

**Meeting Minutes of the
Engineer Professional Advisory Committee
Thursday, July 27, 2007**

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all Public Health Service Engineers and Architects. Please contact EPAC Recorder, LT Jennifer L. Caparoso, at ajx1@cdc.gov or 404-639-3081 for phone and net conference access information.

I. CALL TO ORDER

CDR Ausdemore called the meeting to order at approximately 1:35 PM EDT. Attendance was taken and a quorum of EPAC members was not present. The meeting continued with the understanding that no votes would be taken.

II. APPROVAL OF MINUTES

CDR Ausdemore stated that minutes for meetings will remain open until the end of the following month. Please submit your comments. At the end of that month, the minutes will be considered finalized.

III. ANNOUNCEMENTS

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

- There were a number of pictures taken at COF meeting in Cincinnati, especially Engineer Category Day. Trying to upload to SiteScape so people who received awards can get copies of pictures taken of them. Hope to complete by end of next week.
- Leadership Development Seminar is close to capacity at 100 people. That is turning out very well, very pleased with that. Very happy with work CDR Hilda Scharen has done on that.
- Temporary and permanent promotions are out. If expected to be promoted and were not, it was because not basic-qualified. Notified everybody that was not basic-qualified of their status as of June 30. If people have issue with their status, need to contact OFRD quickly.
 - One of the new things as Chief Professional Officer (CPO) is to provide counseling to those officers who were in the last quartile and were not promoted.
 - CPOs are still trying to determine how to do that since this is a new requirement. Will get back to PAC as well as those officers about how we will do that.
- Readiness Status. Engineers are doing very well. We are the second highest category at 85% which is tremendous. Congratulations to everybody who has put a lot of effort into that.
- ASH signed off on a series of uniform recommendations. Those will be sent out as an attachment in the next OCE announcements. The big news is that the ASH approved a policy to eliminate the wearing of the salt and pepper. That uniform will

go away for the Commissioned Corps. They want to develop a committee to implement all recommendations. Looking for volunteers to be on that committee. If there is anyone interested on being on that short-term committee to look at timelines for implementation of those decisions, please send RADM Barror an email. There are a number of recommendations including being able to wear BDUs one day a week and mandatory uniform wear everyday by every officer. A number of different kinds of policies need to be implemented. Very aware that you cannot do this overnight. Looking for individuals to sit-down and work out an implementation plan.

B. EPAC Chair: CDR Dave Ausdemore reported the following:

- Uniform decision document that ASH signed. When you have a chance to see it, it will be interesting reading for a lot of you. Document where ASH had to make decisions between option one or two or other options provided by Uniform WIPT. A wide assortment of various recommendations. Good to see recommendations out there with ASH making a decision. There were some tough decisions for him to make and kudos to him for making those decisions. It will be interesting to watch the transition implementation take place. This will be a hot topic for us to discuss in the future.

IV. OLD BUSINESS

A. Commissioned Corps Transformation: CDR Dave Ausdemore reported the following:

- Couple of WIPTs and WPDGs are at a point where they are not requesting any comments. Things are a little bit quiet right now. Expecting some things to pop up in the near future. Biggest news is the uniforms.

B. EPAC Goals: CDR Dave Ausdemore reported the following:

- Make sure everyone is informed on transformation.
- Recruiting. Last meeting CDR Kardous gave a good presentation on recruiting program.
 - CDR Chuck Kardous reported that they are making progress between subcommittee and CDR Foy from OCE. Going on website trying to update recruiting materials. Looking for volunteer with familiarity of website design to help “spice” things up. Will focus more on content than format since waiting on standard PAC website templates. Cannot wait any longer since material is dated.
 - NIH is having an event to promote Commissioned Corps. Displays/booths of the different PHS categories to increase awareness and let civilian counterparts know and educate them on opportunities.
 - RADM Barror reported that IHS has verbally committed to provide funds for hardcopy recruitment materials. Trying to work something with Macro International who has recruitment contract for PHS to see if they will do a side contract for engineers.

V. NEW BUSINESS

No new business.

VI. SUBCOMMITTEE REPORTS

A. Awards: CDR John Longstaff was absent.

- RADM Barror reported that if you feel somebody on a subcommittee or PAC deserves an award or certificate of appreciation, let him know.

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

- Last meeting was July 18. Next meeting is Tuesday, September 11 at 2:00 pm EDT.
- Discussed details of some of projects in which members are each involved.
- NIH is doing some research on water detection systems because of recent water damage to equipment in various locations. Discussed future plans, experiences with various system types, and recommendations for installation.

C. Career Development: For CDR Sue Neurath, Ms. Danielle Langmann reported the following:

- Last meeting was July 16. Next meeting is Monday, August 20 at 3:30 pm EDT.
- CS Info for Welcome Package. Considered Engineer Welcome Package and suggested it might be helpful to try and add information that would be helpful to new civil service engineers. It was reported that LCDR Jen Mosser may have started a list of potential topics that could be expanded upon. Two of her papers were distributed that may provide a start. These papers will be reviewed for discussion at August meeting. Please let CDR Neurath know if there are additional resources that should be considered.
- COF Category Day 2008 Planning Workgroup. CDR Steven Bosilijevac reported that the first meeting was held last week to identify a timeline. Volunteers to the workgroup are welcome!
- Engineer Survey. David Mazorra sent a summary of results and list of comments. Common theme is advanced training. Many officers commented on understanding need for advanced degree but expressed concern about HHS/Agency support. Most common sources of concern were financial cost of degree and time commitment.
 - Discussed various aspects of this – there seems to be some differences by agency in specific programs that are offered, yet concern seems to span all agencies. A couple of years ago, CDR Neurath and LT Varsha Savalia participated in OCCO-sponsored Joint Committee of Career Development Chairs workgroup that discussed similar issues. CDR Neurath will forward results of workgroup. Discussion will continue next month.
 - CDR Neurath asked for volunteers to write summary of results and recommendations for cover letter to accompany survey to full EPAC. Please contact CDR Neurath if you are interested. If there are no volunteers, may consider using a future meeting to draft cover letter together.
- Best Practices Teleconference Presentations – Technology. Need point of contact to help presenters get presentations loaded onto website. Please contact CDR Neurath if you can help out.
- Transformation Workgroups. Competencies are being developed for training courses planned to occur throughout an officer's career. It may be possible to use these to

identify benefits (competency improvement) of officers gaining an advanced degree or participating in deployment opportunities.

D. USPHS Training and Scientific Symposium: LT Vivian Iskander-Porter was absent.

- No report.

E. Emergency Preparedness: CDR Dan Beck was absent.

- No report.

F. Information: CDR Hilda Scharen-Guivel submitted the following:

- Last meeting was July 11. Next meeting is Tuesday, August 14 at 1:00 pm EDT.
- Engineer website.
 - Identified two back-ups for CDR Ramsey Hawasly. They are getting up to speed on webmaster responsibilities.
 - Submit all requests to CDR Scharen and cc: CDR Ramsey Hawasly.
- Need to check with SGPAC (EPAC Chair) whether there are plans to standardize PAC webpages.
- Engineer Newsletter. Plan on getting next issue out by early August and working on a schedule to share with PAC.

G. Leadership Development Seminar: CDR Hilda Scharen-Guivel submitted the following:

- Last meeting was July 11. Next meeting is July 31 at 2:00pm EDT to finalize details.
- Overwhelming interest from other categories once Seminar was open for all categories to attend.
- Have over 92 registrants and exceeded minimum of 68 attendees.
- Representation from OSG, COA, and SAME National to speak.
- Planning Meet & Greet event on Monday, August 6 as opportunity for folks to mingle.
- Other possible events are being planned in evening following Seminar.
- Thanks to the Subcommittee participants!

H. Mentoring: LCDR Emil Wang was absent.

- No report.

I. Recruiting and Retention: CDR Churci Kardous reported the following:

- Last meeting was July 3. Next meeting is Tuesday, August 7 at 1:00 pm EDT.
- Associate Recruiters: 93 Recruiters.
- Working on updating recruitment materials, vacancy spreadsheet.
- Would like to submit a proposal to establish an Engineer Outreach program especially with Peace Corps and other volunteer organizations. The proposal will be posted to SiteScape for EPAC to review and discuss at next meeting.

- J. Rules:** For CDR Sue Neurath, Ms. Danielle Langmann reported the following:
- Last meeting was July 10.
 - Membership Application Cycle. Eighteen nominations from Engineer Category for EPAC membership were received by June 30th. Draft memos requesting agency concurrence for nominees were submitted to RADM Barror.
 - Membership Participation. EPAC Charter has strict guidance on member participation. After review of 2007 EPAC meeting attendance, it was noticed that some members may not be aware of this criteria. Subcommittee members will follow with members who seem to be having difficulty with participation.
 - By Law Review. EPAC bylaws need to be reviewed to ensure references to revised Charter and subcommittee descriptions are correct. Bylaws posted on website do not describe Mentoring Subcommittee and describe two different Career Development Subcommittees; one is for civil service engineers, the other is for Commissioned Corps. CDR Neurath proposed the following changes to the subcommittees:
 - Creation of a new subcommittee to address planning and implementation of Category Day agenda for annual COF symposium.
 - Merging two Career Development Subcommittees into one Professional Development Subcommittee. Previous Career Development Subcommittee efforts have concentrated on developing resources to help officers understand the Commissioned Corps promotion process and prepare their records to meet the promotion board. It is envisioned that majority of efforts for Professional Development Subcommittee will be to develop resources to help civil service and CC engineers prepare to take on positions of greater responsibility.
 - The following actions are needed to complete the review of the bylaws:
 - EPAC Subcommittee Chairs were asked to review mission statement and objectives listed in bylaws – most have been received.
 - Bylaws will be updated to reflect current mission statement and objectives for current and proposed subcommittees and reviewed by EPAC membership.

VII. ANNOUNCEMENTS

- A. OCCO/DCCR Liaison:** LCDR Rhondalyn Cox submitted the following:
- General Duty Applications: 42
 - SR COSTEP Applications (received after June 1 2006): 1
 - JR COSTEP Applications (received after June 1 2006): 2
 - Call to Active Duty for month of June: 2
 - Current Status of Category: 391
 - Current Status of Corps: 6033
 - Largest Agency with Engineering Officers: IHS
 - Second Largest Agency with Engineering Officers: FDA
 - DCCA is continuing to close files that are one year past the date of availability as indicated on PHS-50. Those applicants who only complete prescreen questionnaire will be closed.
 - New call to active duty system (eCAD) is still in process.
 - Please notify LCDR Cox of any applicants who are awaiting civil service conversion.

B. TISP Liaison: CDR Beck was absent.

- No report.

C. COA Liaison: CDR Geoffrey Wachs submitted the following:

- The Commissioned Officers Association (COA) of the U.S. Public Health Service is dedicated to improving and protecting the public health of the United States by addressing unmet health needs and providing support for our members.
- Official PHS Commissioned Officers Association (COA) information
<http://www.coausphs.org>
- Stay informed by reading the COA Frontline (June 2007)
<http://www.coausphs.org/docs/Frontline.pdf>
<http://www.coausphs.org/members/membersfrontline.cfm>
- USPHS Scientific and Training Symposium, “The Many Faces of Public Health”.
 - Combined Global Health Summit and Training Symposium attracted almost 1,000 attendees.
 - 2007 Annual Meeting Membership Report Now Available (on-line).
<http://www.coausphsconference.org>
- Former Surgeons General C. Everett Koop, David Satcher, and Richard Carmona testified before House Committee on Oversight and Government Reform on future challenges faced by Surgeon General. <http://oversight.house.gov/story.asp?ID=1398>
- Surgeon General Integrity Restoration Act was recently introduced in U.S. Senate. Those who are interested in reviewing it can go to the following website:
<http://thomas.loc.gov/cgi-bin/query/z?c110:S.1777.IS:>
- The Senate Health Committee held confirmation hearing for Dr. James W. Holsinger, Jr., M.D., Ph.D, nominated as 18th Surgeon General.
http://help.senate.gov/Hearings/2007_07_12/2007_07_12.html
- COA stands up for U.S. Surgeon General.
<http://www.coausphs.org/docs/news/June%202020,%202007.pdf>
- COA Strategic Plan being updated at workshop on August 4th.
<http://www.coausphs.org/wwestrategic.cfm>
 - 2002-2007 COA Strategic Plan included:
 - Balanced budgets are most critical need as Association looks to future.
 - Public knowledge and understanding of critical role of Commissioned Corps of U.S. Public Health Service is extremely limited. Membership growth has been essentially flat for many years.
 - Prospects have never been more favorable to expand and enhance roles, missions, and capabilities of PHS Commissioned Corps.
 - Fulfilling mission of education and training for Commissioned Officers is limited to annual Professional Conference.
 - Internal data management and communication systems are outdated and inefficient.
- PHS Commissioned Officers Foundation (COF) for advancement of public health was created to provide support for public health professionals nationwide. Foundation is affiliate of Commissioned Officers Association of U.S. Public Health Service. Official PHS Commissioned Officers Foundation (COF) information:
<http://www.phscof.org>

- FOUNDATIONS of Public Health. Monthly e-newsletter designed to keep you up-to-date on initiatives being undertaken by PHS Commissioned Officers Foundation (COF). <http://www.phscofevents.org/newsletter/index.cfm>
- Foundation Hosts Delegation from Chinese Association of Health Education; Signs Agreement to Collaborate on Projects to Promote Health Education.
 - PHS Commissioned Officers Foundation hosted delegation of some 39 members of Chinese Association of Health Education (CAHE) on Monday, June 18th. Chinese delegation was led by CAHE Secretary-General, Doctor Liu Keling and included senior and mid-level public health officials from all levels of government and corporate executives across The People's Republic of China.

D. SAME Liaison: CAPT Randy Gardner was absent.

- No report.

E. JOAG Liaison: LCDR Jonathan Rash reported the following:

- JOAG regular meeting was held on June 15, 2007 and a JOAG voting member planning meeting was held on July 13, 2007. The following summarizes both meetings and other JOAG issues since the last report sent on 5/23/07.
- JOAG has selected its class of voting members for the 2007-2009 membership term. Those new members are: LCDR Diem-Kieu Ngo, Pharmacy; LCDR Lori Hall, Pharmacy; LCDR Dianne Paroan, Nurse; LCDR Philantha Bowen, Nurse; LCDR Mark Osborn, Medical; LTJG Jessica Schwarz, EHO; LCDR Maleeka Glover, Scientist; LCDR Blakely Denkinger, Dietician; LCDR Julie Sinclair, Veterinarian; LT Michael Schmoyer, At-Large.
- JOAG has also elected its Executive Committee for the following operational year, beginning October 1, 2007. They are: LCDR Aimee Treffiletti, Chair; LCDR Jonathan Rash, Vice-Chair; LTJG Jessica Schwarz, Secretary; LCDR Jean-Pierre DeBarros, Treasurer; LCDR Maleeka Glover, Chair-Elect.
- JOAG is making final revisions to its 5-year Strategic Plan. Expect this to be published before end of fiscal year.
- JOAG voting members are deliberating changes to process of selecting new members of JOAG annually. Proposed changes, which have not yet been accepted, are as such:
 - Require only one representative of each category and make all other JOAG positions at-large positions.
 - Instead of asking committee members to select voting members, change process so that sitting voting members will review applications and choose who next class of voting members will be.
 - Instead of just utilizing paper application, request applicants to give short speech to panel of existing voting members.
- JOAG is preparing white paper for Surgeon General proposing creation of PHS Outstanding Volunteer Service Medal. This award will in many ways mirror Military OVSM.
- JOAG may be preparing white paper stating its official position on DHHS cap on employees attending USPHS Scientific and Training Symposium.
- Next regular JOAG meeting: August 10th, 2007, 1300-1500 EDT.
 - CALL IN NUMBER: 888-322-1791
 - PASSCODE: 83301

F. ASCE Committee on Critical Infrastructure: LCDR Mat Martinson reported the following:

- Formed in January 2005 by the ASCE Board of Direction.
- Provides vision, guidance, and direction on activities related to homeland security, multihazard protection, and resilience of critical infrastructure, including planning, design, preparedness, procurement, construction, operation and maintenance, and event response, mitigation, and recovery.
- In addition to ensuring that the Society maintains its proactive leadership role in these key national issues, CCI provides guidance to build coalitions that undertake activities in critical infrastructure and assists in identifying sources of necessary resources related to critical infrastructure.
- <http://ciasce.asce.org/>
- Notable CCI Activities:
 - Training (post-disaster evaluations, etc.).
 - Development of National Engineering Responder standard – there is need to help define paradigm shift between standard of care required in consulting, design to the standards of operational environment.
 - Legislative efforts to afford legal protection to volunteer engineers.
- LCDR Martinson's role is as a member of the Committee. Corresponding members are always welcome to participate in particular initiatives/subcommittees.

VIII. VACANCIES

None reported.

IX. ADJOURNMENT

Any officer that missed the roll call, please submit your contact information to LT Caparoso at ajx1@cdc.gov.

CDR Ausdemore adjourned the meeting at 2:55 PM.

X. EPAC MEETING PARTICIPATION

Participants: (members in bold)

CAPT David Apanian (EPA), CDR David Ausdemore (CDC), CDR Allen Jarrell (EPA), CDR Churci Kardous (CDC), CDR Jamie Natour (HRSA), RADM Richard Barror (CPO, ex-officio), LT Jennifer Caparoso (Recorder, ex-officio), CDR Keith Foy (OCE, ex-officio), LCDR Mat Martinson (ASCE, ex-officio), LCDR Jonathan Rash (JOAG, ex-officio)

Members Absent:

CDR Dan Beck (OS), CDR Steven Bosiljevac (NPS), CAPT Mitch Constant (IHS), LTJG Bradley Cunningham (FDA), CDR Mary Dahl (IHS), CAPT Bradley Harris (NPS), LT Vivian Iskander (IHS), CDR John Longstaff (IHS), CAPT James H. Ludington (IHS), CDR

Sue Neurath (CDC), LT Varsha Savalia (FDA), CDR Hilda Scharen-Guivel (At-large), CDR Adam Scully (At-large), CDR Emil Wang (FDA), Mr. Ramin Zandpour (NIH)

Official Alternates Present:

Ms. Danielle Langmann (CDC)

Guests:

LCDR Ed Dieser (CDC)

XI. AUTHORIZATION

I have recorded the above EPAC meeting minutes:

LT Jennifer Caparoso
EPAC, Recorder

Date

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

CDR David Ausdemore, PE
EPAC, Chair

Date

I authorize distribution of these minutes:

RADM Rick Barror, PE
Chief Engineer, USPHS

Date