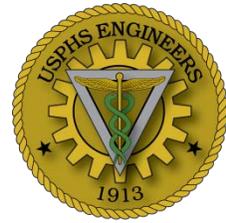




**Meeting Minutes of the  
Engineer Professional Advisory Committee  
Thursday, December 10, 2015**



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

**Next Meeting Date:**

The next EPAC meeting will be held on Wednesday, December 16, 2015 from 1400-1530 EST.

Conference Line Information:

**Toll-free: 1-855-828-1770**

**Passcode: 25005215**

**Webinar: <https://collaboration.fda.gov/usphs-engineers/>**

**I. CALL TO ORDER**

CDR Hammond called the meeting to order at 1500 EST. Attendance was taken for subcommittee chairs and vice chairs. A quorum of EPAC members was present. Section VIII below shows the EPAC meeting attendance for this meeting.

**II. 2015 Year Highlights**

**A. EPAC Chair: CDR Jill Hammond (Jill.Hammond@fda.hhs.gov)**

- Officer Briefs, EPAC Member Introductions
- Recruitment Pilot, EPAC Connectors, Increase in Appointment Board members
- Focus on Readiness Compliance (96.06% Highest ever)
- Webinar Series – Promotions, Mentoring, Leadership Forum
- Website improvements
- Events (Awards Ceremony/Category Day/Summer Social)

**III. Areas for Improvement**

**A. Member Involvement**

- It is important for EPAC members to solicit involvement from our agencies. Remember, representatives on EPAC are also representatives of agencies. We need to make sure officers at agencies are aware of the work we do and how we can advocate for them.

- The Engineer Leadership Forum call yesterday was a success; it would be great to have all EPAC calls have that level of participation.
- LCDR Piermatteo will work on a communication plan for next year. Consistent and timely communication from our CPO and EPAC is a goal for next year. She plans to communicate more with engineers within the agencies and plans to send weekly emails on Friday to EPAC voting members, which will alternate with the emails sent by Lyle Setwyn.
- RADM Gardner gave the Engineer roster to a Boston FDA facility and this was a great way to disseminate information about the members of the EPAC.
- LCDR Jim Kohler is at EPA and plans to send an email to all engineers to let them know he is an EPAC representative and advocate for those officers.

#### **B. Awards Nominations**

- Please nominate your colleagues for awards, as there are few nominees for awards. Please take the time to recognize achievements of your fellow engineers.

#### **C. Other**

- LCDR Piermatteo plans to move the EPAC meeting to the 4<sup>th</sup> Wednesday of the month. There are already many PHS meetings on the 3<sup>rd</sup> Wednesday of the month. Every other month, she plans to host Voting Member (VM) meetings, so the general meetings are focused on the good of the category.
- It is important to disseminate information about when there will be a call to accept new applications for Engineers. Current PHS Engineers need to know about this call ASAP.

### **IV. Subcommittee Reports**

#### **A. Mentoring Subcommittee-CDR Duane Hammond:**

- The Mentoring Subcommittee held a mentoring/promotion webinar in October that was reported to be a success.
- The Mentoring Subcommittee held a mentoring event at the 2015 USPHS Scientific and Training Symposium. Thanks to CDR Frank Chua for coordinating the event.
- All recently call-to-active duty engineers were contacted in 2015 and our subcommittee continues to match new engineers with mentors.
- The Mentoring Subcommittee developed an example IDP that will be useful for junior PHS engineers who are developing an IDP for the first time.
- The Mentoring Subcommittee will submit certificates signed by the Chief Engineer to the files of officers who faxed in their IDPs for 2015. This effort is led again this year by CAPT Simpson.

**B. Public Health Engineering Practice-CDR Tanya Davis:**

- She looks forward to working on SG’s health initiatives. The subcommittee membership increased and has more participants. She hopes to get more officers interested in joining the Subcommittee in January.

**C. Rules Subcommittee-LCDR Kim Piermatteo:**

- Recruiting lower-ranked members to get involved was a priority for the subcommittee. Voting on updates to charter and bylaws will occur at next week’s EPAC meeting. Please review changes, which will be voted on next week.

**D. Information Subcommittee-LCDR Jim Kohler:**

- CDR Joshua Simms (EPAC Voting member) will serve as Vice Chair. CDR Matt Vojik will be the alternate. LCDR Chris Vaught (who served as the alternate and Vice Chair in 2015) will remain involved on the subcommittee as our representative to the Combined Category Newsletter group.

**V. ADJOURNMENT**

CDR Hammond encouraged active participation by all and recognized some key members for their contributions. CDR Hammond adjourned the meeting at 1600 EST.

**VI. 2015 EPAC VOTING MEMBER ATTENDANCE**

2015 EPAC Roll Call						X = Member Present, A = Alternate Present, N = None													
Term	Rank	First Name	Last Name	Agency	Role	Alternate	JAN	FEB	MAR	APR	MAY	JUN	7-Jul	22-Jul	AUG	SEP	OCT	NOV	10-Dec
	CPO	RADM	Randall Gardner	IHS	Chief Engineer		X		X	X		N	N	X		X	X	X	N
2013-15	CDR	Nathan	Epling	NPS	Past Chair	LT Kelly Hoeksema	X		X	X		A	A	X		X	X	X	N
2013-15	CDR	Robert	Hemberger	NPS	Recruitment & Retention Chair	LCDR Samuel Russell	X		X	X		X	X	X		X	A	N	N
2013-15	CDR	Janis	McCarroll	DHS		LT Diana Wong	X		X	X		X	X	A		A	A	X	N
2013-15	CDR	Nazmul	Hassan	FDA		LT Theresa Grant	N		X	X		X	N	X		X	X	N	A
2013-15	LCDR	Deborah	Hirst	CDC		CAPT Chuck Kardous	A		X	X		X	X	X		X	N	X	X
2013-15	LCDR	Kimberly	Piermatteo	FDA	Rules Chair	LCDR George Ngatha	N		N	X		X	X	X		X	X	X	X
2014-16	CDR	Tanya	Davis	IHS	Public Health Eng Pract Chair	LCDR Darron Clark	X		X	X		X	X	X		X	X	N	X
2014-16	CDR	Jill	Hammond	FDA	EPAC Chair	LCDR Samantha Spindel	X		X	X		X	X	X		X	X	X	X
2014-16	LCDR	Kevin	Bingley	IHS		LCDR Michael O'Shea	X		X	X		X	A	X		X	X	X	X
2014-16	LCDR	James	Kohler	EPA	Information Chair	CDR Christopher Vaught	X		X	X		X	X	X		X	X	X	A
2014-16	LCDR(sel)	Shane	Deckert	NIH	Deployment Readiness Chair	LCDR Corey Cosgrove	X		X	N		X	X	X		X	X	N	X
2014-16	LT	Matthew	Hunt	NIH		LCDR Leo Gumapas	X		X	N		X	N	N		X	X	X	X
2014-16	LT	Praveen	K.C.	IHS		LCDR Benjamin Chadwick	X		X	X		A	X	X		X	X	A	X
2015-17	CAPT	David	Harvey	IHS		LTJG Melissa de Vera	X		X	X		X	X	A		X	X	X	X
2015-17	CDR	Mark	Jackson	CDC		LCDR Matt Hause	X		X	X		X	X	A		X	X	X	X
2015-17	CDR	Jonathan	Rash	IHS	Career Development Chair	LCDR Wes Kenney	X		X	X		X	N	X		X	X	N	N
2015-17	CDR	Joshua	Simms	FDA		CDR Sadaf Toor	A		X	A		X	X	X		X	X	X	X
2015-17	CDR	Kurt	Kesteloot	NPS	Events Chair	LCDR Bret Nickels	X		X	X		X	X	N		X	X	X	X
2015-17	LCDR	Jennifer	Stevenson	FDA		LCDR Abbas Bandukwala	X		A	X		X	X	X		A	X	X	N
2015-17	Dr.	Jim	Harris	CDC		Charles Wolfe	X		X	N		A	X	X		X	X	N	X
Ex-Officio	CAPT	Dan	Beck	OS	RedDOG Liaison		N		N	N		N	N	X		N	N	N	X
	CAPT	Eric	Shih	OS	DSI Liaison		N		N	N		N	N	N		N	N	N	N
	CAPT	James	Simpson	FDA	COA Liaison		X		X	X		X	N	X		X	X	X	X
	CDR	Angela	Mtungwa	OS	DCCPR Liaison		N		N	N		N	N	N		N	X	N	N
	CDR	Tara	Bizjak	FDA	CCWIAB Liaison		X		N	X		X	N	N		N	N	N	X
	LCDR	Leo	Gumapas	NIH	SAME Liaison		A		N	A		N	N	X		X	A	X	X
	LCDR	QuynhNhu	Nguyen	FDA	JOAG Liaison		X		X	N		N	N	N		X	N	N	N
LCDR	Samantha	Spindel	FDA	Executive Secretary		X		X	A		X	X	X		X	X	A	X	

**AUTHORIZATION**

I have recorded the above EPAC meeting minutes:

\_\_\_\_\_  
LCDR Samantha Spindel  
EPAC, Executive Secretary

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
CDR Jill Hammond  
EPAC, Chair

\_\_\_\_\_  
Date

I authorize distribution of these minutes:

\_\_\_\_\_  
RADM Randall Gardner, P.E.  
Chief Engineer, USPHS

\_\_\_\_\_  
Date