

**Council of State and Territorial Epidemiologist
2005 Business Meeting Minutes
Thursday, June 9, 2005**

Meeting called to order at 8:05 am by Christine Hahn.

Roll Call

Roll Call of the States by Patrick McConnon, Executive Director:

Present: Alabama, Alaska, California, Colorado, Connecticut, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin

Absent: American Samoa, Arizona, Arkansas, Delaware, Federated States of Micronesia, Georgia, Guam, Louisiana, Maine, Mississippi, Nevada, North Dakota, Northern Mariana Island, Puerto Rico, Texas, Virgin Islands, Wyoming,

CSTE Year in Review

Major Accomplishments:

- o 2004 Epidemiology Capacity Assessment Publication
NNDSS Database Update, Accepted and Placed 30 CSTE Fellows since the inception of the program, Applied Epidemiology Competency Project, Data Release guidelines, ELC WNV Assessment, Pandemic Influenza meeting, OH Indicator Development and Enteric Disease Timeline

Cooperative Agreement Activities for Current Year

- o Birth Defects and Development Disabilities Collaborative
 - o Budget:\$127,000
 - o Funded Activity: 2 Fellows
- o Chronic Disease and MCH Collaborative
 - o Chronic Activities: \$134,000
 - o MCH Activities: \$545,000
 - o Funded Activities: 2 CD Fellows and 8 MCH Fellows
- o Environmental Health Collaborative
 - o Budget: \$265,000
 - o Funded Activities: 4 Fellows, Travel to CSTE Annual Meeting for Health Tracking Meeting, EH Indicators Workgroup Meeting
- o EPA Project
 - o Budget: \$153,000

- o Funded Activity: Awards to States to Add Environmental Questions to State BRFSS
- o Infectious Disease Collaborative
 - o Budget: 1.2 Million
 - o Funded Activities: Enteric Disease Timeline Study, Pandemic Influenza Plan Development Workshop, 7 Fellows, ELC West Nile Evaluation, MASPHV Compendiums, HIV/AIDS Surveillance Coordinators Meeting
- o Injury Collaborative
 - o Budget:\$20,000
 - o Funded Activities: Assessment of Barriers to Usage of E-Codes, Education of Membership about Implementation of NVDRS
- o National Office Collaborative
 - o Budget: \$744,000
 - o Funded Activities: 2004 ECA, Applied Epidemiology Competency Development , Member Consultations, NNDSS, IRB and PH Law Issues, Electronic Lab Reporting and State Hanes Working Group
- o Occupational Health Collaborative
 - o Budget: \$211,000
 - o Funded Activities: Sensor/ABLES travel to Annual Meeting, Indicators Development and Implementation, Communication Activities to Widely Market OH surveillance
- o Terrorism Preparedness
 - o Budget: \$138,000
 - o Funded Activities: Terrorism Component of Epidemiology Capacity Assessment, Member Consultations, Information Sharing and Best Practices
- o Total budget: 3.8 Million Dollars
 - o Includes Direct and Indirect Expenses
 - o Supports: Membership Activities, National Office Staff and many special projects and consultations
- o Membership Services Activities
 - o Support for : 100 Consultations, 870 Active and Associate members, 25 Students and 46 paid states
- o Maintain and Distribute CSTE Newsletter
- o IT
 - o Redeveloped CSTE website, developed mechanisms for on line surveys and developed consultancy web page

A Review of Voting Rights by Secretary-Treasurer

Steve Macdonald reviewed voting rights of states to the membership. Currently, states and territories can vote regardless of payment status. A Committee made of past presidents will review the CSTE voting policy and other organizations systems of voting and present a proposal to the CSTE Executive Committee with any recommended changes.

Secretary-Treasurer Report

Steve Macdonald presented the financial statements to the membership. The report was based on the audited financial statements from September 29, 2003 to September 30, 2004, conducted by the independent auditor, Conn and Company from Atlanta, Georgia. The report included no material weaknesses and no reportable conditions were identified. No instances of noncompliance material to the financial statements were disclosed, and CSTE qualified as a low risk auditee.

A motion to accept the financial statements for the period September 29, 2003 to September 30, 2004 was accepted from the floor and seconded. The membership voted to accept the financial statements as record.

Business Meeting Minutes

Minutes from the 2004 Business meeting were reviewed. A motion to accept the 2004 Boise Idaho, Business Meeting minutes was brought from the floor, and seconded by the membership. A vote was taken, and the 2004 Business Meeting Minutes were approved.

Executive Committee Elections

Steven Macdonald called for the election of open positions to the Executive Committee. The appointments of tellers were Patricia Quinlisk, Jerry Gibson, Henry Anderson, with Tarajee Knight and MarySue Shulin to facilitate membership voting in the Executive Committee election.

Ballots were distributed by the tellers for each open position. The ballot was distributed to each state representative.

Steven Macdonald called for membership to vote for the **President-Elect** position. The name on the ballot is *Robert Harrison*. There was a call for additional nominations from the floor. With no nomination from the floor, a motion was called to close the nominations, and seconded. **Robert Harrison** was elected to the President-Elect position.

Steven Macdonald called for membership to vote for the **Secretary-Treasurer** position. The name on the ballot is *Eddy Bresnitz*. There was a call for additional nominations from the floor. With no nomination from the floor, a motion was called to close the nominations, and seconded. **Eddy Bresnitz** was elected to the Secretary-Treasurer.

Steven Macdonald called for membership to mark ballots for the position of the **Infectious Disease Three Year position**. The names that were placed in nomination were *Ellen Mangione, Susan Lance Parker, Jose Montero, Jo Hofmann, Eddie Hedrick and Perry Smith*. There was a call for additional nominations from the floor. With no nominations from the floor a motion was

called to close the nomination, and seconded. The Secretary Steven Macdonald announced the results that **Ellen Mangione** was elected to the Infectious Disease Position.

Steven Macdonald called for membership to mark ballots for the **At-Large Position One Year Term**. The names placed on the ballot were *Allen Craig, Paul Effler and Gail Hansen*. There was a called for nominations from the floor. The names placed in nomination by the floor were *Jo Hoffmann , Jose Montero*. A motion was called to close the nomination, and seconded. The Secretary, Steven Macdonald, announced the results that **Gail Hansen** was elected to the At-Large position.

Steve Macdonald called for membership to mark ballots for the **At-Large Position Three Year Term**. The names placed on the ballot were *Allen Craig, Paul Effler, and Gail Hansen Perry Smith*. There was call for nominations from the floor. A motion was called to close the nomination, and seconded. The Secretary, Steven Macdonald, announced the results that **Allen Craig** was elected to the Three Year Term At-Large Position.

Vacant position Environmental/Occupational/Injury a **One Year Term** Nominations from the floor were David Johnson from Florida and Rick Kretzer from California. A motion was called to close the nomination, and seconded. The Secretary, Steven Macdonald, announced the results that **David Johnson** was elected to the Environmental/Occupational/Injury position.

Position Statements

The CSTE members discussed each position statement and proposed a consent calendar to the CSTE membership. The consent calendar represented position statements that were discussed previously in committee, and the membership had no concerns about the statements as written.

The CSTE members voted to pass the following position statements as part of the consent calendar.

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| 05-CD-01 | Increase funding and Support for Alcohol Epidemiology Activities in State |
| 05-EC-01 | refugee Health care: Improving overseas and domestic health assessment and management of U.S.-bond refugees |
| 05-EC-02 | Support for alternative funding for CDC Assessment Initiative |
| 05-ID-02 | National Standards Foodborne Enteric disease Surveillance and Response |
| 05-ID-04 | Revision of Surveillance Case Definition for AIDS among adults and adolescents ≥ 13 years of age |
| 05-ID-05 | Revision of the National Surveillance Case Definition for Meningococcal Disease |

- 05-ID-07 Revision of the Enterohemorrhagic *Escherichia coli* (EHEC) condition name to Shiga toxin-producing *Escherichai coli* (STEC) and to adopt serotype specific national reporting for STEC
- 05-ID-08 Serotype specific national reporting for Shigellosis
- 05-ID-09 Serotype specific national reporting for salmonellosis
- 05-ID-10 Addressing Public Health Threats Associated with the Exotic Pet Trade
- 05-ID-11 Revision of the Criteria for Laboratory Diagnosis of Hepatitis C Virus Infection, Chronic or Resolved (2002)
- 03-ID-11 Guideline for Verification and Reporting of Designated Low Incidence and Internationally Quarantinable Disease to the National Notifiable Disease Surveillance System (NNDSS)

2005 Annual Conference

The next CSTE Annual Meeting will take place in California.

Update on CSTE Voting Policy from 2004 Business Meeting

Christine Hahn will continue to work with the past president and developed a proposal and come back to the membership in 2006.

Proposed Membership Dues Increase

A motion to accept new member dues increase from \$30.00 to \$40.00 was brought to the floor and seconded by the membership. A vote was taken, and the new members dues increase were approved.

Review of Epidemiologist Point-of –Contact Lists for Each State

The points of contacts are available on line. CSTE will make profile updates available on line.

Adjournment

The meeting adjourned as President Chris Hahn handed the gavel to President C. Mack Sewell at 10:15 am.