**Engineer Professional Advisory Committee (EPAC)**Voting Member’s Meeting

1. **Meeting Information**

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| Date: June 13, 2019Time: 3:00 pm to 4:04 PMMeeting Link: <https://epawebconferencing.acms.com/epac/>Teleconference # 202-991-0477;5277657# |

1. **Agenda**

| **Agenda Items** | **Speaker** | **Time** |
| --- | --- | --- |
| Welcome and Introductions | CDR Spindel | 5 min |
| Chief Professional Remarks | RADM Dieser | 10 min |
| EPAC Task Status | CDR Gumapas | 10 min |
| Letter of Appreciation Vote | CDR Spindel | 5 min |
| EPAC StandardOperating Procedure | CDR Miller | 5 min |
| Awards | LCDR Bandukwala | 5 min |
| Career Development | LCDR Cox | 5 min |
| Information | CDR Simms | 5 min |
| Public Health Engineering Practice | LCDR Kane | 5 min |
| Liaison Reports | LT VelascoCDR SauerCDR ThakurCDR Savalia | 10 min |
| Adjourn | CDR Spindel | 5 min |

1. **Attendees**
* LCDR Julia Kane
* CDR Leo Angelo Gumapas
* LCDR Theresa Grant
* LCDR Diana Wong
* CDR David Gwisdalla - CDR Samuel Russell Alternate
* CDR John Kathol
* LCDR Shane Deckert
* LT Derrick Buck
* LCDR Abbas Bandukwala
* CDR Joshua Simms
* CDR Samantha Spindel
* CDR Sean Bush
* LCDR Deborah Cox
* CDR Eric Hanssen
* LCDR Joshua Sims – LCDR Omobogie Amadasu Alternate
1. **Minutes**

# Welcome and Introductions

* JR and SR COSTEPS open window by July 3rd. R&R is developing a flyer. Please distribute to all networks (personal) and (professional).
	+ <https://usphs.gov/apply/jrcostep.aspx>
* US Naval Ship Comfort is seeking MPH candidates. There is an opportunity to deploy between now and Nov.
* Interested officers should send email to Elizabeth.Degrange@hhs.gov AND RedDOG-Response@hhs.gov  (with the subject line: USNS Comfort) and include:
	+ SERNO
	+ CV
	+ Full-length photos
	+ TDY approval letter from their supervisor
	+ Deployment availability (all dates/date ranges should be submitted)
* GI Bill benefits change. May transfer benefits if you have between 6-16 years of service. There is a 4-year service requirement following the transfer of benefits.
* AMSUS conference in Dec. in Maryland. Award nominations (due June 14th) and Poster Abstracts (due July 18th).
* Surgeon General Ceremonial Drill Team is accepting members. Junior Officers only for marching. Senior Officers only for logistics and planning. Here are the POCs:
* Regional Points of Contact. Please refer to the HHS Regional Map to determine which region your state is in: [https://www . hhs . gov/about/agencies/iea/regional-offices/index . html](http://e.groupspaces.com/click/93hxr-a2hrp-99ye224c8?u=https%3A%2F%2Fwww.hhs.gov%2Fabout%2Fagencies%2Fiea%2Fregional-offices%2Findex.html)
	+ HHS Regions 1, 4-10: CDR Indira Harris: SGCDT, Vice Chair, Indira.Harris@ice.dhs.gov
	+ HHS Region 2: LCDR Patric Klotzbuecher, Region 2 Team Leader, Patric.klotzbuecher@fda.hhs.gov
	+ HHS Region 3: LCDR Mike Muni, Region 3 Team Leader, MMuni@hrsa.gov
	+ There are planning and logistical roles for senior officers as well. Please direct all those inquiries to:  C​DR Indira Harris, SGCDT, Vice Chair, Indira.Harris@ice.dhs.gov
* EPAC Voting Member Nominations due July 5th!

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# Chief Professional Remarks

* COA in Phoenix
* Town Hall was on 6/13/2019
	+ New systems coming online
	+ Corps headed in new direction that will take time
	+ Feedback or comments from Town Hall
		- Engineers valued; however, not mentioned in ASH slides in prioritization
		- Scientist have a big boost due to mental health capacity
			* High availability to deploy
			* Engage with Corps of Engineers related to infrastructure
* CAPT Helgeson will be Director for Commissioned Corps Business Operations
	+ Extend invitation to join in an EPAC call in the future

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# EPAC Task Status

* See Task Status spreadsheet

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# Letter of Appreciation Vote

* RADM Dieser suggested we run this by CDR Russell before taking a vote. A quorum was present and voted to vote on the LOA. However, the vote for adopting the LOA was not conducted.

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# EPAC Standard Operating Procedure

* Draft template circulated for comments through email
* Incorporated comments to develop SOP for EPAC subcommittees
* Work with Subcommittees to incorporate existing SOPs into new template

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EPAC Finance Report

* Finance - $8,000 in funds
* Pending coin and hard hat deposit
* Updating bylaws

# Awards

The awards subcommittee completed its review for the following FEB Chief Engineer and S.A.M.E awards:

* Burgess Award
* Engineering Literature Peer and Open Awards
* Lynch Award
* Villforth Award
* Hollis Medal
* Green Medal
* Cummings Plague

The subcommittee is now working on creating award rubrics to help provide guidance to award reviewers with the hope of standardizing the scoring amongst reviewers and removing ambiguity in the review process. These rubrics will be added to SOP which was completed last year.

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# Career Development

* Thank participation at Symposium
	+ 22 Participants
	+ Looking for even better participation next year!
* Recent announcement sent advertising the Engineer Mentoring Program. Currently program has:
	+ 34 mentors
	+ 36 mentees
* CDR Bush is doing excellent matching
* EPAC CDS website has updated information
* Letters of participation will be issued to formal mentor and mentee participates
* Updating Engineer Graduation/Licensure Fact Sheet
* Send LCDR Amadasu (Omobogie.Amadasu@ihs.gov), LCDR Cox (Cox.Deborah@epa.gov), or Mentoring Gmail (epac.mentoring@gmail.com) an email if you would like to participate in the EPAC formal mentoring program either as a mentor/mentee/or both.

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# Information

* For website, no outstanding request
* Number of updates to mentoring webpage
* Added 2019 EPAC nomination form
* Processed request for emails, meeting times
* Please email CDR Simms (Joshua.Sims@ihs.gov) or email EPAC website (*EPAC-POSTINGS@LIST.NIH.GOV*)
* No anonymous feedback
* One (1) feedback request to see if CDR Russell wants to act
* No social media pieces out of survey that was issued
* Resend survey out to see what engineers would like to see on website
* Get statistics on website
	+ Question on ICAC that was relayed
	+ Report next month
* Draft newsletter out to reviewers and received draft comments
* Waiting on articles from EPAC Chair and Chief Engineer
	+ May exclude EPAC Chair article

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# Public Health Engineering Practice

* Access to Engineering Standards Workgroup
	+ Preparing a report to present to EPAC.
* Healthy Communities Workgroup
	+ Developing webpage to educate on healthy communities’ concepts and the resources available to inspire engineers to incorporate them in their work and their communities.
* Resource Sharing Workgroup
	+ Compiling updates for the PHEP webpage. Compiling a core competencies document on PHS engineers for use as a resource.
* Lead in Drinking Water
	+ Received presentation on and held discussion on the unintended consequences to industrial facilities when municipal water systems respond to high lead levels in drinking water; and discussed water compatibility issues experienced by research facilities.
	+ Planning a presentation for the group from NIH.
* Prevention Through Active Community Engagement (PACE)
	+ Integrating PACE data into USPHS IT Systems, e.g. how many people were presented to, how many and which officers presented
		- Met with PDASH in April, scope of project may be limited to SharePoint site synchronized between CCHQ and PACE
		- CAPT Eckhart requested a storyboard meeting for eCMS among DSI, DSG, and PACE executive team in June
	+ Naloxone crisis: developing an inexpensive 3D-printed training model that is freely available to Public Health Service.
		- Demonstrated mask as COA/COF hand-on training to 121 nurses during Nurse Category Day.
		- Designed and fabricated inverse mold for casting face mask. Optimizing parameters for FDM printers.
		- Improved nose area and optimized print parameters using fleshtone print material.
	+ Engineering assessment of public health issues to develop into lesson plans.
		- Partnering with FDA Safety Officer to develop noise exposure and hearing protection lesson plan.
		- Gave educational talks on opioid prevention and slime to two schools; gave training on naloxone administration at community health fair.
	+ The next PHEP meeting will be June 20 at 3pm Eastern.

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# Liaison Reports

* COA
	+ Best Coins
	+ 22 sold
	+ RADM Dieser made an excellent cameo

# Adjourn

* Pathways program and conversion for COSTEP
	+ <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>
	+ <https://usphs.gov/student/jrcostep.aspx>
* Conversions into officers from civilians
	+ Headquarters working on process with priority agencies to look at candidates
	+ BOP, ICE. IHS are priority

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