

Minutes of the Meeting of the
Engineer Professional Advisory Committee
Thursday, January 23, 2003

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all PHS Engineers and Architects. Those who are not able to attend in person may attend via conference call. Please contact the Executive Secretary at 301-4431367 for the place and conference access number.

I. CALL TO ORDER

CAPT Cuzme, EPAC Chairperson, called the meeting to order at 1:35 p.m. EDT in Research Triangle Park, NC. He briefly thank the members for their commitment to EPAC meetings. That during the morning EPAC strategic session, there was a good dialogue capturing and refreshing the activities for 2003. The December 19, 2002 minutes were approved. The next meeting will be held on Thursday March 27, at 1:00 p.m. EDT in Rockville, MD. The agenda will be sent by email.

II. ANNOUNCEMENTS

A. Office of the Chief Engineer (OCE): RADM Robert Williams reported the following announcements.

1. A moment of silence was observed for Roger Lynch, an IHS engineer, who was killed returning from fieldwork. Mr. Lynch was a former Ian Burgess Young Engineer of the Year.
2. A Retreat was held by Secretary Thompson to determine priorities.
 - i. Medicare/Medicaid Reform
 - ii. Preparedness
 - iii. Prevention
 - iv. Healthcare Disparities
 - v. Information Technology
3. Transformation of the Commissioned Corps is moving forward in the next two to three months. It will be a radical Change. Individual officer parity with other services will be part of it. There will be some Organizational Changes.
4. President and Secretary want a three-fold increase in CCRF. Currently there are 85 engineers involved with CCRF. That accounts for only 25% of all engineers in the Corps.
5. Leadership and Mentorship is very important. Visibility of the Corps enhanced though marketing.
6. Surgeon General –

- i. Endorsed the Healthy Building Initiative (HBI) and asked us to provide a workshop.
 - ii. Leadership Development Seminar is a good thing. He would like to see it across all categories.

- 7. Recruitment and Retention has a Career Opportunities Booklet.

- 8. New Promotion Precepts - Priorities on precepts and eligibility
 - i. Precepts
 - 1. Performance.
 - 2. Education, Training, and Professional Development.
 - 3. Career Progression and Potential.
 - 4. Characteristics of the Career Officer and Service to the Corps – this is basically “officership,” active participation in the corps.

 - ii. The new promotion precepts will use a “Best Officer” ranking instead of “Average Officer” ranking. This will give a set evaluation of what is expected of an Officer.

 - iii. In order to be considered to be promoted
 - 1. Must be in a billet grade higher than your current rank.
 - 2. Must meet time in grade and time in service requirements.

 - iv. This will give officers a chance to develop.

 - v. After an officer is up for promotion four times they will be frozen at their current rank.

 - vi. Agencies will decide on accelerated promotion up to 5% across all categories.

- 9. Engineers In the News
 - i. Michael Washington, an engineer at CDC, will be in USA Today’s Engineers’ Week “New Faces in Engineering.”

 - ii. Dave Ausdemore, also a CDC engineer, will be featured in a news article for Georgia Engineers’ Week.

- 10. NSPE – Five Public Health Service Engineers will be recognized. Two of them are in the Top Ten.

- 11. Engineers’ Week: Luncheon, Friday February 21. The Surgeon General has been invited to be recognized as an honorary engineer.

12. Check website for the schedule of award nominations.

<http://www.usphsengineers.org/Awards/awards.htm>

B. EPAC Chair: CAPT José Cuzme reported the following:

1. Review of Promotion Precepts – The PAC Chairs held their January meeting and received proposed promotion precepts for commissioned officers. Comments are due January 31 on the precepts concept. Comments on Benchmarking are due February 15th. Draft files will be sent out to all EPAC members (Sent 1/24/03). Comments will be combined and will be sent forward to the OSG. The precepts are to be implemented for the 2004 promotions.
2. A liaison is needed between the Career Development sub-committee and COA's Conference Planning Committee. CAPT Cuzme asked rules sub-committee to come up with possible candidates.
2. A proposed 2003 agenda will be sent out for the March 27 EPAC meeting. The February 21 meeting is cancelled due to the traditional Engineer's week activities. We look forward to camaraderie with the engineers in the DC area to recognize the awardees at the luncheon.

III. OLD BUSINESS

- A. Sub-committee end of the year summaries are to be sent to CDR Coene and CAPT Cuzme. They will be used to close out the 2002 EPAC year.

IV. NEW BUSINESS

CAPT Cuzme opened discussion as follows:

- A. Confirmation of Sub-Committees Chairs – Members were asked to look at the agenda to verify the chairs.
- B. Confirmation of Ex-Officio Members – Members were asked to look at the contact information list included with the agenda to verify ex-officio members.
- C. Summary of the Strategic Planning Morning Discussion.
1. Goals of OSG
 - i. Global Health.
 - ii. Prevention , changing behavior and the environment.
 - iii. Preparedness through Public Health Infrastructure.
 2. In FY 2003 EPAC priorities.
 - i. Promote CCRF membership to higher numbers.
 - ii. Sponsor/Implement the HBI workshop
 - iii. Follow up with Sr. CO-STEP enhancement program with OCE and DCP.
 - iv. Implement and Market the Leadership Development Seminar
 - vi. Visibility at Schools in February for Engineers Week

- vii. Market the SAME/EPAC Seattle Conference
 - viii. Market the COA Conference
 - ix. More recognition
3. Action Items
- i. Brad Provancha will follow up with information on Angel Flights in case of emergency.
 - ii. Brian Kong will coordinate package of healthy buildings workshop conference for presentation by OCE.
 - iii. Comments from EPAC members on Precepts concept by Jan 31st, to LTJG Allen Bollinger and CAPT Cuzme.
 - iv. Comments from EPAC members on Benchmarks by Feb 15th, to LTJG Bollinger and CAPT Cuzme.
 - v. Letter of Proclamation for Engineers' Week for OSG. José Cuzme, Kathy Poneleit, and OCE.
 - vi. Better marketing of Awards by sub-committee.
 - vii. Pursue the Sr. COSTEP Enhancement concept (attached).

V. SUBCOMMITTEE REPORTS

A. **Awards:** LCDR Meredith Bond reported the following:

- 2. Literary awards nominations were due December 16th.
- 3. Nominations are open until the end of February for SAME and Young Engineer awards. More information is available in the December minutes and also on the Awards website (<http://www.usphsengineers.org/Awards/awards.htm>).
- 4. CDR West is currently working on the American Institute of Architects award.
- 5. Committee is also working on some type of awards for retiring members of sub-committees. This is the first year of trying to enact it and it is not too late to finish it. Will send out an email to all EPAC members.
- 6. In November, CDR West called for nominations for special assignment awards. They were due around Thanksgiving; he received very few nominations. The award is for 30 or more non-consecutive days of EPAC duty. Sub-committee chairs are to submit a memo to the awards sub-committee for noteworthy service.
- 7. Awards that were not really advertised should be advertised again for more nominations. OCE will work with awards sub-committee.

B. **Building Design and Construction:** Mr. Brian Kong Reported the following:

1. In 2002, the Healthy Building Initiative has been the main accomplishment of the Sub-Committee.
2. In the January meeting, the subcommittee discussed goals. Solicited suggestions for topics other than HBI. The goals for the subcommittee are to host Surgeon General workgroup and have an HBI certificate.
3. Another issue is to work with JCAHO issues. Can share environmental of care plans. Brad had point of contact list for each agency and hopefully they can do a better job of sharing information. Have to figure out how to disseminate the information. Will ask CAPT Cuzme to tell them to filter the info down.
4. There is no commissioning standard out there. The sub-committee has information on the project at the pentagon. The Operation and Maintenance section does not go into enough depth. The designers only picked a couple of pieces of equipment to describe in the O&M section. HBI requires that the building be looked at as an entire entity in order to make sure that buildings are maintained correctly.
5. JCAHO as of 1/1/2004 will be doing less reviewing documentation and more actual tours of buildings to test the systems. JCAHO will actually look at the equipment. How are the different hospitals and health centers gearing up for it? IHS sent a couple MPH graduates as rotation safety officer resources, but it was assumed that they were already trained, and this was not the case. IHS was able to give them very good overview of training.
6. The main problem with the HBI is that poor maintenance is the main reason for bad indoor air quality. Need to get the maintenance issue made a higher priority. A lot of facilities are big and need to be properly maintained. Currently more money is spent on new system when much less money could have been spent doing the proper Preventative Maintenance (PM) to keep the current systems running. There is a need to have PM people properly trained to work on the equipment. There are discrepancies between what manufacturer says should be done and what a maintenance person says.
7. It may be possible to get adequate funding for Operation and Maintenance if we say it's a HBI issue.

c. **Career Development:** Lt Jennifer Martin reported the following:

1. New Members
The committee gained two new members and lost one. LT Jennifer Prepejchal of the IHS in Tucson, AZ and LT Dave Shoffner of the CDC Facilities Planning and Project Management Office in Atlanta, GA joined the committee. We are very glad to have these eager new members. Mr. Tony Iannacchione of the NIOSH Pittsburgh Research Lab had to step down from the committee due to his work schedule. We thank Tony for all his hard work.

2. COA Category Day

As reported earlier, we need a volunteer to take over the role of liaison between the COA conference planning committee and the Career Development subcommittee. The job would consist of participating in some conference calls with the COA planning committee, relaying information and deadlines to the Career Development subcommittee and reviewing abstracts for paper day. Please consider volunteering or talk with someone you feel could do the job, and you don't have to be a member of the subcommittee. Please contact Ms. Lisa Hayes or LT Jennifer Martin for more details.

The four "threads" we decided to weave through the COA category day agenda are: leadership; technology; individual professional development; and organizational impact of engineering. We are not advertising these threads for fear of dissuading possible speakers who might feel their abstracts do not fit. Instead, we will take the proposed presentations and see how they can be used to emphasize these threads.

LCDR Tatum has sent out the first call for abstracts for the engineer category day. So far, the responses received are from engineers who also submitted their abstracts to COA. We'll ask LCDR Tatum to repeat the call for abstracts in his next set of announcements. The subcommittee members are talking to colleagues and other PHS contacts to see what presentation ideas are out there. We will have some abstracts to consider for our next meeting.

3. Next Meeting

Our next regularly scheduled meeting is Thursday, February 13 at 3:00 pm EST. Please contact LT Martin if you're interested in joining the call.

d. **Leadership Development Seminar** ad-hoc subcommittee: LT Jennifer Martin reported the following:

1. Speakers

Speakers have been decided for all sessions. We are excited to have a variety of high caliber speakers: Commissioned Officers; civil servants; women; and professional trainers.

For the keynote session on Engineers and Leadership, we invited the Surgeon General to speak. We heard back that VADM Carmona is not scheduling anything during the week of our seminar. If he is in Tucson during that time, there is a chance, he may accept our invitation, but we will not know for a while. Therefore, we are working on a back up plan with one of our other distinguished speakers. More details will follow.

Our second keynote speaker will be BGen Annette Sobel. She is the National Guard Assistant for Weapons of Mass Destruction and Civil Support to the Chief, National Guard Bureau. BGen Sobel is both a medical doctor and engineer. She comes highly recommended and we're very excited to have her at the seminar.

The topic of the luncheon talk has been decided. Dr. Teresa Pohlman of the Pentagon Renovation Program will speak on how this program has pulled together interagency teams of contractors and government employees and the unique way it has inspired leadership. The working title of her talk is “Innovations in Leadership.”

2. Seminar Marketing

The seminar announcement flyer will be ready for distribution next week. We are marketing the seminar by having LCDR Tatum make announcements in his weekly email to all PHS engineers, placing the announcement flyer and agenda information on the engineers website, and mailing flyers to supervisors in engineer-rich areas and asking them to distribute appropriately.

Please help us by spreading the word about this seminar to all your engineer and architect colleagues!

How many people are you expecting? In 2001 there were 55-60. In 2003, we are hoping for 50 to 75; can have up to 100. Mid career engineers are who the conference has been geared towards, but its open to everyone.

3. Other Important Issues

- ⊘ We are working with the various agencies that have pledged funding support to make sure all speakers are paid for. For the agencies that are giving money through Interagency Agreements, we are working to get those transactions finished.
- ⊘ Official speaker letters from the Office of the Chief Engineer will go out within a week. These letters confirm the acceptance of our invitation and provide other details. The committee member are serving as session coordinators, making sure the speakers for their session are aware of deadlines, putting speakers in touch with each other to coordinate talks, and serving as a point of contact.
- ⊘ Confirming the co-sponsor so they can work with the hotel to establish the registration fee and details of the luncheons.
- ⊘ Room reservations can now be made! The hotel is the Hilton El Conquistador Golf and Tennis Resort in Tucson, Arizona. The room rate is \$58/night. Reservations can be made by calling (800) 864-1284 and asking for the “Public Health Service Engineers” room block. The seminar dates are April 21-24, 2003. I will follow up with additional details as they become available.

4. Next Meeting

Our next regularly scheduled meeting is Wednesday, February 19, 2003 at 1:00 pm EST. Please contact LT Martin if you wish to join the call.

- e. **Emergency Preparedness**: CAPT Rodenbeck reported the following:

1. First meeting was January 9th. Continuing discussions on concrete monitoring information brochure should be in March E-mail. Waiting on CPO clearance before it can be put on the website.
2. The members of the sub-committee are also reaching out to non-PHS responders to be able to integrate with others in order to have a better response in an emergency situation. Started discussions as to how best to send information to civil service personnel to get their assistance.
3. Also looking into how to motivate people to join CCRF.
4. The next meeting will be held February 13 @ 3pm.

Looking into how to get other people involved in the response. Pharmacist and Nurse PACs are using professional organizations to create volunteer responders. This is an option for engineers to pursue.

CAPT Cuzme commented that the CCRF structure of communication might need revision. CCRF members are getting called twice when activated once from CCRF and once from the agency.

f. **Information:** CDR Michael Coene reported the following:

1. Have not met this year. Will have a meeting in February.
2. Will be promoting the Engineer's week though a booth in the Parklawn building.
3. Website has looked the same for years. Working on redoing the website to make it look better.

g. **Mentoring:** CDR Todd Scofield reported the following:

1. Have not met this year. Will have a meeting in February.
2. Ms. Crystal Allen is new member. Also have lead on another person that is interested. Looking to continue things that are started.
3. Mr. Bill Blair has been working with the career development subcommittee welcome program trying to make new people aware of the mentoring program.
4. On call mentoring program is a big item. Need to revitalize the mentoring teams that were around before becoming part of the EPAC.
5. Next meeting will be Feb 11 @ 10am Eastern Time.

- h. **Recruiting and Retention:** CDR Helgeson not available.
 - 1. RADM Williams commented on wanting to increase the number of recruiters by 10%. There are currently 32 recruiters.
- i. **Rules:** LCDR Kathy Poneleit reported the following:
 - 1. Have not met this year.
 - 2. Have gone through the by-laws. After reviewing them there are many time consuming processes.
 - 3. Deadlines are listed on the handout.

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- 4. The committee is mainly responsible for the EPAC nomination process.

VI. ANNOUNCEMENTS

CAPT Cuzme announced that the EPAC liaisons did not get notified about the meeting. He will be calling each liaison to get their contact information and to notify them of future meetings.

VII. VACANCIES: Send vacancy announcements to LCDR Tatum.

ATSDR has a vacancy in health assessment and consultation working under CAPT Rodenbeck. Phone #: 404-4980439.

IHS - O-5 position open in DFPC. Position entails working on long range facilities planning. Phone: 301-4431851.

IHS Facility manager vacancy in Alaska: Position involves traveling to different villages where they are assigned to many buildings. Phone#: 907-7293601.

NIH all positions are frozen. Administrative positions GS-13 and above are also frozen.

VIII. ADJOURNMENT: The meeting was adjourned at 3:45 p.m. EST

EPAC MEETING PARTICIPATION:

Participants: (Members in bold, with alternates attending matched by number to the members absent)

In NC: Ms. Crystal Allen (NIH), LCDR David Ausdemore (CDC), CDR Michael Coene (FDA), CAPT José Cuzme (IHS), Mr. Brian Kong (NIH), LCDR Susan Neurath (ATSDR), CDR Kathy Poneleit (At Large), CAPT Sven Rodenbeck (At Large), CDR Todd Scofield (IHS), CAPT Gene Sullenger (FDA), CAPT (Ret) Bedick (NIH, Ex-officio), Ms. Hayes (ATSDR, Ex-officio), LCDR Nate Tatum (ATSDR, Ex-officio), RADM Robert Williams (ATSDR, Ex-officio),

On Phone: Mr. Michael Adjodha (FDA), LCDR Meredith Bond (EPA), CDR Scott Earnest (CDC), Mr. Kyung Kim (NIH), LT Jennifer Martin (CDC), LCDR Jamie Natour (HRSA), CDR Maurice West (NPS)

Members Absent:

CDR Bradley Harris (NPS), LCDR Scott Helgeson (IHS), LCDR Denman Ondelancy (IHS), CAPT Rao Surampalli (At Large), LT Sean Boyd (FDA, Ex-officio), CAPT Kevin Chadwick (IHS, Ex-officio), LCDR Nicole Wolanski (FDA, Ex-officio)

GUESTS:

CDR Ed Cayous(IHS)
Mr. Bradley Provanca (HHS)

AUTHORIZATION:

I have recorded the above EPAC meeting minutes:

_____	_____
LTJG Allen Bollinger	Date
Executive Secretary, EPAC	

I have read the above minutes, which accurately describe this meeting, and on behalf of the EPAC approve their distribution:

_____	_____
CAPT José F. Cuzme, P.E.	Date
Chairperson, EPAC	

I authorize distribution of these minutes:

_____	_____
RADM Robert C. Williams, P.E.	Date
Chief Engineer, USPHS	