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**Engineer Professional Advisory Committee (EPAC)**

***EPAC General Meeting Minutes***

*January 9th, 2020*

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

* Meeting called to order at 1500 PM EST
* Represent Engineer viewpoints and provide input to CPO and OSG
* Operational Year (Jan. 1, 2020 – Dec. 31, 2020)
* Distinction between member and volunteer

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

* Officers or Alternate email LCDR Simpson to confirm attendance

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| --- | --- | --- | --- |
| **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 Bret Nickels | Yes |
| Information | CAPT Josh Simms | LT Drew Katherine | Yes |
| LCDR Garrett Chun | LT Adam Ramos | Yes |
| 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 |  | Yes |
| Rules | CDR Deborah Cox | CDR Stacey Yonce | Yes |
| LCDR Matt Palo |  | Yes |
| Strategic Planning for Engineering | CAPT David Harvey | LT Melissa De Vera | Alternate |
| CDR Sam Russell | CDR David Gwisdalla | Yes |
| Special Projects | CDR Teresa Grant |  | 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*** | | | |

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

* Thanked CDR Russell for his service in 2019 as EPAC Chair
* Welcomed CDR Spindel as EPAC Chair and look forward to working with her in 2020
* Reflected on the passing of CAPT (Ret) Gladys Rodriguez (see email attached)



* Urged Engineers to help remind/notify their fellow engineers on the following items:
  + - Readiness
      * Officers were removed from promotion list due to failure to maintain readiness. CCHQ is viewing these records with more detail and it falls on the officer to make sure the records documented in your eOPF are correct
      * Officers will start to be sent to retention boards and involuntary separation boards due to repeatedly missing readiness
    - Permanent promotion (see email attached)
      * Engineers have shifted to “restricted” from “unrestricted” for O-4 and O-5
      * There are different time requirements for permanent grade promotion eligibility (7 years of seniority credit in previous permanent grade)
      * CPO Board advised OSG of the concern regarding the deadline for submission of records and will support CCHQ in their support of officers

1. **Member Introductions (Voting Members)**

* Optional items shared: EPAC Assignment (Chair/Vice Chair and Committee), Current Assignment (Title, Location, Agency), Hobbies
* Ex-officio’s, i.e. liaisons to EPAC, will introduce themselves at February meeting

1. **Chair vision and objectives (CDR Samantha Spindel)** [5 minutes]
   * *Engagement of officers* (communicating accomplishments of EPAC, soliciting input from Engineer category)
   * *Develop leaders*
     + Encourage pairing an officer experienced in a subcommittee to serve as a co-team lead with a novice officer
     + Give opportunity for officers to gain experience and visibility by presenting/leading (coach/mentor and prepare new officers ahead of time)
   * *Partner with OSG-chartered groups to share best practices* (e.g. PAC Chairs Group)
2. **Member Expectations (CDR Samantha Spindel)**



* Attend and participate in Meetings, carry out Subcommittee Duties, serve as representatives of your Agency
* Accountability – follow-up on actions you commit to doing by the established date
* Communication – in general, prefer communication from Chairs/Vice Chairs, but if email with subcommittee initiative leads makes more sense, loop in Chairs/Vice Chairs. If you’re not sure if you need to loop in CDR Spindel, err on the side of keeping me up-to-date.
  + - Loop in CDR Spindel at the earliest sign of a concern, before an issue becomes a *big* issue
* Chair Responsibilities and Vice Chair Responsibilities
  + - Chair – Sets expectations and direction; Vice Chair – Support; Can split up responsibilities among leadership
* Meetings with CDRs Spindel and Cox initially 🡪 reporting structure for check-ins likely to morph to certain subcommittees reporting to CDR Spindel and others to CDR Cox
* Develop work plans (deliverables, timelines, impacts, meeting regularity)
  + - Discuss with CDR Spindel and CDR Cox to ensure plans are approved and finalized by Feb. meeting
    - Route deliverables through CDR Spindel to CPO, OSG, external parties. Vote by EPAC may be needed before dissemination
    - If need more volunteers, draft an announcement and send it to CDR Spindel
    - **ACTION ITEM:** **Draft work plans due to CDR Spindel and CDR Cox by 1/31. Include three proposed dates/times your subcommittee leadership are available for a call to discuss prior to the Feb 20 EPAC meeting.**
* Establish expectations with subcommittee members early and repeat them so there are no surprises at the end of year regarding who qualifies for a Letter of Appreciation

1. **Executive Secretary (LCDR Michael Simpson)**

* Roll call for future meetings via email
* Meeting Dates and Calendar Invites sent out to all Voting Members, Alternates and Ex-Officio’s as of January 8th – will update for additional alternates prior to February meeting
  + - CDR Setwyn will send out Meeting Dates/Calendar attachment to all EPAC
* Attendance and Absenteeism Policy
  + - Voting members are expected to attend the monthly meetings or ensure their designated alternate attends. Consecutive/frequent missed meetings may lead to discussion with CPO regarding removal
* Meeting process for summaries and minutes (all subcommittees report each month)
  + - Template for summaries (write in third person, minimize use of acronyms, bold/underline key words, aim for each bullet point to be no more than two lines)
    - Report-outs will be 2 minutes per subcommittee
    - **ACTION ITEM: Summary slides are due to LCDR Simpson by COB Tuesday before meeting. For example, the next meeting is February 20th; therefore, the summary is due COB February 18th.**



* Additional voting member only meetings on *ad hoc* basis (will always be scheduled on a Thursday at 3 PM EST)
* Alternate Forms are needed for successful Proxy Voting
  + - Alternate forms are required annually due to potential changes of alternate, alternate supervisor, etc.
    - **ACTION ITEM: Alternate forms are due to LCDR Simpson by 1/31**

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* Organization Chart
  + - Organizational chart of EPAC and subcommittees will be created to display all projects/initiatives and team members
    - **ACTION ITEM: Subcommittee organizational charts are due to LCDR Simpson by 1/31**

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* Member Directory is being updated for 2020
  + - Added value to Member Directory to display Subcommittee frequency of meetings and call-in information
    - **ACTION ITEM:** **Individual content for** **EPAC Member Directory due to LCDR Simpson by 1/31**

1. **Rules Subcommittee (CDR Deborah Cox)**

* If you would like to join Rules subcommittee, please reach out to CDR Cox; meetings will occur on the second Tuesday of every other month from 3-4pm Eastern starting on February 11th, 2020
* Priorities include Voting Member selection process, SOP development, Bylaws revisions based on last year’s outstanding comments
* All EPAC voting members: Please review Charter and Bylaws (<https://dcp.psc.gov/OSG/engineer/charter-by-laws.aspx>
* Subcommittee may also work to create a standard Certificate of Appreciation format
  + - This is in addition to the standardized LOA and would be used for things such as recognition for participation in a one-time event (e.g. helping out with the awards breakfast and symposium?) or participating in EPAC’s Mentoring Program as either a mentor or mentee.

1. **Informations Subcommittee (CAPT Josh Simms)**

* EPAC Website: brief demo about how to find information on the website (there is an anonymous feedback link on the homepage)
* Webpages each Subcommittee is responsible for updating – all Chairs/Vice Chairs should look at document below for updating



* 508 compliance considerations when developing documents
* Email [EPAC-POSTINGS@LIST.NIH.GOV](mailto:EPAC-POSTINGS@LIST.NIH.GOV) to make any website changes (substantial changes to webpages require approval of Chair prior to posting)
* EPAC newsletter (spring and fall edition) – please submit articles

1. **Awards Subcommittee (CDR John Kathol)** [3 minutes]

* Engineer of the Year (EOY), Engineer Responder of the Year (EROY), RADM Michael's Leadership Award Recommendations have been sent to the CPO for review and final selection. E-Week Awards Ceremony is on February 13, 2020
* Chief Engineer’s Awards and SAME Awards nominations are due by February 10th
* Provision of Special Assignment Award upon satisfactory completion of 3-year term as Voting Members
  + - Following up on 2016, 2017, and 2018 cohorts to make sure they have received awards

1. **Events Subcommittee (LCDR Derrick Buck)**

* Engineer Week
  + - The EPAC Awards Event is scheduled for the afternoon on February 13th at FDA; FDA Building 75 Atrium from 1500 – 1630



* + - Lead - LT Timothy Martin ([Timothy.Martin@fda.hhs.gov](mailto:Timothy.Martin@fda.hhs.gov)), Co-Leads LCDR Michael Simpson ([Michael.Simpson@fda.hhs.gov](mailto:Michael.Simpson@fda.hhs.gov)) and LT David Sullivan ([David.Sullivan@fda.hhs.gov](mailto:David.Sullivan@fda.hhs.gov))
    - Seating for ~100
    - 36 individuals for 30-min lab tours from 1230 – 1430
    - Engineering Social from 1630 – 2030 @ Silver Branch Brewing Company
    - Master of Ceremonies will be CDR Samantha Spindel
    - Requests have been made for Surgeon General’s Honor Guard and USPHS Music Ensemble
    - We are requesting 8 volunteers for help with day-logistics and ushering – please contact Event Lead if available
    - RSVP if interested at <https://www.eventbrite.com/myevent?eid=88136585901>
    - NSPE Luncheon will be February 14th in the afternoon
* Society for American Military Engineers (SAME) Joint Engineering Training Expo (JETC) at Walter E. Washington Convention Center, Washington, D.C. from Wednesday, May 27 – Friday, May 29
  + - POC: LCDR Jessica Sharpe
* COA USPHS Scientific and Training Symposium at Renaissance Phoenix Glendale Hotel, Glendale, Arizona from Monday, June 15 – Thursday, June 18
  + - POC: LCDR Fred Kelly and LCDR Matt Palo
* AMSUS Annual Meeting at Gaylord National Resort & Conference Center, National Harbor, Maryland from Sunday, December 6 – Thursday, December 10
  + - POC: LCDR Hanniebey Wiyor

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

* Creating a Positive Work Environment Slide Deck
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* **ACTION ITEM: Confirm all documents attached and linked to here were reviewed and all of your questions were addressed by COB 1/31**
* THANK YOU! Looking forward to a productive and meaningful year!

**Next EPAC Meeting**

**2nd Thursday of the Month (Normally)**

February 20th, 2019 (3rd Thursday)

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**

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| --- | --- | --- | --- | --- | --- |
| **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 | [Simms, Joshua](mailto:joshua.simms@fda.hhs.gov) | CAPT | FDA | Information, Chair | Silver Spring, MD |
| 2018-2020 | [Grant, Teresa](mailto:ibp4@cdc.gov) | CDR | CDC | Special Projects | Atlanta, GA |
| 2018-2020 | [Gumapas, Leo](mailto:leoangelo.gumapas@nih.gov) | CDR | NIH | Public Health Engineering Practice, Chair | Bethesda, MD |
| 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 | [Palo, Matthew](mailto:mpalo@cdc.gov) | LCDR | CDC | Rules, Vice Chair | Jamaica, NY |
| 2019-2021 | [Harvey, David](mailto:david.harvey@ihs.gov) | CAPT | IHS | Strategic Planning for Engineering, Chair | Rockville, MD |
| 2019-2021 | [Bush, Sean](mailto:sean.bush@ihs.gov) | CDR | IHS | Readiness, Vice Chair | Escondido, CA |
| 2019-2021 | [Cox, Deborah](mailto:cox.deborah@epa.gov) | CDR | EPA | Rules, Chair | Atlanta, GA |
| 2019-2021 | [Hanssen, Eric](mailto:eric.hanssen@nih.gov) | CDR | NIH | Career Development, Vice Chair | Hamilton, MT |
| 2019-2021 | [Russell, Sam](mailto:russell.sam@epa.gov) | CDR | EPA | Strategic Planning for Engineering, Vice Chair | Washington, DC |
| 2019-2021 | [Amadasu, Omobogie](mailto:omobogie.amadasu@ihs.gov) | LCDR | IHS | Career Development, Chair | Rockville, MD |
| 2019-2021 | [Praveen, KC](mailto:kc.praveen@epa.gov) | LCDR | EPA | Recruitment and Retention, Chair | Washington, DC |
| 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 | [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 | [Chun, Garrett](mailto:garrett_chun@nps.gov) | LCDR | NPS | Information, Vice Chair | El Portal, CA |
| 2020-2022 | [Gifford, Michael](mailto:michael_gifford@nps.gov) | LCDR | NPS | Events, Vice Chair | Washington, DC |
| 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 |
| 2018-2020 | [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 |
|  | [Sauer, Steve](mailto:Steve.Sauer@ihs.gov) | CDR | IHS | SAME Liaison | Spokane, WA |

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