

**Minutes of the Meeting
Engineer Professional Advisory Committee
Thursday, September 28, 2006**

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all Public Health Service Engineers and Architects. Those who are not able to attend in person may attend via conference call. Please contact the EPAC Recorder, LT Roger N. Dahozy at (602) 364-5081 or roger.dahozy@ihs.gov, for the phone and conference access numbers.

I. CALL TO ORDER

CAPT James Ludington, EPAC Chair, called the meeting to order at approximately 1:30 PM EST. Attendance was taken and a quorum of EPAC members was present. The July minutes were approved with editorial changes and will be held for two weeks and then posted on the Engineers website. The next meeting will be held on October 26, 2006, at 1:30 PM EST. All EPAC and subcommittee meetings are stated for Eastern Standard Time (EST) unless otherwise specified.

II. ANNOUNCEMENTS

A. Office of the Chief Engineer (OCE): RADM Rick Barror reported the following:

- The Leadership and Development Seminar in July was outstanding; great location and committee, except for the low attendance (45 to 50). Congratulations to CDR Longstaff and committee on putting the Leadership Seminar together.
- RADM Barror now has an assistant; CDR Keith Foy. CDR Foy will be getting involved with recruitment to find out why we're failing to get more Commissioned Officers.
- Permanent promotion results were released this week. RADM Barror covered reports from OCCO of why some CO's were not promoted for reasons such as incomplete administrative paper work, not basic qualified, undated physicals or immunizations. Marjorie Wallace at OCCO is currently trying to identify and inform which officers need to get updated for the next promotion cycle. Officers up for promotion need to keep track of their own promotion information and documents.
- The Junior COSTEP Program has not gotten the resources and assistance that is needed. Consequently, attention to getting COSTEP's hired and letting them know if they have a job is lacking. Any ideas or information on how to improve the Junior COSTEP Program are welcomed.
- The automated call to duty IT system, being completed by OCCO and OCFAM, may not be running until next summer. This may lead to the failure of the Junior Co-step Program.
- In Washington D.C. on Saturday September 30, 2006, the Society of American Military Engineers will have there first Annual Scholarship Dinner. Through the efforts of the Surgeon General and CDR Nelson Mix the PHS

honor guard and PHS ensemble will perform. This will be great exposure for PHS engineers.

- Congratulations to CDR Dan Beck for becoming the Deputy Director of OFRD.

B. EPAC Chair Announcement: CAPT Ludington reported the following:

- COERS will be released on Tuesday, October 03, 2006. This year officers will be asked if they are under a performance plan.
- The newsletter from August information subcommittee did a fantastic job.
- The number of Commissioned Corps Engineers is down to 390. On Friday September 29, 2006 at 11:30 ET a conference call will be held to discuss strategies on how to increase the number of Commission Corps Engineers.
- Congratulations to Dean Coppola who is the new JOAG rep.
- There is a delay of shipping flu vaccines, making it difficult to get a shot this Fall. Therefore, the requirement will be delayed for meeting basic readiness.
- Congratulations to those who were permanently promoted: CDR Jamie Natour, LCDR Hilda Scharen-Guivel, CDR Nate Tatum, CDR Mitch Constant, CAPT Tom Heintzman, CDR Kevin Milnm, CDR Kathy Poneleit.
- The 2004 Assimilation packet has been returned and approved by the Senate. Some officers on there who still need to meet the basic readiness or medical requirements. These requirements need to met before the officers are assimilated.
- The 2005 Assimilation packet is currently with the Senate.
- The 2006 Assimilation packet is ready to be sent to Senate and has been finalized. There are officers who are missing basic readiness requirements.
- The Leadership Development seminar was great!

III. OLD BUSINESS:

- No old business.

IV. NEW BUSINESS

A. Career Development Subcommittee Teleconference: CDR Sue Neurath reported the following:

- A 2007 promotion process teleconference presentation will be conducted by CDR Marjorie Wallace, on October 05, 2006 from 3:00 PM to 4:30 PM ET to assist those officers who are up for promotion in 2007. This will help officers understand what documents should be included in their records.

B. Approval of EPAC Candidates: CDR David Ausdemore reported the following:

- The rules committee has been working on soliciting PHS Engineers and Architects to self-nominate. They have been going through the bylaws to make sure that all candidate criteria have been met.

- The process was complicated due to the self-nominees being extremely qualified. A recommendation to resolve this is to put out the names by the subcommittee and motion to be accepted by the EPAC, with the names forwarded to the Chief Engineer for next years EPAC membership.
- The nominees were: CDR Dan Beck (NIH), Rammen Zampour (Civilian), CDR Steven Posoltivick (At-Large), CDR Mary Pedal (IHS), CAPT Dave Dapanion (EPA).
- Returning members for another term are: CAPT James Ludington (IHS), LTJG Brad Cunningham (FDA), and LCDR Emil Wang (FDA).
- Motion was moved and approved by the EPAC to accept the nominees.

C. Engineer Leadership Development Seminar in 2007: CDR John Longstaff reported the following:

- Volunteers are needed for 2007 Leadership and Development Seminar.
- There is a check list and notebook from the previous seminars.
- Check list to recommend of what is needed for the next seminar.
- Funding and coordinating with the Chief Engineer are top priorities.
- Any volunteer needs to be an EPAC member.

V. SUBCOMMITTEE REPORTS

A. Awards: CDR Bradley Harris reported the following:

- The PHS Engineer of the Year award which is tied to the Federal Engineer of the Year award should be submitted by October 31, 2006 and goes through your agency representative.
- The deadline for nominations for the USPHS Engineer of the year is on October 31, 2006 and needs to go through the awards coordinator first.
- The Engineer Responder of the Year award is due November 15, 2006.

B. Building Design and Construction: CDR Jamie Natour reported the following:

Our last meetings were held on August 15, 2006 and September 12, 2006. Our next meeting is scheduled for October 10, 2006, from 2:00pm-3:00pm.

- The subcommittee was updated in the Healthy Building Initiative, which was started on the National Institutes of Health campus in 1994 for the purpose of creating a healthy indoor environment in which the surroundings contribute to productivity, comfort, and a sense of health and well being.
- BBH Design has proposing the establishment of a University of North Carolina (UNC) Healthy Buildings Institute that would act to provide Public Awareness, and help in the coordination of research to provide guidance to the building community. Meetings have been conducted with UNC System representatives to discuss this proposal and representatives of the various federal government agencies, all of whom have been supportive. The Chemical Industry Institute of Toxicology has offered space to house the Healthy Building Institute.

- OMB requires that capital requests be captured and submitted electronically in a consistent format known as Exhibits 300 and 53. OMB plans to update the Exhibits 53 and 300 for the fiscal year 2008 budget submission. One of our members briefed the subcommittee on the Exhibit 300 updates.
- The subcommittee discussed a Public Works Institute Power Point presentation on the issue of escalating construction costs.
- One of our members gave the committee some highlights of the Construction Industry Institute (CII) 2006 annual conference. Ethical leadership and front end planning were among the topics presented.
- The subcommittee was briefed on upcoming events and expos.
- The subcommittee is looking into continued participation from ASAM Office of the Assistant Secretary for Administration and Management.
- The GAO reports update was discussed. Some information on energy is included in the most recent reports.

September 12, 2006 Meeting:

- Next month the subcommittee expects to have a presentation on The National Building Information Model Standard (NBIMS); a set of interoperable standards for exchange of facility and infrastructure data through the life-cycle of a project.
- The subcommittee expects to have a presentation on the HHS Facilities Assessment Guidelines at the November or December meeting.
- One of the members, Brian Kong, sent a list of upcoming conferences which the subcommittee is attempting to put on the EPAC website.
- Recruiting more junior officers into the subcommittee by direct contact was discussed.
- Several journal articles of interest were brought to our attention, one of which discusses Bird Flu in a facilities environment.

C. Career Development: CDR Sue Neurath reported the following:

- The planning process for the 2007 COA Conference has begun. CDR Mary Dahl and LT Tammy White are the official representatives from the career development subcommittee and are working with COA by sharing information with LT Vivian Iskander who is working on the agenda.
- Abstracts are now being accepted from engineers for category day. The abstracts should focus on public health and engineering issues.
- LCDR David Misora is working on the engineering survey and is expected to be presented to the subcommittee during the next EPAC meeting for approval.
- The subcommittee has been brainstorming career tracks and have divided these topics into 3 separate areas.
 - One idea is to use tools to help engineers document, track and demonstrate their developing technical, managerial and

leadership skills. This idea is in addition to the CV and CV coversheet and adding to the journal of professional activities.

- Secondly, is to use biographies and testimonies from Senior Engineers to share their position of progression and give an illustration of how they've developed throughout their career. It also gives the Senior Engineer an opportunity to offer advice in what they believe is the most important in career development.
- A third idea is the opportunity to learn and develop skills. The development of more work groups such as the COA and other projects to implement the development of skills.

D. Emergency Preparedness: CDR David Ausdemore reported the following:

- The subcommittee met on September 20, 2006 to discuss implementing the Engineer Emergency Deployment Playbook to be presented to EPAC soon. This will be useful to engineers and external agencies to understand the capabilities of the PHS engineers.
- A newspaper called "Are you ready?" will be presented to EPAC in the future.

E. Information: CDR Mitch Constant reported the following:

- On September 16, 2006 the meeting discussed the content of the next newsletter to be published by the end of October. Anyone with an article to be published in the newspaper should send it through the webmaster to the subcommittee with a description of the article.
- The website is constantly updated to make it as useful as possible for the engineers and others who use it.
- The next meeting for the subcommittee was held on October 17, 2006.

F. Leadership Development Seminar:

- No Report (presently between leadership)

G. Mentoring: CDR Tom Heintzman reported the following:

- One new Mentoring team was formed in September with EPAC's COA liaison CDR Nate Tatum serving as the Mentor. Thanks Nate for getting involved in Mentoring. We now have 13 teams formed since January 2006.
- Subcommittee is continuing to contact teams on a quarterly basis to assess progress and provide any needed assistance.
- Mentor applications are still needed from mid-level and senior engineers. Applications are available on the web page.
- Next meeting will be Tuesday October 3, 2006, 11 AM PST.

H. Recruiting & Retention: CDR Churci Kardous reported the following:

- There were three calls: one on August 1, 2006 and one on September 19, 2006 and one on October 3, 2006.

- One new member to the committee, LT Melissa Burns from the FDA.
- No update on the category report from OCCO. We are currently at 391 level opposed to 395 a couple of months ago.
- We have approximately 103 recruiters with 73 IHS and 30 non-IHS agencies.
- We have two new spreadsheets to track the progress of recruitment efforts: the first tracks the civil service to the Commission Corps conversion initiative with a person assigned to keep track of the new additions, who are contacted and who need to be contacted. The report will begin the next EPAC meeting on the numbers of conversions.
- We have developed an Engineering applicant spreadsheet. A list of JOAG, DoD, COSTEP, and Jr. COSTEP applicants has been sent by LCDR Cox from OCCO to be shared by recruiters to track the recruitment efforts.
- CPT Koski sent a letter to OCCO to get feedback and help on future recruiting to encourage future recruitment of engineers.
- There will be a meeting with RADM Barror on September 29, 2006 to discuss ideas on recruitment.

I. Rules: CDR David Ausdemore reported the following:

- The subcommittee will review and revise the EPAC charter and bylaws. We received an example of a model charter by a working group. Although everything is in order, we need to spend more time to tie loose ends.

VI. ANNOUNCEMENTS

A. OCCO/DCCR liaison: LCDR Rhondalyn Cox was absent:

- No report.

B. TISP Liaison: CDR Dan Beck was absent.

- No report.

C. COA Liaison: CDR Wachs reported the following:

- Thank you for supporting the COA Board of Directors.
- COA Professional Conference will be held on June 5-7, 2007 in Cincinnati Ohio.

D. SAME Liaison: CDR Randall Gardner was absent:

- No Report

E. Junior Engineer Report: LCDR Jonathan Rash reported the following:

- JOAG had a voting membership planning meeting on September 8, 2006 in which the new voting members met for the first time.
- The new executive committee consist of the following:
 - LCDR Thomas Prayer, Chair

- LT Ami Tripletti, Chair Elect
- LCDR Ernest Sullivan, Treasurer
- LT Jennifer Creed, Executive Secretary
- The subcommittee discussed plans, goals, and expectations for the upcoming year.
- A few JOAG bylaws are presently being reviewed and possibly changed:
 - Changing the JOAG operational year from October 1st thru October 1st to January 1st.
 - Need to get more geographical representation other than the Washington DC and Atlanta metropolitan areas.
- CAPT Dean Coppola was selected to be the JOAG Senior Advisor which was effective on September 15th. CAPT Coppola replaced CAPT Chin.
- The next meeting will be held on Friday October 13, 2006 @ 1:00PM EST.

VII. VACANCIES

- No reported vacancies.

VIII. ADJOURNMENT

Any officer that missed the roll call, please submit your contact information to LT Roger Dahozy at roger.dahozy@ihs.gov.
CAPT Ludington adjourned the meeting at 2:25 PM EST.

IX. EPAC MEETING PARTICIPATION

Participants: (Voting members in bold)

CDR David Ausdemore (CDC), CDR Meredith Bond (At Large), CDR Mitch Constant (IHS), LTJG Brad Cunningham (FDA), CDR Bradley Harris (NPS), CAPT Tom Heintzman (IHS), LT Vivian Iskander (IHS), CDR Allen Jarrell (EPA), CDR Churci Kardous (CDC), CDR John Longstaff (IHS), CAPT James Ludington (IHS), LCDR Jennifer Mosser (OS), CDR Jamie Natour (HRSA), CDR Sue Neurath (CDC), LT Varsha Savalia (FDA), LCDR Hilda Scharen-Guivel (At Large), RADM Richard Barror (CPO, ex-officio), CAPT Jose Cuzme (FDA, ex-officio), LCDR Jonathan Rash, CDR Geoffrey Wachs, LT Roger Dahozy (Recorder, ex-officio).

Members Absent:

CDR Adam Scully (FDA), LCDR Emil Wang (FDA)

Official Alternates Present:

LTJG Nazmul Hassan

Guests:

CDR Keith Foy, Mr. James Foto, CAPT Dave Koski (IHS), CAPT David Birney

X. **AUTHORIZATION**

I have recorded the above EPAC meeting minutes:

LT Roger N. Dahozy
Recorder, EPAC

Date

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

CAPT James Ludington, P.E.
Chair, EPAC

Date

I authorize distribution of these minutes:

RADM Rick Barror, P.E.
Chief Engineer, USPHS

Date