



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



## Meeting #257 Minutes, 11JUL23

---

### I. Call to Order - CAPT Evans

- The meeting was called to order at 1300 ET

### II. Roll Call - LT Hickey, Executive 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
Annetta	Laura	LCDR	Present	Click or tap here to enter text.
Bales	David	CDR	Excused	CDR Dustin Joplin
Bante	Katie	CDR	Present	Click or tap here to enter text.
Bird	Bill	CDR	Present	Click or tap here to enter text.
Butler	Corey	CDR	Present	Click or tap here to enter text.
Carpio	Sandra	LCDR	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	CAPT	Present	Click or tap here to enter text.
Ferry	Krista	LCDR	Present	Click or tap here to enter text.
Frank	Samuel	LCDR	Present	Click or tap here to enter text.
Galvez	Steven	CDR	Present	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.
McNamara	Kathryn	LCDR	Present	Click or tap here to enter text.
Otto	Mark	LCDR	Excused	LCDR Aubree Kelly
Rodriguez	Luis	CAPT	Present	Click or tap here to enter text.
Smith	Martin	CDR	Present	Click or tap here to enter text.
Wittry	Beth	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. CPO Report – CAPT Jiggins**

- CAPT Jiggins has prioritized visiting EHOs in a variety of locations. Recently, he has visited EHOs in both Morgantown and Cincinnati
- CPOs are currently working with CCHQ on promotion boards
- To date, there is no update on permanent promotions
- We have a couple new EHOs coming in with the next OBC

### **IV. Chair Report – CAPT Evans**

- Congratulations to the newly promoted voting members
- CAPT Evans will be out on leave during August/September and CDR Galvez will be covering

### **V. Chair-Elect – CDR Galvez**

- Voting Members – there are currently seven open seats available – Applications are due 14JUL23
- Currently eight eligible applicants
- One more announcement will go out on Wednesday, 12JUL23
  - Extended discussion on the merits and drawbacks of including the current number of applicants on the 12JUL23 announcement. Based on discussion, the announcement will not include the current number of applicants
- Will cover for CAPT Evans while she is out on leave in August/September

### **VI. Immediate Past Chair Report – CAPT Havranek**

- Environmental Health month will take place in September
- Planning is already underway and CAPT Havranek may be reaching out to individuals regarding events soon

### **VII. Executive Secretary Report – LT Hickey**

- Volunteer Solicitation Process
  - 1 call for volunteers each calendar year; terms to start 01JAN
  - Provide any suggestions/comments to myself or anyone on the Admin Team
- Update Volunteer Roster on APAN
  - COB 31JUL23
- Reminder: Please send bullets by COB Friday

### **VIII. Special Assistant Report – LCDR McNamara**

- Finalizing SOPs – please respond via email if LCDR McNamara has reached out to you
- Folders have been added to each subcommittee to clean up APAN
  - Please archive old or legacy documents and files that are no longer in use

### **IX. Executive Committee Liaison Report – CDR Bante**

- No anonymous feedback at this time
- If you have any recommendations for organizations that we should connect with, please let CDR Bante know.
  - Recently reached out to International Agency for Emergency Management (IAEM) and Board of Certified Safety Professionals (BCSP)

- Potential for booth and free registration for two officers at NEHA next year

## X. Subcommittee Reports

### • Awards & Recognition – CDR Wittry

- Awards:
  - Developing new Kelly M. Taylor Health Equity Award. The purpose of the Kelly M. Taylor Health Equity Award is to recognize an outstanding environmental health professional who promotes health equity and addresses health disparities to improve health outcomes for marginalized populations in a community or society at large. Award criteria are based on:
    - Specific initiatives or actions (i.e. injury prevention, clinical services, increased responsiveness, etc.) that addressed health disparities and promote health equity
    - Specific ways the individual empowered marginalized populations to improve their health outcomes
    - Specific outcomes that impacted the community or society at large
    - Potential future directions or goals to continue advancing health equity from achievements
  - All awards (to include ROY) will be on same schedule (calendar year) going forward. For the next ROY award the nomination period will be OCT22-DEC23 then go to calendar year (JAN-DEC24)
- Recognition
  - Please let CDR Daly and LCDR Lloyd if you know any EHOs retiring and any EHOs who received any awards/recognitions

### • Communications – CDR Dittrich & LCDR Carpio

- August is the next edition of the *EHO Assessment*. Content is due by 24JUL
- Submit photos for the 2023 *EHOs in Action* photo book by 31OCT to: [shelby.haddeland@ihs.gov](mailto:shelby.haddeland@ihs.gov), [nxz0@cdc.gov](mailto:nxz0@cdc.gov), [christina.waters@fda.hhs.gov](mailto:christina.waters@fda.hhs.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 [april.hill@hq.dhs.gov](mailto:april.hill@hq.dhs.gov) and [valeria.moore@fda.hhs.gov](mailto:valeria.moore@fda.hhs.gov)
- Efforts are underway to convert LinkedIn to a public page
- COMMS needs to move 2014-2022 photo books and the respective photo submissions to an alternate location before Max.gov sunsets on 31DEC

### • History – CDR Smith & CDR Bird

- EHO Yearbook anticipated release JUL23
- EHOPAC Awardees – Adding historical perpetual plaques of past award winners to the EHOPAC website
- Environmental Health Month – Article capturing our many historical achievements

### • Information Technology – LCDR Otto

- No updates at this time

### • Mentoring & Career Development – CDR Hunter & LCDR Annetta

- Accomplishments
  - Symposium Activities
    - Mentoring Session: 09MAY23
      - 8 protégées and 9 mentors
      - Overall positive feedback
    - Professional Development Updates for EHOs: 10MAY23
      - Good discussion on career progression and promotion
      - Key Take-Away: Importance of using plain language & demonstrating impact
      - Key Take-Away: Discussion reinforced uncertainty among EHOs on the promotion process and future career

- Held M&CD All-Hands: 26JUN23
    - 2022 LOAs for Captain Counseling distributed
    - EHOPAC Roundtable: 21APR23; 43 participants and 4.9/5 rating on success of the roundtable
  - Upcoming Activities
    - Co-Chairs:
      - CV Coverage and CV Examples: Estimated Completion 31JUL23
      - Final SOP revision: Estimated Completion 31JUL23
    - Career Development Workgroup:
      - Potential Activity: Cross-Category CV review per suggestions from Symposium
      - Planning underway for EH month Roundtable
      - Joint Senior Officer Panel with EPAC: 19OCT23
    - Mentoring Workgroup:
      - Updating the Mentoring Program Checklist
      - Preparing for Mentoring Program change
  - Challenges
    - Career Development: M&CD has limited specific and actionable guidance we can provide regarding the new promotion process
    - Mentoring: M&CD has identified a lack for appropriate support for mid-level EHOs
- **Readiness – CDR Bales & CDR Darr**
  - Readiness Reminder –Upcoming Reminder topics are being prepared for August.
  - Preparedness WG
    - Planning a Deployment presentation scheduled for 14SEPT23
    - Topic will feature SOFR deployment role from various officer experiences when receiving the call to deploy as a SOFR
  - Working on CPO request for a EHO capabilities document that captures where and how EHOs can fit into various aspects across an ESF-8 response
- **Recruitment & Orientation – CDR Butler & LCDR Erling**
  - JRCOSTEP
    - JRCOSTEP Recruitment Webinar was held 23May23 >50 participants. JRCOSTEP application window closes at the end of JUL
    - Advertised for JRCOSTEP on NEHA and AIHA job boards
    - Window closes 31JUL23 for 2024 Class
  - OBC
    - 2 EHOS in JUL OBC; AUG OBC cancelled
  - Recruitment Other
    - Participated in Virtual NEHA Career Fair on 24MAY23
    - Updating R&O portion of website with IT subcommittee
    - In conjunction with EC, developed 2 slides to insert into slideset to give general overview of PHS and EHOs
- **Training & Events – LCDR Frank & LCDR Ferry**
  - General Updates
    - Webinar training for EH month confirmed
    - Working on final revisions for T&E SOP
  - Symposium Planning
    - Category Day LOAs sent out: Presenters, Mentors, Support, Planners
    - Applications under review for the new Junior Planner
    - Selection/announcement to be made soon
  - Events
    - 2023 NEHA AEC: EHO Networking Social

- Please join us for the EHOPAC Social on 01AUG23 at 1900 during the NEHA Annual Education Conference in New Orleans, LA
- Submit your RSVP via survey no later than 24JUL23: NEHA AEC New Orleans, Louisiana: 2023 EHOPAC NEHA Social at Brewery St. X ([signupgenius.com](https://signupgenius.com))

## **XI. Open Discussion – CAPT Evans**

- No additional items beyond extended discussion on voting member announcement

## **XII. Adjournment – CAPT Evans**

- The meeting was adjourned at 1423 ET