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**Engineer Professional Advisory Committee (EPAC)**

***EPAC General Meeting Minutes***

*May 14th, 2020*

1. **Welcome/Call to Order (EPAC Chair, CDR Samantha Spindel)**

* Meeting called to order at 1500 EST

1. **Roll Call (Executive Secretary, LCDR Michael Simpson)**

* Officers or Alternate emailed LCDR Simpson to confirm attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Subcommittee** | **Name** | **Alternate** | **Attendance**  **(Yes, No, Excused, Alternate)** |
| **EPAC Chair** | CDR Samantha Spindel | LCDR Michael Simpson | Yes |
| **Executive Secretary** | LCDR Michael Simpson | LT Timothy Martin | Yes |
| **Chief Engineer** | RADM Edward Dieser | N/A | Yes |
|  | | | |
| Awards | CDR John Kathol | CDR Michael Termont | Yes |
| CDR Matthew Mergenthaler | LCDR Travis Sorum | Yes |
| Career Development | LCDR Omobogie Amadasu | LCDR Joshua Sims | Yes |
| CDR Eric Hanssen | CDR Leo Gumapas | Yes |
| Events | LCDR Derrick Buck | LT Timothy Martin | Yes |
| LCDR Michael Gifford | CDR Jeremy "Bret" Nickels | Yes |
| Information | CAPT Josh Simms | LT Drew Katherine | Yes |
| LCDR Garrett Chun | LT Adam Ramos | Excused |
| Public Health Engineering Practice | CDR Leo Gumapas | CDR Andrew Yang | Yes |
| CDR James Coburn | LCDR Hanniebey Wiyor | Yes |
| Readiness | CDR Frank Chua | CDR Shane Deckert | Yes |
| CDR Sean Bush | CDR Mark Hench | Yes |
| Recruitment and Retention | LCDR Praveen KC | CDR William Fraser | Yes |
| LCDR Fred Kelly | LCDR Kenneth Chen | Yes |
| Rules | CDR Deb Cox | CDR Stacey Yonce | Yes |
| LCDR Matt Palo | LT Christian Parra | Yes |
| Strategic Planning for Engineering | CAPT David Harvey | LT Melissa De Vera | Alternate |
| CDR Sam Russell | CDR David Gwisdalla | Yes |
| ***\* When a member is not available, the Alternate can serve as the voting proxy.***  ***\*\*See Appendix A for more information about each member, including hyperlinks to email addresses*** | | | |
|  | | | |
| **EPAC Liaisons** | | | |
| **CCWIAB** | CAPT Varsha Savalia | CDR Theresa Grant | Excused |
| **COA** | CDR Nikhil Thakur | LCDR Michael Simpson | Yes |
| **JOAG** | LT Colin Tack | LT Jaison Eapen | Yes |
| **SAME** | CDR Steve Sauer |  | No |

1. **Chief Professional Officer (CPO) Remarks/Update** **(RADM Edward Dieser)**

* Please go into CCMIS Officer Secure Area and update your Specialty Information under RedDOG – Self Service, Self Service tab
  + There is a lot of information there but if you start typing options will appear – please select the option that is most suitable based on your experience and training (most likely more than one!)
  + Some vetting may be needed as specialties are self-identified
* PHSPay system had bugs identified preventing functionality and will be updated once the COVID response slows down.
  + For foreseeable future, paystubs will be sent by mail

1. **EPAC Chair Remarks (EPAC Chair, CDR Samantha Spindel)**

* Call for EPAC Voting Membership Applications! Contact CDR Cox if you have any questions.
* Shouts Outs to Subcommittees over last month:
  + Events – for working to coordinate virtual events in lieu of the Symposium this year
  + Information – for swiftly addressing security issues regarding past zoom meeting information present on the EPAC website
  + Recruitment & Retention – for ensuring vacancies with imminent deadlines are advertised via the list serv in a timely manner
* We are almost halfway through the operational year
  + Chairs and Vice Chairs: Provide mid-year progress reports by **COB June 9th**

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1. **Awards Subcommittee Discussion (CDR John Kathol, Chair)**
2. **Awards Review Board (February Cycle-Villforth, Lynch, Burgess, ELIT, SAME Awards)**

* RADM Dieser, and subsequently, OSG needs to concur on the award recipients. Award Notification by CPO Pending.

1. **Strategic Initiatives Team (Lead: LCDR Travis Sorum –** [**travis.sorum@ihs.gov**](mailto:travis.sorum@ihs.gov)**)**

* Update Award Nomination Packets, Examine EOY/NSPE Award Nomination Process, Update Rubrics as needed, Create Review Team Criteria.
* Kickoff meeting occurred in April. Research and development is ongoing. Goal is to update Engineer of the Year (EOY), Engineer Responder of the Year (EROY) and Michaels award before October cycle.

1. **Project/Initiative SOP Initiative (Lead: LCDR Abbas Bandukwala –** [**Abbas.Bandukwala@fda.hhs.gov**](mailto:Abbas.Bandukwala@fda.hhs.gov)**)**

* Kickoff meeting occurred on April 29th. Plan to internally review draft SOP over the next month.

1. **Career Development Subcommittee Discussion (LCDR Omobogie Amadasu, Chair)**

* Monthly conference calls are postponed. April CDs will communicate via email and our monthly minutes

1. **EPAC Promotion Q&A Forum (Lead: LCDR David Dar –** [**David.Dar@fda.hhs.gov**](mailto:David.Dar@fda.hhs.gov)**)**

* Approved by CPO to solicit questions from the Category and have them answered by O-6s in the August All-Hands call
* Currently working with Recruitment & Retention Subcommittee

1. **CDS Webpage (Lead: LT Adam Cooke –** [**Adam.Cooke@fda.hhs.gov**](mailto:Adam.Cooke@fda.hhs.gov)**)**

* Information Committee has tweaked the logo. Site is very nice

1. **Online Engineering Masters Programs Survey (Lead: LCDR Tyrrell Lang –** [**Tyrrell.Lang@ihs.gov**](mailto:Tyrrell.Lang@ihs.gov)**)**

* Postponed due to COVID response

1. **Biomedical Initiative (Lead: LCDR Thomas Peter –** [**Thomas.Peter@fda.hhs.gov**](mailto:Thomas.Peter@fda.hhs.gov)**)**

* High visibility with CPO. Will send out proposed survey to voting members

1. **Honor the late CAPT (ret) Gladys Rodriguez (Lead: Chair)**

* Rough draft completed. Will send to EPAC voting members for feedback
* She represented a historical milestone of being the first female CAPT engineer officer

**Events Subcommittee Discussion (LCDR Derrick Buck, Chair)**

1. **SAME – JETC (Lead: LCDR Jessica Sharpe –** [**jessica\_sharpe@nps.gov**](mailto:jessica_sharpe@nps.gov) **and CDR Steven Sauer -** [**Steve.Sauer@ihs.gov**](mailto:Steve.Sauer@ihs.gov)**)**

* Registration for JETC found here (<https://www.samejetc.org/virtual_reg_form.cfm>).
* SAME – JETC Awards Ceremony has been postponed until a later date. Tentatively Nov. 2020 during Small Business Conference meeting.

1. They are still offering PDHs
2. **COF Symposium “Category Day” (Lead: LCDR Fred Kelly –** [**fred.kelly@nih.gov**](mailto:fred.kelly@nih.gov)**)**

* The event has been postponed by a year and will take place at the same location.
* Looking to have a two day virtual Cat Day/Week the week of June 15th. More details to follow in Engineer Announcements
* Co-Lead: LCDR Matthew Palo, Chair-on-Deck: LCDR Michael Gifford.

1. **AMSUS Annual Meeting (Lead: LCDR Michael Simpson –** [**michael.simpson@fda.hhs.gov**](mailto:michael.simpson@fda.hhs.gov)**)**

* Gaylord Nation Resort and Convention Center, MD, Dec. 6-10, 2020
* Lecture abstracts extended and now due July 17th and Poster abstracts due August 3rd.
* Six topics can be found at <https://www.amsus.org/events/call-for-abstracts-2/> with Public Health being the most relatable for Engineers
  + **Public Health–**These presentations should be focused on collaborative, population-based, trans-national health promotion. These presentations may discuss health concerns that cross country borders and may include coordination of care, prevention of illnesses, and treatment to sustain health as well as training of medical forces or leading during a changing healthcare landscape.
* AMSUS needs 5-6 volunteers for abstracts and awards subcommittees; please email either LCDRs Pinder ([evette.d.pinder.mil@mail.mil](mailto:evette.d.pinder.mil@mail.mil)) or Jangchup ([tenzin.jangchup@fda.hhs.gov](mailto:tenzin.jangchup@fda.hhs.gov)). Please respond by May 15, 2020.
  + Would be a great opportunity to showcase the Engineer category and have our presence known
* Co-Leads: LCDR Michael Tollon, LCDR Hanniebey Wiyor

1. **E-Week (Lead: TBD)**

* Location will be at NPS in February 2021
* More details to follow, still in early stages due to COVID response

1. **Information Subcommittee Discussion (CAPT Joshua Simms, Chair)**
2. **Content Management (Lead: CDR Jim Kohler –** [**Kohler.James@epa.gov**](mailto:Kohler.James@epa.gov)**)**

* Revamped Public Health Engineering Practice pages (CDR Gumapas and team)
* Please check your subcommittee webpage and email us to let us know if it is up to date or not
* Submit update requests to [EPAC-POSTINGS@LIST.NIH.GOV](mailto:EPAC-POSTINGS@LIST.NIH.GOV)
* No new Anonymous Feedback submissions since previous meeting

1. **Newsletter (Lead: CDR Jason Peterson –** [**Jason.Peterson@cms.hhs.gov**](mailto:Jason.Peterson@cms.hhs.gov)**)**

* Available on EPAC website at <https://dcp.psc.gov/OSG/engineer/documents/EPAC_Newsletter_Spring_2020.pdf>
* Combined Category Newsletter on hold until further notice

1. **Public Health Engineering Practice Subcommittee Discussion (CDR Leo Gumapas, Chair)**
2. **Overall Administration**

* Completed SOPs and plan to relay to Rules Subcommittee on April 27, 2020
* Completed redesigning of PHEP website and it can be viewed on following link: <https://dcp.psc.gov/OSG/engineer/public-health-engineering-practice-landing-page.aspx>

1. **Access to Engineering Standards Workgroup (Lead: CDR Hugo Gonzalez –** [**Hugo.Gonzalez@ihs.gov**](mailto:Hugo.Gonzalez@ihs.gov)**)**

* Presentation during the June 2020 EPAC meeting
* Investigative paper from 2015 Survey where 70% of respondents did not have access to Engineering Standards
* Conducted market research on three commercial services

1. **Lead and Drinking Water (Lead: CAPT Alexander Dailey -** [**Alexander.Dailey@ihs.gov**](mailto:Alexander.Dailey@ihs.gov)**)**

* Draft newsletter completed on April 21, 2020
* Article will be submitted to EPAC newsletter for consideration for the Fall edition

1. **Publication Review (Lead: Chair and Vice Chair)** 
   * If you need assistance with peer reviewed or non-peer reviewed article, then PHEP/Publication Review Work Group is happy to help
   * Email CDR Leo Gumapas – [leoangelo.Gumapas@nih.gov](mailto:leoangelo.Gumapas@nih.gov) and CDR James Coburn - [james.coburn@fda.hhs.gov](mailto:james.coburn@fda.hhs.gov) for article to be reviewed
   * Reviews are to be completed within 14 calendar days
   * Currently no takers but we are willing and able
   * CDR Hurst drafting guidelines for creating articles
2. **Readiness Subcommittee Discussion (CDR Frank Chua, Chair)**
3. **Deployment Readiness Support (Lead: CDR Quynh Nguyen –** [**QuynhT.Nguyen@fda.hhs.gov**](mailto:QuynhT.Nguyen@fda.hhs.gov)**)**

* Working on survey questions for Readiness Survey
* Developing solutions to have engineering officers maintain basic readiness
* Sent to EPAC Leadership for review and will send out to EPAC voting members for additional feedback soon

1. **Readiness Training and Education (Lead: CDR Shane Deckert –** [**shane.deckert@ihs.gov**](mailto:shane.deckert@ihs.gov)**)**

* Health Facility Assessment trainings
  + Collaboration work on training list and collaborating with PHEP
* Collaboration w/ Events Subcommittee to coordinate pre-conference training for 2021 Symposium
* Developing initiative – Leadership Training for Deployments

1. **Information Management (Lead: CDR Tara Bizjak -** [**Tara.Gooen@fda.hhs.gov**](mailto:Tara.Gooen@fda.hhs.gov)**)**

* Met with CDR Russell on 4/30 to coordinate efforts in collecting COVID 19 engineer narratives. Submitted deliverables to CDR Russell that included:
  + Call for COVID19 Deployment Narratives
  + Updated COVID19 narrative questionnaire
* Coordination with Information subcommittee to share stories/narratives for newsletter.
* CDR Coburn and PHEP Subcommittee have offered to review articles to provide peer review.

1. **Recruitment and Retention Subcommittee Discussion (LCDR Praveen KC, Chair)**

* Meetings once every two months – last occurred on March 26th

1. **Updating SOP (Lead: CDR Chris Fehrman –** [**Christopher.Fehrman@ihs.gov**](mailto:Christopher.Fehrman@ihs.gov)**)**

* Draft SOP submitted to Rules subcommittee for review in mid-April.

1. **Updated R&R Workplan for 2020 (Lead: LT Melissa DeVera –** [**Melissa.DeVera@ihs.gov**](mailto:Melissa.DeVera@ihs.gov)**)**

* Website recently updated

1. **Connectors Program (Lead: LCDR Praveen KC -** [**kc.praveen@epa.gov**](mailto:kc.praveen@epa.gov)**)**

* Informally tracking and assisting a couple of applicants. Recently found out that CCHQ has started interview process for few applicants.

1. **COSTEPs (Lead: LCDR Praveen KC -** [**kc.praveen@epa.gov**](mailto:kc.praveen@epa.gov)**)**
   * Flyer for Junior COSTEP is ready for distribution, along with EPAC Announcement for May. Open window: June 1 – September 30.
2. **Engineering Category Recruitment Presentation (Lead: LCDR Praveen KC -** [**kc.praveen@epa.gov**](mailto:kc.praveen@epa.gov)**)**
   * Currently in development working with CDR Wendy Chung (Informations SC) and will work with Readiness for deployment role information or potentially send out a survey.

* Question brought up in regard to monitoring USPHS Facebook Groups for engineer representatives for questions. Current request is to have people reach out to Chair/Vice Chair until a R&R representative has been identified

1. **Rules Subcommittee Discussion (CDR Deb Cox, Chair)**
2. **Subcommittee SOPs (Lead: LCDR Matt Palo –** [**cle4@cdc.gov**](mailto:cle4@cdc.gov)**)**

* CDRs Griff Miller ([Miller.Griff@epa.gov](mailto:Miller.Griff@epa.gov)) and Stacey Yonce ([yonce.stacey@epa.gov](mailto:yonce.stacey@epa.gov)) are the co-leads
* Career Development SOP completed in 2019 and posted.
* Draft SOPs anticipated from all subcommittees by May 15th
  + SOPs will be reviewed for format and content June–July 2020 and returned to subcommittees for polishing before presenting to EPAC for approval vote

1. **Voting Member Selection (Lead: CDR Deb Cox –** [**Cox.Deborah@epa.gov**](mailto:Cox.Deborah@epa.gov)**)**

* 2020 EPAC Application to serve as a Voting Member January 2021 – December 2023 is available NOW!
* **Applications due 06/30/2020.**
* Seeking 6-7 Motivated Applicants.
* Great leadership and networking opportunity!
* Need CV Cover Page, Supervisor’s signature and answers to two questions, see document below for more info (also located on EPAC main page and Rules Subcommittee page)



* + EPAC Voting Member Selection Process
    - Submit Application
    - Agency Liaisons verify applicant’s eligibility status
    - Committee of current EPAC voting members and past chairs review applications and provide recommendation for EPAC vote

1. **Strategic Planning for Engineering Subcommittee Discussion (CAPT David Harvey, Chair)**

* Nothing substantive to report this month

1. **General Discussion/Questions**

* No further questions discussed

1. **Commissioned Corps Women’s Issues Advisory Board Update (CAPT Varsha Savalia)**

* CCWIAB’s last meeting was cancelled due to COVID-19 – nothing substantive to report this month

1. **Commissioned Officer’s Association Update (CDR Nikhil Thakur)**

* Jacqueline Rychnovsky, PhD, CAPT, USN, Ret., has been selected as the Executive Director of COA and COF
* Voting for COA Board of Directors ended May 2, 2020 to fill Dietitian Officer, Field Representative, HSO Officer, Medical Officer, Nurse Officer, Retired Officer and Therapist Officer
  + Results should be posted shortly Scientific & Training Symposium Update

1. **Junior Officers Advisory Group Update (LT Colin Tack)**

* Virtual JOAG Meet & Greet Event on Wednesday, May 27th 1200 – 1300 EDT via Zoom in Raleigh/Durham, NC area
* Last Journeyman Speaker Series was Friday, May 8th – CAPT Angela Mtungwa presented on Effective Communication
  + All past JSS presentations are available on max.gov: <https://community.max.gov/pages/viewpage.action?pageId=945456386>
* Spring 2020 Junior Officer Chronicles (JOC) issued on May 6th via JOAG listserv
* Working with EHO PAC to schedule a virtual Koop Seminar Series sometime this summer
* Coming soon: JOAG 2020 – 2024 Strategic Plan Survey for JOAG General Members
* Next JOAG General Meeting is Friday, June 12th, 1300 – 1400 EDT

1. **Society of American Military Engineers Update (CDR Steve Sauer)**

* Virtual JETC May 27-29: <https://www.samejetc.org/>
  + SG is a keynote speaker along with Mike Rowe and Gen McChrystal
  + 35 PDH’s are available for only $30
    - You have the ability to listen and earn PDH’s at a later date, not just during the live events.
  + FAQ <https://www.samejetc.org/virtual_faq.cfm>
* Service Awards (Green, Hollis and Cummings) are planned to be awarded in person at a later date
  + Likely in November at the Small Business Conference
* All Summer Camps most likely cancelled
  + So far cancelled 4 of 5 with Marines in Camp Lejeune
* been postponed
  + Some JETC events will be held via alternate virtual means/events

1. **Closing Remarks and Adjourn (CDR Samantha Spindel)**

* RADM Dieser highlighted and commended collaboration among subcommittees and strongly requested us to continue this as partnership and teamwork will significantly improve EPAC as a whole
* DSG wanted to enhance opportunities for non-CPOs to address and brief senior leadership; therefore, PAC Chairs directly debrief the DSG on PAC activities
* As a result of COVID response, some work has slowed to focus on response and essential functions
* CPOs have already brought the PHU and waiver June 6th date concern to CCHQ
* Please consider applying to be a Voting Member, in addition, shortly after Voting Member applications complete, applications for EPAC Chair will be announced
* Please join us for events in lieu of the Symposium the following week

**Next EPAC Meeting**

**2nd Thursday of the Month**

June 11th, 2019

1500 – 1600 EST

**Webex**: [**Start the meeting**\*](https://fda1.webex.com/fda1/j.php?MTID=m1ce91e7c5ae9bedeb962c2fb23d8ecf0)

*\*Click on URL and have system call you.*

***OR Call In***

**Call-In Number**: 210-795-0506

**Meeting Access Code:** 904 995 269

**APPENDIX A**

**2020 EPAC VOTING MEMBER FULL ROSTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chief Engineer** | | | | | |
| **Term** | **Name** | **Rank** | **Agency** | **EPAC Role** | **Location** |
| 2018-2021 | [Dieser, Edward](mailto:eyn3@cdc.gov) | RADM | CDC | Ex-Officio | Atlanta, GA |
| **EPAC Voting Members** | | | | | |
| **Term** | **Name** | **Rank** | **Agency** | **EPAC Role** | **Location** |
| 2018-2020 | [Spindel, Samantha](mailto:Samantha.Spindel@fda.hhs.gov) | CDR | FDA | EPAC Chair | Beltsville, MD |
| 2018-2020 | [Buck, Derrick](mailto:derrick.buck@ihs.gov) | LCDR | IHS | Events, Chair | Tempe, AZ |
| 2018-2020 | [Simms, Joshua](mailto:joshua.simms@fda.hhs.gov) | CAPT | FDA | Information, Chair | Silver Spring, MD |
| 2018-2020 | [Harvey, David](mailto:david.harvey@ihs.gov) | CAPT | IHS | Strategic Planning for Engineering, Chair | Rockville, MD |
| 2018-2020 | [Gumapas, Leo](mailto:leoangelo.gumapas@nih.gov) | CDR | NIH | Public Health Engineering Practice, Chair | Bethesda, MD |
| 2018-2020 | [Palo, Matthew](mailto:matthew.palo@fda.hhs.gov) | LCDR | CDC | Rules, Vice Chair | Jamaica, NY |
| 2019-2021 | [Hanssen, Eric](mailto:eric.hanssen@nih.gov) | CDR | NIH | Career Development, Vice Chair | Hamilton, MT |
| 2019-2021 | [Amadasu, Omobogie](mailto:omobogie.amadasu@ihs.gov) | LCDR | IHS | Career Development, Chair | Rockville, MD |
| 2019-2021 | [Bush, Sean](mailto:sean.bush@ihs.gov) | CDR | IHS | Readiness, Vice Chair | Escondido, CA |
| 2019-2021 | [Praveen, KC](mailto:kc.praveen@epa.gov) | LCDR | EPA | Recruitment and Retention, Chair | Washington, DC |
| 2019-2021 | [Cox, Deborah](mailto:cox.deborah@epa.gov) | CDR | EPA | Rules, Chair | Atlanta, GA |
| 2019-2021 | [Russell, Sam](mailto:russell.sam@epa.gov) | CDR | EPA | Strategic Planning for Engineering, Vice Chair | Washington, DC |
| 2020-2022 | [Kathol, John](mailto:John.Kathol@ihs.gov) | CDR | IHS | Awards, Chair | Tempe, AZ |
| 2020-2022 | [Mergenthaler, Matthew](mailto:matthew.mergenthaler@ihs.gov) | CDR | IHS | Awards, Vice Chair | Sacramento, CA |
| 2020-2022 | [Gifford, Michael](mailto:michael_gifford@nps.gov) | LCDR | NPS | Events, Vice Chair | Washington, DC |
| 2020-2022 | [Chun, Garrett](mailto:garrett_chun@nps.gov) | LCDR | NPS | Information, Vice Chair | Portal, CA |
| 2020-2022 | [Coburn, James](mailto:James.Coburn@fda.hhs.gov) | CDR | FDA | Public Health Engineering Practice, Vice Chair | Silver Spring, MD |
| 2020-2022 | [Chua, Frank](mailto:Francis.Chua@ihs.gov) | CDR | IHS | Readiness, Chair | Sacramento, CA |
| 2020-2022 | [Kelly, Fred](mailto:fred.kelly@nih.gov) | LCDR | NIH | Recruitment and Retention, Vice Chair | Bethesda, MD |
| **Ex-Officio Volunteers** | | | | | |
| 2020 | [Simpson, Michael](mailto:michael.simpson@fda.hhs.gov) | LCDR | FDA | Executive Secretary | Silver Spring, MD |
| 2019-2020 | [Thakur, Nikhil](mailto:nikhil.thakur@fda.hhs.gov) | CDR | FDA | COA Liaison | Silver Spring, MD |
| 2019-2020 | [Savalia, Varsha](mailto:varsha.savalia@fda.hhs.gov) | CAPT | FDA | CCWIAB Liaison | San Antonio, TX |
| 2019-2020 | [Tack, Colin](mailto:colin.tack@fda.hhs.gov) | LT | FDA | JOAG Liaison | Jamaica, NY |
| 2019-2020 | [Sauer, Steve](mailto:Steve.Sauer@ihs.gov) | CDR | IHS | SAME Liaison | Spokane, WA |

\*Clicking on the Voting Member name will open their email address