



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



Meeting #260 Minutes, 10OCT23

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	Not available
Bante	Katie	CDR	Excused	LCDR Kimberly Smith
Bird	Bill	CDR	Excused	CDR Robert Gibbs
Butler	Corey	CDR	Present	Click or tap here to enter text.
Carpio	Sandra	LCDR	Excused	LCDR Kelly Henshaw
Darr	Charles	CDR	Present	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	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	Excused	CDR Leslie Jackanicz
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	Present	Click or tap here to enter text.
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

- Focus for next few months:
 - New promotion system – Ongoing questions continue to arise and are being worked through
 - Definitions – CPOs continue to work with CCHQ to better define roles – the Safety Officer role is one of those roles that needs better clarification for deployment
 - Fireside chats will occur soon to allow for EHO question and answer with CAPT Jiggins – occurring on Monday, 23OCT at 1300 and 1900.

IV. Chair Report – CAPT Evans

- Proposed bylaws revision regarding Special Assistant to the Chair position
 - Currently, 1 year voting member experience is required, but propose removing the 1-year requirement to allow new voting members to apply for this position
 - Email will be sent asking for your vote on this change. Need 2/3 approval to pass. Votes will be due by 18OCT
- Upcoming Executive Committee elections:
 - Chair-Elect & Special Assistant to the Chair
 - Voting members can self-nominate by 22OCT and send information to CAPT Evans
 - Self-nomination speech (max. 5 minutes) can be provided by those seeking candidacy
- Responder of the Year Award – think about if we want to name this award; send CAPT Evans any potential names to get a sense if this is something the PAC wants to consider

V. Chair-Elect – CDR Galvez

- During our open meetings next year, I would like report outs completed by the subcommittees leads and/or volunteers in each subcommittee. I feel like this would help give project ownership to our volunteers and would give them the opportunity to let us know what they are actually doing. This could be beneficial for those applying for Voting Membership. This is also going to mean that each subcommittee is going to have a report out at each meeting
- Officer Spotlights at our opening meetings next year as well. This would replace our presentations we have been having. Each subcommittee will need to identify two volunteers for the entire operational year. More information on that to come through our Awards subcommittee

VI. Immediate Past Chair Report – CAPT Evans for CAPT Havranek

- Environmental Health Month
 - Thank you to all who participated
 - Provide feedback to your EC liaison by the end of OCT including what went well, what could be improved, changes for next year

VII. Executive Secretary Report – LT Hickey

- Thank you to SC Chairs for sending in volunteer needs – 38 volunteers needed for CY24
- Admin Team working to send out solicitation email by 13OCT
- Reminders
 - Send bullets by COB 13OCT
 - Review/edit September meeting minutes by 17OCT

- Will send out the Thank-you letter template for SC Chairs to send to their volunteers

VIII. Special Assistant Report – LCDR McNamara

- Thank you for voting on the AMSUS liaison – LCDR Kate Pink was selected
- SOP updates:
 - Almost everyone has completed APAN Archiving
 - All SOPs including operational Workgroup SOPs must be wrapped up by end of CY23 so they are ready for new SC leads – reach out if you need assistance

IX. Executive Committee Liaison Report – LCDR Smith for CDR Bante

- Currently on deployment – nothing to report
- Question – CDR Butler
 - Recruitment & Orientation would like to work with NEHA and other professional organizations for recruitment and targeting entry/mid-level professionals. Should R&O reach out directly to them or go through EC Liaison?
 - CAPT Evans – will discuss at next EC meeting

X. Subcommittee Reports

- **Awards & Recognition – CDR Wittry**
 - Recap – A&R Webinar; looking to post materials on the website for those unable to attend
 - What would you like more awards info about?
 - Writing for impact
 - Individual PHS Awards
 - What type of format would you like to receive more information about?
 - Writing workshop
 - Webinar
 - EHO resources
 - Monthly/quarterly tips on EHO platforms
 - Future of A&R
 - Awards Workgroup – 1 lead
 - PAC Awards – 2 volunteers
 - Other Awards – 1 volunteer
 - Resources & Tools Workgroup – 1 lead
 - Writing Workshop – 1 volunteer
 - Resources – 1 volunteer
 - Recognition Workgroup – 1 lead
 - EHO Spotlights – 1 volunteer
 - Retirement Program – 1 volunteer
- **Communications – CDR Dittrich & LCDR Carpio**
 - Oct issue of EHO Assessment with EC for review
 - OY24 COMMS SC vacancies have been communicated
 - OY23 EH Month feedback was submitted
 - All photos and photo books within EHOPAC Photos on max.gov (2014-2020) were successfully migrated to APAN by the History Subcommittee

- **History – CDR Smith & CDR Bird**

- SC Structure – 2 Chairs, 12 volunteers (6 on Yearbook Team & 6 on Operations Team)
- Notable News –
 - Inaugural EHOPAC Yearbook 2022 Release!
 - Release of the inaugural EHOPAC Yearbook on 26SEPT2023 via the EHOPAC listserv.
 - Found toward the bottom of About the EHOPAC webpage, or via direct link to the Yearbook in the listserv announcement
 - 2023 EHOPAC Yearbook Planning Phase is in Progress
 - “September is Environmental Health Month” Article
 - Page 3 of the COA Frontline September 2023 edition
 - What is Environmental Health
 - EHO History
 - EHOs in Action

- **Information Technology – LCDR Otto**

- Website Workgroup
 - Recent updates:
 - 2022 Yearbook
 - Website updates may take longer than normal due to IT requirements changing
- 508 Workgroup
 - Completed June and July meeting minutes

- **Mentoring & Career Development – CDR Hunter & LCDR Annetta**

- EH Month Roundtable (RT): EHO Career Paths: To Move or Not to Move?
 - Panel of 5 CDRs
 - 38 attendees.
 - Evaluation results indicate the RT was well received with 100% of survey participants (n=14 indicating that the roundtable met their expectations)
 - Future efforts include recruiting speaker roundtable speakers that reflect the diversity of the EHO category
- CY24 Mentoring Program Applications: At last check: 59 mentors and 19 mentees were received during the month of Sept
- Aug RT Handout: Distributed 1-page (double sided) summary of key points for the Aug M&CD RT to the EHOPAC listserv
- Upcoming activities:
 - Events
 - 19OCT – Applied Public Health Senior Officer Panel (with EPAC)
 - New Promotion Season documents – ***Coming soon!***
 - Activities
 - CPO Approval for Mentors to be requested
 - Mentor/Mentee Matching
 - Mentor Program Training
 - COAs/LOAs for Mentoring Program Participants and Roundtable Speakers
 - Planning ahead for 2024
 - Request for volunteers submitted
 - WG leads will stay on for next year
 - Scheduled meetings with WG leads to address the following:
 - 2023 accomplishments and challenges
 - 2024 goals

- **Readiness – CDR Bales & CDR Darr**
 - Planning for Calendar Year 24 - Volunteer request submitted to include 4 volunteers; 2 for each workgroup
 - Environmental Health Month Support - The fit test training was well received with 21 EHOs attending. We continue to look for future opportunities for that training to be offered
 - Two members of Readiness SC are active in the CCHQ Interbranch Deployment readiness workgroup meetings and provide feedback on deployment roles
 - Appreciate the quick review from EC for the October Readiness reminder. We'll work on finalizing and submittal to list serve in the coming days

- **Recruitment & Orientation – CDR Butler & LCDR Erling**
 - General EHOPAC recruitment presentation was held on 18SEP2023 and was well attended with 49 participants logging in to view the presentation
 - No EHO CADs in recent OBC classes
 - R&O are continuing to refine sub-workgroup SOPs
 - Google Groups is ready to go live. Email message intended for program directors/school representatives sent up for EC review describing the transition to Google Groups for mass communications. Once approved, Adopt-a-School workgroup lead will send email out and then we will officially transition over to Google Groups
 - Seven outreach activities were conducted during September 2023. Reached a total of 110 participants between University of Illinois at Chicago, Northern Illinois University, University of South Florida, University of Findlay, and East Caroline University. Largest activity was an EHO Recruitment Webinar for the University of South Florida with 93 participants led by CDR Brian Czarnecki

- **Training & Events – LCDR Frank & LCDR Ferry**
 - General Updates
 - EH Month Webinar “Let’s All Get Our CIH! [And Other Credentials]” was presented by LT Lydon on 21SEPT @ 1400 EST
 - 37 participants were in attendance and feedback was well received
 - Events
 - Winter Social planning will begin this month. Be on the lookout for event details
 - Current Needs
 - Two volunteers are requested for the 2024 operational year
 - Sharing/posting recordings of webinars
 - CAPT Evans – currently the EHOPAC does not have a location to house recordings due to 508 compliance requirements; no current avenue for sharing recordings

XI. Open Discussion – CAPT Evans

- None

XII. Adjournment – CAPT Evans

- The meeting was adjourned at 1356 EST