

**Meeting Minutes of the
Engineer Professional Advisory Committee
Thursday, November 20, 2008**

The Engineer Professional Advisory Committee (EPAC) welcomes your input and participation. Meetings are open to all Public Health Service Engineers and Architects.

Next meeting date: Dec 11th, 2008, 3:30-5PM Eastern Standard Time

Conference Line Information:

Toll-free: 1-866-614-6551

Passcode: 8768444

I. CALL TO ORDER

CAPT Neurath called the meeting to order at 3:30 PM EST. Attendance was taken and a quorum of EPAC members was present. Tab A shows the EPAC meeting attendance to date.

II. APPROVAL OF MINUTES

CAPT Neurath stated that the October minutes will remain open until the end of the following month. If no modifications are submitted, the minutes will be considered finalized.

III. ANNOUNCEMENTS

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

AMSUS Leadership Development Seminar: CDR Jim Simpson was the organizer and the meeting turned out very well! Thanks are also given to speaker CDR Nelson Mix, CAPT Sven Rodenbeck and CAPT Sue Neurath. Civil service engineers from FDA and 4 CPOs also presented. There was a very good turnout with approximately 120 participants from the PHS, other US Services, and officers of foreign services.

A leadership seminar for 2009, similar to ones held in Charleston and San Diego, is being planned. Possible locations include Colorado Springs (the Air Force Academy is there) and Peterson AFB. CPT Ludington has agreed to chair the planning committee. Volunteers will be needed from the engineering and other categories, with EPAC taking the lead.

OCCO is not going to have an assimilation board. The CCMIS website has the complete announcement.

The MOU with USACE has been signed. Details are currently being worked out for the process of identifying specific positions.

B. EPAC Chair: CDR John Longstaff provided the following:

Tom Daschle was selected as the HHS Secretary elect. He is a consensus builder and corps friendly.

Nominations have closed for the selection of the next Chief Engineer.

Work is being done on uniform items for cold weather. The BDU coats will be tested.

RDF2 will be deployed for the inauguration in Jan, whereas RDF1 will be held for backup.

IV. Subcommittee Announcements:

The following announcements were received from the following subcommittees:

Emergency Preparedness; CAPT Beck:

-Overall deployment will be from the 17th to the 21st.

-Some officers will be on day long missions, while others will be active for the entire duration.

-The Tier 1 and 2 mental health teams will use the event as a training activity.

-Please get the word out that promotions are coming up; Readiness compliance will be checked on Dec 31st.

V. Liaison Announcements:

The following announcements were received from the following liaisons:

CPT Beck: CAPT Hung Trinh has agreed to take over as the TISP Liaison. CAPT Beck and CAPT Neurath will work on smoothing this transition.

LCDR Caporoso announced that the ASME conference is looking for PHS speakers. A few slots are open, but time is of the essence for this conference in Salt Lake City in May.

VI. DISCUSSION ITEMS

- Focus Area: Readiness
 - Readiness compliance is not really an issue; Engineer readiness is very good.
 - Need to develop mission specific training opportunities.
 - It was suggested that any subcommittee wishing to add or modify a specific project would submit a proposal to be considered by the EPAC. The proposal would include as much of the following information as possible:
 - Focus Area, Objective, and Goal the project is expected to fall under

- Name of the project, Priority (Urgency and Importance), Required Resources (Time and Funding), and Measures of Success.
 - CAPT Beck will work with the subcommittee to develop the proposals for the projects they envision.
- Focus Area: EPAC Organization
 - No changes were made to the proposed Strategic Plan
 - Rules Subcommittee: It was noted that EPAC voting members have an opportunity and responsibility. Full participation is required in the charter, but we haven't set up guidance on how to insure accountability. The project to 'develop guidance and procedures to support and evaluate member participation' is designed to meet this need.
 - As a first step we need to ensure all voting members have alternates who are available to fill in as necessary.
 - Information Subcommittee: The main focus has been the new PHS website, which is designed for information exchange to the outside world.
 - We still need to develop methods to communicate with EPAC members and PHS engineers.
- Strategic Plan – General Comments and Vision:
 - Please send to Sue general comments on the Strat Plan layout to improve 'readability'
- Leadership Development Call Series:
 - The Career Development Subcommittee is preparing to setup a series of conference calls to discuss various leadership concepts.
 - The basic proposal is in-line with their projects on the Strat Plan, therefore it was decided that EPAC approval was not necessary for them to move forward with their planning – but an update is expected at the next EPAC meeting.
- Election of the 2009 EPAC Chair Elect
 - CDR Hilda Scharen was unanimously voted in as the 2009 Chair-Elect; Congratulations!
 - CDR Scharen has experience in working at several different agencies and has been deployed in emergency response roles. Among other duties, she has served as on the EPAC Awards Subcommittee, Chaired the Leadership Development Committee and is the current Chair of the Information Subcommittee. CDR Scharen is committed to developing communication with officers in the field and EPAC, and supporting and expanding deployments to ensure the safety of our nation.
- Awards:
 - Special Assignment Award – available to voting EPAC members after the 1st and/or 2nd term.
 - Provide the required information to LCDR Varsha Savalia.
 - copy of appointment letter

- list of 30 days (actually 30 hrs) - meetings, subcommittee meetings

- Engineer of the Year Award - A couple of agencies (EPA and CDC) haven't submitted nominees for the engineer of year award.

VII. ADJOURNMENT

CAPT Neurath adjourned the meeting at 4:49 PM EST.

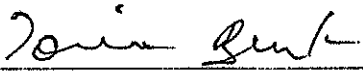
2008 November EPAC Minutes

TAB A
2008 EPAC Member and Guest Attendance

Rank	First	Last	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
ADM	Richard	Barror	x	x	E	x	x		x	x	x	E	x	
CAPT	David	Apanian		x	x	E	x		E	E	x	x(alt)	x	
CAPT	Dan	Beck		x	x	x			x	x			x	
CAPT	Steven	Bosiljevac	x	x	x	x	x		x	x	x	x	x	
LT	Bradley	Cunningham		x	x	x	x		x	x	E			
CDR	Mary	Dahl	x	x	x	x			x	x	x	x	E	
LCDR	Roger	Dahozy	x		E	x			x		x		x	
CAPT	Bradley	Harris	x	x		x	E		x	x	x			
CDR	Charles	Hayden	x	E	x	x	E			x	x	x	x	
CDR	Churci	Kardous	x	x	E	x	x		x	x	x	x	x	
CDR	John	Longstaff	x	x	x	x	x		x	E	E	x	x	
CAPT	James	Ludington	x		x	x			x	x(alt)	x	x	x	
CDR	Michael	MarcAurele	x	x	x	x	x		E		E			
Mr	Vijay	Nathan												
CAPT	Susan	Neurath	x	x	x	x	x		x	x	x	x	x	
LCDR	Vivian	Porter							x	E	x	x	E	
LCDR	Varsha	Savalla	x	x	x	x	x			x(alt)	E	x	x	
CDR	Hilda	Scharen	x	x	E	E	x		E	x	E	E	x	
CAPT	Adam	Scully	x	x	x	x			x			x		
CDR	James	Simpson	x	x	x	x	x		x	x	E	x	x	
CDR	Emil P.	Wang	x	x	x	x	x			E		x	x	
Dr.	Tonia	Burk	E	x	x	E	x		x	x	E		x	
CDR	Keith	Foy	x	x	x	x			x	x		x		
CAPT	Raelene	Skerda	x											
CAPT	Randy	Gardner		x					x	x				
LCDR	Jonathan	Rash	E	x	x	x	x		x		x			
CDR	Geoffrey	Wachs		x	x	x			x			E		
LCDR	Jennifer	Caparoso		x		x			x		x	x	x	
CDR	Ed	Dieser		x		x			x			x	x	
	Nazmul	Hassan		x										
LTJG	Kim	Love		x	x	x	x			x		x		
LCDR	David	Mazorra		x										
CDR	Jamie	Natour	x	x	x	x			x	x	x	x	x	
CAPT	Kathleen	Downs					x							
LCDR	Thomas	Pryor					x							
LCDR	Jennifer	Proctor							E	x				
LCDR	Steven	Sauer							x	x				
LCDR	Nathan	Epling							x	x				
LT	Jill	Hammond								x			x	
CDR	Peter	Nachod								x	x			
CDR	Carol	Rogers									x			
LCDR	Kurt	Kesteloot									x			
LCDR	Alex	Dailey												
	Jay	Crowley										x		
LTJG	Quynh Nhu	Nguyen										x		

VIII. AUTHORIZATION

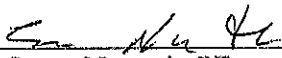
I have recorded the above EPAC meeting minutes:



Ms. Tonia Burk
EPAC, Recorder

1/22/09
Date

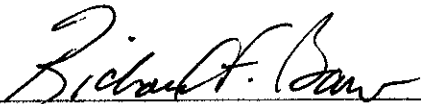
I have read the above minutes, which accurately describe this meeting, and on behalf of the EPAC approve their distribution:



CAPT Susan Neurath, PE
EPAC, Chair

1/22/09
Date

I authorize distribution of these minutes:



RADM Rick Barror, PE
Chief Engineer, USPHS

1-22-09
Date