## EPAC CY 2019 Calendar

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| MONTH | DATE | TIME (ET\*) | EVENT | MEETING TYPE | FOCUS AREA |
| Jan 2019 | 1/10/19 | 1500 | EPAC General Meeting | OPEN | Voting Member Communication Approach Overview, Sub-Committee Work Plan Scope, EPAC Member Role Review and New Member Introductions, Subcommittee report outs- See below for schedule |
| Feb 2019 | 2/14/19 | 1500 | EPAC General Meeting | CLOSED | Subcommittee Discussion Topics public health engineering practice, Prevention through Active Community Engagement (PACE) Presentation, Community Health Presentation |
| Mar 2019 | 3/14/19 | 1300 | EPAC General Meeting | OPEN | Subcommittee report outs for awards, career development, information, and Subcommittee report outs- See below for schedule |
| Apr 2019 | 4/11/19 | 1500 | EPAC General Meeting | OPEN | Subcommittee report outs- See below for schedule |
| May 2019 | COA Meeting – No EPAC Meeting |
| Jun 2019 | 6/13/19 | 1500 | EPAC General Meeting | OPEN | Subcommittee report outs- See below for schedule |
| July 2019 | 7/11/19 | 1500 | EPAC General Meeting | OPEN | Subcommittee report outs- See below for schedule |
| August 2019 | 8/8/19 | 1500 | EPAC General Meeting | OPEN | Subcommittee report outs- See below for schedule |
| Sept 2019 | 9/12/19 | 1500 | EPAC General Meeting | CLOSED | Subcommittee Discussion Topics |
| Oct 2019 | 10/10/19 | 1500 | EPAC General Meeting | OPEN | Subcommittee report outs- See below for schedule |
| Nov 2019 | 11/14/19 | 1500 | EPAC General Meeting | OPEN | Subcommittee report outs- See below for schedule |
| Dec 2019 | 12/12/19 | 1500 | EPAC General Meeting | OPEN | Subcommittee Accomplishments Report Out  |

NOTE: Meetings will utilize adobe connect to permit sharing of documents

\*ET = Eastern Time \*\*

**2019 EPAC Voting Members**

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| --- | --- | --- | --- |
| **Rank** | **Name** | **Email** | **Lead Role** |
| **National Parks Service** |
| LCDR | Julia Kane | julia\_kane@nps.gov | Public Health Engineering Practice (Chair) |
| **Center for Disease Control and Prevention** |
| CDR | Grant Theresa | TAGrant@cdc.gov | Information (Vice Chair) |
| **National Institutes of Health**  |
| LCDR | Matt Hunt | Matthew.Hunt@nih.gov | EPAC Executive Committee: Rules (Vice Chair) |
| CDR | Leo Angelo Gumapas | leoangelo.gumapas@nih.gov | Public Health Engineering Practice (Vice-Chair) / EPAC Executive Committee: Secretary |
| CDR | Eric Hanssen |  | <Open> |
| **Center for Medicare & Medicaid Services** |
| LCDR | Diana Wong | Diana.Wong@cms.hhs.gov | Events (Chair) |
| **Environmental Protection Agency** |
| CDR | Samuel Russell | russell.sam@epa.gov | EPAC (Chair) |
| LCDR | Praveen K.C. | kc.praveen@epa.gov | Recruitment (Chair) |
| CDR | Debora Cox | Cox.Deborah@epa.gov | Career Development (Vice Chair) |
| **Indian Health Service** |
| CAPT | David Harvey | david.harvey@ihs.gov | Special Projects (Chair) |
| LCDR | Amadasu Omobogie | Omobogie.Amadasu@ihs.gov | Career Development (Chair) |
| CDR | John Kathol | John.Kathol@ihs.gov | <Open> |
| CDR | Sean Bush | Sean.Bush@ihs.gov | <Open> |
| LCDR | Shane Deckert | Shane.Deckert@ihs.gov | Deployment Preparedness (Vice Chair) |
| LT | Derick Buck | Derrick.Buck@ihs.gov | Events (Vice Chair) |
| **Food and Drug Administration** |
| LCDR | Abbas Bandukwala | Abbas.Bandukwala@fda.hhs.gov | Awards (Chair) |
| LCDR | Matthew Palo | matthew.palo@fda.hhs.gov | Engineer Impact Measure |
| CAPT | Joshua Simms | Joshua.Simms@fda.hhs.gov | Information (Chair) |
| CDR | Samantha Spindel | samantha.spindel@fda.hhs.gov | Rule (Chair) |
| CDR | Jitendra Virani | Jitendra.Virani@fda.hhs.gov | Engineer Impact Measure |

**Typical Meeting Agenda 90 Min Max.**

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| **Agenda Items** | **Speaker** | **Time (max)** |
| Welcome/Chair Announcements | CAPT Harvey | 5 min |
| Questions/Answers | All Call Participants | 5 to 10 min |
| Chief Engineer Announcements |  | 5 to 15 min |
| Liaison Reports: JOAG/SAME/COA/CCWIAB |  | 5 min |
| Subcommittee #1 Report Out | Chair/Vice-Chair | 5 min |
| Subcommittee #2 Report Out | Chair/Vice-Chair | 5 min |
| Subcommittee #3 Report Out | Chair/Vice-Chair | 5 min |
| Subcommittee #4 Report Out | Chair/Vice-Chair | 5 min |
| Feature Presentation(s): Liaison/Subcommittee/Special Assignment Deliverable (Reserve agenda time by advanced request to Executive Secretary) | TBD | 10 min |
| EPAC Deliberation /Voting |  | 5 to 10 min |
| Open Discussion & Action Item Review/Summary | CAPT Harvey | 5 min |
| **Adjourn** |  |  |

**Subcommittee Report Outs**: Describe the ongoing work of the subcommittee and progress made toward the identified subgroup priority areas. No actionable requests should be made of the voting members during report outs.

**Liaison Report Outs**: Provide announcements and describe the ongoing work represented organizations. Request should be made to be incorporated into the agenda through the EPAC Chair Executive Committee prior to the meeting. If no request(s) are made no time will be allotted during the meeting.

**Feature Presentation**: Liaison, Subcommittees Liaison and/or Special Assignment groups requesting feedback on work products or guidance from EPAC voting members during preparation of work products. Request should be made to be incorporated into the agenda through the EPAC Chair Executive Committee prior to the meeting.

**Subcommittee Report-Out Months**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subcommittee** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Awards |  |  | ✓ |  |  | ✓ |  | ✓ |  |  | ✓ | ✓ |
| Career Development |  |  | ✓ |  |  | ✓ |  | ✓ |  |  | ✓ | ✓ |
| Events | ✓ |  |  | ✓ |  |  | ✓ |  |  | ✓ |  | ✓ |
| Information |  |  | ✓ |  |  | ✓ |  | ✓ |  |  | ✓ | ✓ |
| Public Health Engineering Practice |  |  | ✓ |  |  | ✓ |  | ✓ |  |  | ✓ | ✓ |
| Readiness | ✓ |  |  | ✓ |  |  | ✓ |  |  | ✓ |  | ✓ |
| Recruitment & Retention | ✓ |  |  | ✓ |  |  | ✓ |  |  | ✓ |  | ✓ |
| Rules | ✓ |  |  | ✓ |  |  | ✓ |  |  | ✓ |  | ✓ |
| Engineer Impact Measure |  |  | ✓ |  |  | ✓ |  | ✓ |  |  | ✓ | ✓ |

**EPAC Member Roles**

| **Title** | **Roles** |
| --- | --- |
| **Executive Committee** | EPAC Chair | * Establishes strategic direction for EPAC
* Presides over EPAC meetings
* Appoints EPAC Subcommittee Chairs approves vice-chairs
* Provides advice and guidance as requested to EPAC Subcommittees
* Provides advice and consultation to Chief Engineer on matter related to professional activities and personnel issue
* Represents the Engineer Category in Professional Advisory Committee meetings
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| EPAC Vice-Chair | * Provide advice and guidance to the Chair on the EPAC Strategic Direction
* Assists the Chair carry out their duties as requested.
* Leads review and modifications to EPAC By-Laws as Rules Subcommittee Chair
* Leads the EPAC new member nomination and selection process.
* Provides advice and guidance as requested to EPAC Subcommittees
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| EPAC Secretary | * Set up and produces audio/video EPAC General and Executive Committee meetings
* Track meeting attendance for voting members
* Coordinate development of meeting agendas and meeting minutes
* Coordinate with liaisons to confirm meeting briefing requirements
* Receive requests for feature presentation from subcommittees and special assignment leads
* Lead compilation of Subcommittee Routine Activities and SOP Development Tracking
* Prepare monthly report on subcommittee’s adherence to work plans
* Support EPAC Chair and Vice Chair with developing EPAC strategic goals
* Assist EPAC Vice-Chair with award and recognition letter write-ups.
* Prepares resolutions to be voted on by EPAC at the direction of the Chair
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| EPAC Treasurer  | * Track funding requests
* Track voting member alternate nomination forms.
* Track and document income and expenditures
* Maintain inventory for USPHS Engineering Coins
* Process reimbursements for approved funding requests
* Coordinates with Subcommittees on EPAC fund raising
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| EPAC Communications | * Circulate, review and finalize for submission to Chief Engineer
* Advertise EPAC events through USPHS listservs at the direction of the Chief Engineer
* Maintain the Commissioned Corps Engineer and Civil Service Listservs
* Coordinates the development and review of sight visit presentations
* Coordinate logistics for site visits
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| Voting Members | * Serve as the point of contact on all EPAC activities to the engineers they represent
* Provides advice and guidance on the issues and concerns of the engineers they represent
* Actively engages in debate, provide written and oral comments on Subcommittee work plans, presentations and deliverables
* Approves Subcommittee Work plans and deliverables prior to finalization
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| Subcommittee Chair | * Leads the development and implementation of Subcommittee work plans
* Leads the development/updating of Standard Operating Procedures documenting the Subcommittee practices.
* Provides reports and presentations on Subcommittee activities and accomplishments during general EPAC meetings.
* Provides letters of recognition to active Subcommittee participants recognizing their role in the completion of Subcommittee work.
* Coordinates activities with other Subcommittee Chairs as needed or directed by the EPAC Chair
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| Subcommittee Vice-Chair | * Assist Subcommittee Chair as requested.
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