes
 - Thank you for reviewing and editing June and July EHOPAC meeting minutes, please be looking for email on voting within the upcoming week
 - Please send any SC updates to include in August minutes by COB Friday
- Volunteers
 - Please review volunteer spreadsheet NLT 31AUG2022
 - Start thinking about # of new volunteers the SC will need in CY2023 – numbers are not set in stone

VI. Executive Committee Liaison Report – LCDR Steven Merritt

- Anonymous feedback box
 - Usable template for new CV format (Quinn & Hickey)
 - Anticipated completion of user-friendly CV format by the end of September
 - To include: example CV, example statements, etc.

VII. Open Discussion

- **Voting Member Nominee Discussion – CDR Erin Evans**
- A closed discussion was held to review ground rules for voting, recusal, and scoring.
- 2022 Voting Member Selections (Term 2023-2025)
 - 5 Open EHOPAC Seats
 - Open to ALL AGENCIES
 - Term 01JAN2023-31DEC2025
 - Timeline:
 - 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

- **Awards – CDR Williams**
 - No updates
- **Career Development – CAPT Quinn and LT Hickey**
 - Anticipated completion of user-friendly CV format by the end of September
- **Communications – CDR Dittrich and LT McNamara**
 - The next edition of the EHO Assessment will release in August. VMs should submit content by July 20 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
 - If you plan to submit content for Environmental Health Month, please contact Comms ahead of time so we can draw up a schedule to coordinate postings
- **History – CDR Smith and CDR Bird**
 - On 09AUG22 the History SC submitted the revisions to the EHO ECHO Journal Version 1 to the EHOPAC Executive Committee for review and comment
 - EHO ECHO Journal anticipated to be released to the EHOPAC in September 2022
 - On 08AUG22 the History SC EHO Retirement Recognition Team sent out an email blast to the category giving retiring EHOs the opportunity to be recognized by the EHOPAC on their successful career
- **Information Technology – CDR McLanahan**
 - No updates
- **Marketing and Recruitment – LCDR Erling and CDR Kupper**
 - No updates
- **Mentoring and Orientation – CDR Ferry and CDR Hunter**
 - September is Environmental Health Month! M&O is hosting a Mentoring Roundtable on 16SEPT22 at 1300 EDT. Senior officers have been recruited for the upcoming session.
 - M&O is planning to meet with HSO Mentoring group to discuss cross-category mentoring program lessons learned/ best practices
 - M&O SC responsibilities have been updated and sent to EC for review
 - All coins have been mailed out to 2020-2021 OBC graduates for which we received contact info
 - Mentoring Management Workgroup
 - Everything is all set for the 2023 Mentoring Solicitation Cycle- ready to receive applications
 - Applications will open Friday, 12AUG22 and close 16SEPT22
 - Publications and Documents Review Workgroup
 - Sent changes to mentoring brochure and EC changes provided feedback
 - Prepared Mentoring Moments for August issue and developing future mentoring moments
 - Evaluation and Survey Analysis
 - Will send feedback from Mentoring Symposium survey via surveymonkey.com
 - Requested different tool for distributing surveys
 - EC recommended max.gov and EC can provide a max.gov survey training; Microsoft Forms is another option

- Officer Basic Course (OBC) Open House and Graduation
 - 3 EHOs scheduled for August OBC; email has been distributed to volunteers in the DC area
 - COTA website now lists the training information
 - CDR Speckhart will be present for August if needed
 - SOP changes are under review
 - CDR Hien Albright is COTA training chief (EHO) and can give insight for upcoming OBCs

- **Readiness – CDR Bales and CDR Darr**
 - No updates

- **Training and Events – LCDR Frank and LCDR Galvez**
 - No updates

VIII. Adjournment –CAPT Jessica Havranek

The meeting was adjourned at 1430 ET