



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



Meeting #258 Minutes, 08AUG23

I. Call to Order - CDR Galvez

- 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	Present	Click or tap here to enter text.
Bante	Katie	CDR	Present	Click or tap here to enter text.
Bird	Bill	CDR	Excused	CDR Robert Gibbs
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	Excused	Click or tap here to enter text.
Ferry	Krista	LCDR	Excused	LCDR Jason Ferry
Frank	Samuel	LCDR	Excused	CDR Jeff Conner
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	Present	Click or tap here to enter text.
Rodriguez	Luis	CAPT	Excused	Click or tap here to enter text.
Smith	Martin	CDR	Excused	CDR Greg Calvert
Wittry	Beth	CDR	Present	Click or tap here to enter text.

Voting Guests and Attendees Present

Last Name	First Name	Rank	Organization Represented
Fortenberry	Gamola	LCDR	Admin Team

III. CPO Report – CAPT Jiggins

- NEHA meeting update
 - Met with former presidents and EHOs are well plugged in at various NEHA leadership levels
- Planning a briefing with CAPTs to counsel lowest promotion decile/quartile officers
- Promotion precept revisions are set for PY2025; the goal is to allow officers a couple years to adjust to changes
- Working with BOP to get more EHOs there
- Radiation Health and Health Physics recruitment and networking – these skill sets are needed
- Need to look at category-specific accession standards

IV. Chair-Elect – CDR Galvez

- Voting Membership Selection Process
 - All discussions are to be kept confidential, process will be summarized at next General PAC meeting
 - Voting is open and will close on 01SEP
 - Votes will be tallied by 12SEP for distribution at General PAC meeting, ListServ, and EHO Assessment
 - There are 27 applicants for eight vacancies
 - If recusal is deemed necessary, please speak with CDR Galvez before recusing
 - Survey Monkey will be distributed and each VM will select the 8 nominees they have determined to be the best suited to fill the open vacancies
 - The old scoring system questions are in the slides and should still be considered when evaluating a nominee
 - Suggestions for future voting may be emailed to CDR Galvez

V. Immediate Past Chair Report – CAPT Havranek

- Environmental Health (EH) Month – draft article being reviewed and will be submitted to COA
 - Student roundtable scheduled
 - Awards training TBD
 - Webinar get our CIH” – 19SEP
 - 26SEP – webinar
 - Send other webinar dates and comms plan by 11AUG
- IAEM/APHA – 13SEPT – this webinar needs comms plan
 - Volunteer needed to help add photos to comms plan – need photos by 11AUG

VI. Executive Secretary Report – LT Hickey

- Changes to volunteer solicitation process
 - Timeline
 - September: Number of volunteers needed for each SC
 - October: Call for volunteers
 - November: Selection/finalization
 - December: Notification
 - Nomination form (1 page) and CV
- Update volunteer roster in APAN by COB 31JUL
- Send bullets by 11AUG
- Review June and July minutes by COB 10AUG

VII. Special Assistant Report – LCDR McNamara

- Thank you to those that sent in SOPs – will send comments back to you shortly if have not already done so
- Reminder to complete the APAN archiving process by 31AUG using the Archive folders set up by LCDR McNamara

VIII. Executive Committee Liaison Report – CDR Bante

- No anonymous feedback since our last general meeting
 - Survey Monkey tool (via CAPT McLanahan) for anonymous feedback survey expires this month – need to identify a tool
- Conference season (Joint Services PDS, NEHA, AIHA, others [APIC, Tox]) is mostly behind us
 - American Public Health Association (APHA) annual meeting and expo is scheduled for 12-15NOV in Atlanta
 - Call for abstracts ended 31JUL
 - Would like to promote any EHOs presenting at this, but need to wait for new survey tool to be identified
 - Received positive feedback about the announcements to the category about officers’ presentations at conferences - Appreciate VMs’ feedback if this is something to continue
- Continuing to work on external partner engagement
 - Will host a combined presentation (info brief/Q&A) during EH month
 - 13SEPT – featuring International Association of Emergency Managers (IAEM) and APHA Environment Section
 - Will begin advertising in coming weeks
 - Upcoming call with Association of Food and Drug Official (AFDO) and working to engage with the Board of Certified Safety Professionals (BCSP)
 - Thanks to CDRs Candis Hunter and Beth Wittry for recommending AFDO, National Association of County and City Health Officials (NACCHO) and Association of State and Territorial Health Officials (ASTHO)

IX. Subcommittee Reports

- **Awards & Recognition – CDR Wittry**
 - Thank you to CAPT Jiggins for presenting awards at NEHA – will have pictures posted on EHO platforms
 - EH Month: Awards Session with A&R Subcommittee Leads & CCHQ (LCDR Zavera Brandon)
 - Our working title for this session is “How to toot your own horn and showcase your impact.” Our objectives are to:
 - Promote EHOPAC awards and strengthen future award narratives
 - Improve writing for impact on PHS individual award narratives
 - Encourage “shopping for impact.” (This means have officers evaluate the current activities/projects they are involved in and see if they can strengthen the goals/outcomes or not invest a lot of time in these tasks.)
 - We will be cross-collaborating with other SCs on these initiatives
- **Communications – CDR Dittrich & LCDR Carpio**
 - Thank you to everyone that submitted input for the August EHO Assessment
 - EHO Leader Profile for October is finalized
 - Kind reminder, we are waiting on how to proceed with MaxGov transfer
 - Standing by for details on assistance for Comms (social media) for EH Month
 - Still working on making LinkedIn public
- **History – CDR Smith & CDR Bird**
 - EHO Yearbook anticipated release AUG2023 (1st ever book)
 - EHOPAC Awardees – Adding historical perpetual plaques of past award winners to the EHOPAC website
 - Environmental Health Month – Article capturing our many historical achievements
 - Moving important PAC documents from Max.gov to APAN for historical archival

- **Information Technology – LCDR Otto**

- Website Workgroup
 - Recent updates:
 - 2022 Photobook
 - Recruitment & Orientation – Recruit an EHO (RAE)
- Special Projects Workgroup
 - PHS IT Chartered Advisory Committee (ICAC)
 - Provided 2 Reps (CDR Garner and LCDR Volkman) to represent EHOPAC on OSG Max.gov Replacement Focus Group
 - Met with ICAC team that is exploring APAN as a potential replacement for Max.gov
- 508 Workgroup
 - Working with the History SC on 508 compliance for 2022 Yearbook
- Survey Tool
 - ASPR's MS Forms can be sent to officers at all agencies
 - CAPT Evans gave us the go ahead, so we will be working with CAPT McLanahan to create new anonymous feedback survey

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

- Upcoming Roundtables:
 - 29AUG: (*Date updated after VM Call*) Senior officers will discuss different leadership and personality styles to help officers effectively interact with managers and supervisors
 - 29SEP: Senior officers will discuss the pros and cons of spending parts of a career with multiple agencies and spending the majority of a career in one agency
 - 19OCT: CAPT Jill Shugart will represent EHOs as she joins a panel of cross-category representatives from the new Allied Public Health category to discuss career development. This is led by EPAC
- Other deliverables:
 - Sample CV and cover page template is still in draft form and going through revisions
 - M&CD met with senior EHOs and we are working on developing a short guidance document based on those discussions
- A request was made to all VMs to send career development questions for the EPAC panel to CDR Hunter and LCDR Annetta by 18AUG23
- Request for EC: Please let CDR Hunter and LCDR Annetta know if there are any specific questions the EC would like addressed during the 19OCT presentation, or if there is anything the EC wants the panel to emphasize

- **Readiness – CDR Bales & CDR Darr**

- **Readiness Reminder** – Upcoming Reminder topics are being prepared for August and have completed EC review. We will be sending out in the coming days
- **Preparedness WG**
 - Planning a presentation as part of EH month activities scheduled for 14SEP2023. Our presenters for the deployment presentation will not be available for September so we will be doing a fit testing presentation and moving the deployment presentation to November
 - Attended first CCHQ Interbranch Deployment readiness workgroup meeting and have started reviewing the deployment roles. All categories are getting an opportunity to provide feedback on each role. So far the roles reviewed have all been clinical roles. Not sure when this project will be completed but at the end we will know all the EHO applicable deployment roles and develop an EHO capabilities document along with training and competency guide

- **Recruitment & Orientation – CDR Butler & LCDR Erling**

- 2 new recruits
- Working to do more recruitment for Jr. CoSTEP
- Updating Adopt-a-School program

- Thank you to IT
- Finalizing work group SOPs
- **Training & Events – LCDR Frank & LCDR Ferry**
 - EH Month Webinar “Let’s All Get Our CIH! [And Other Credentials]” will be presented by LT Lydon on 9SEP 1400 EST
 - Symposium Planning
 - CDR Jona Johnson is stepping up to be on the National planning group
 - LT Christina Waters selected as the new Junior Planner
 - NEHA Social was held at Brewery Saint X on 01AUG and approximately 15 EHOs were in attendance. Fun was had by all!
 - Next T&E all hands will be held on 15AUG

X. Open Discussion – CDR Galvez

- Closed VM Discussion: 2024 Voting Member Application Voting Process
- Discussed the need to remind Volunteers that it is a 3-year commitment to the SC and you can only serve on one SC at a time – LT Hickey to include reminder in volunteer form and solicitation email
- Confirmed the History SC will transfer photobooks and respective photo submissions from Max.gov before sunsetting on 31DEC23.

XI. Adjournment – CDR Galvez

- The meeting was adjourned at 1433 ET