Council of State and Territorial Epidemiologists
2008 Business Meeting Minutes
Thursday, June 12, 2008

Roll Call

Present: Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming

Absent: American Samoa, Federated States of Micronesia, Guam, Northern Mariana Island, Arkansas, Connecticut, District of Columbia, Hawaii, Maine, Mississippi, Puerto Rico, Rhode Island, South Dakota, and Virgin Islands

Eddy Bresnitz called the meeting to order at 8:30 a.m.

The roll call of the States and Territories was conducted by Patrick McConnon, Executive Director.

CSTE Final President's Message / State of CSTE

The Annual Conference provides the outgoing President an opportunity to reflect on the accomplishments of the past year. This year has been extremely productive for CSTE. Particularly in four areas – the January 2008 retreat, workforce development, the Annual Conference, and legislative activities – CSTE's successes reflect the collective commitment of its members and consultants.

Retreat on Organization Growth/Change: In January, the Executive Committee convened a two-day Retreat on Organization Growth/Change to discuss the effects of CSTE's rapid membership growth and to determine what, if any, changes the organization needs. The retreat produced recommendations and action items, most of which already have been implemented. Retreat participants recommended major revisions to the CSTE Bylaws and proposed they be adopted at the annual business meeting on June 12. The retreat summary, which includes the status of action items and proposed Bylaws, is available on the CSTE website; please direct any comments to your jurisdiction's representative to the business meeting. Special thanks to Bob Harrison and Mel Kohn, for leading this effort were offered.

Workforce Development: CSTE staff and Executive Committee members finalized and distributed an orientation manual for new State Epidemiologists, produced a soon-to-be-distributed Epidemiology Competencies Toolkit, completed (with CDC and ASPH) and disseminated an Applied Epidemiology Competencies Curriculum and Practitioner Project, and selected a new class of Applied Epidemiology Fellows. As part of the successful application for CDC Cooperative Agreement funding, CSTE developed an impressive list of workforce development objectives. In addition, to assess and improve the nation's capacity to perform epidemiology services, CSTE conducted numerous meetings, surveys, and other activities throughout the year, relating to workforce development.

Annual Conference: The Annual Conference improves each year. Our move from an annual to a two-year planning cycle enables us to secure increasingly larger venues to accommodate our ever-increasing attendance. We have implemented a "CSTE Green" initiative. We accept more abstracts and now offer CME credits. Our new media consultant highlights members' accomplishments through press releases to local and national media. Finally, we established a Robert Wood Johnson Foundation National Award for Outstanding Epidemiology Practice in addressing racial and ethnic disparities. Each year, this award recognizes a state or local epidemiologist (an Annual Conference presenter) whose professional work advances public health knowledge through epidemiology and applied research in racial and ethnic disparities and improves public health practice through effective use of data and epidemiology.

Legislative Issues: The CSTE Executive Committee, assisted by our Legislative Liaison Marcia Mabee, helped finalize a bill on Integrated Surveillance and Reportable Conditions, successfully fought the turtle amendment to the Farm Bill, had funds included in CDC's annual budget that will support Applied Epidemiology Fellowship Training, and began modifying the Family Education Rights and Privacy Act.

As we begin this new year, the Executive Committee is undergoing significant changes. Bob Harrison, Gail Hansen and Mel Kohn will complete their terms at the Annual Conference. Allen Craig resigned earlier this year, and John Horan is resigning to focus on his responsibilities as the new Georgia State Epidemiologist. Perry Smith will serve as President; Tom Safranek, Martha Stanbury and Mike Landen will remain on the Executive Committee. Mel Kohn is running for President-Elect, and great candidates are running for the vacant positions. Due to retirement from state government to work as the Medical Director of the adult vaccine unit at Merck, Eddy Bresnitz will not serve as Vice-President.

Discussion and Vote of Proposed Membership Dues Increase

The Executive Committee is proposing an increase in both individual and state dues starting in the 2009 calendar year. The proposed state and individual dues increase would help financially support the work done by the CSTE National Office, including the full cost of providing a Membership Services Coordinator and part-time Washington Liaison.

Below is the proposed increase proposal:

State Dues Proposal

Categories	Current	2009
State Dues: Tier 1 – Territories	$550	$750
State Dues: Tier 2 – States with Populations Less than 1 Million	$800	$1,100
State Dues: Tier 3 – States with Populations 1 to 4 Million	$850	$1,200
State Dues: Tier 4 – States with Populations 4 to 6 Million	$1,250	$1,750
State Dues: Tier 5 – States with Populations More than 6 Million	$1,500	$2,100

Individual Dues Proposal

Membership Categories	Current	2009
Individual Dues: Active	$40	$50
Individual Dues: Associate	$40	$50
Individual Dues: Student	$25	$30

The membership overwhelmingly approved the proposed Membership Dues increase.

Discussion and Vote of Proposed Changes to CSTE Bylaws and Constitution

The document merges the current Constitution and Bylaws together with several major proposed changes. The Executive Committee's primary purpose for the revision is to address recommendations made at the Executive retreat held in January; combine the current governing documents into one unified document; define and update governing procedures, and clarify CSTE's committee structure.

The membership approved the proposed changes to the CSTE Bylaws with a few technical edits that were made by Perry Smith.

Member Comment noted for minutes

Corrine Miller: The policies and procedures needed to be reassessed to align them with changes to the Bylaws. For example, the HIV group holds elections to identify their lead, with the President appointing the person/s. With changes to the Bylaws, the ID chair will now appoint section leads, and we need to make sure that policies and procedures reflect the new communication structure and group activities.

Secretary-Treasurer Report

Melvin Kohn presented the financial statements to the membership. The report was based on the audited financial statements from September 30, 2006 to September 30, 2007, 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 non-compliance 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 30, 2006 to September 30, 2007, was accepted from the floor and seconded. The membership voted to accept the financial statement as record.

Business Meeting Minutes

Minutes from the 2007 Business Meeting were reviewed. A motion to accept the 2007 Atlantic City, New Jersey, Business Meeting minutes was brought from the floor and seconded by the membership. A vote was taken, and the 2007 Business Meeting Minutes were approved.

Review of Voting Rights and Annual Report

Each state or territory shall be able to vote for as many candidates as there are positions to be filled. Only one vote per state or territory shall be allowed. There are a total of 42 States attending the meeting. A majority vote shall be required to elect board members. If no candidate receives a majority vote on the first ballot, the candidate for the office-in-question receiving the smallest number of votes shall be dropped after each ballot in succession until a majority vote is obtained.

The Annual Report is now available and contains work done by CSTE in 2007. The Annual Report is available on the CSTE website.

Executive Committee Elections

Melvin Kohn called for the election of open positions on the Executive Committee. The appointed tellers were MarySue Shulin, Rick Vogt, Patty Quinlisk and Joe Mclaughlin.

Ballots were distributed by the teller for each open position. The ballots were distributed to each state representative.

Eddy Bresnitz called for the membership to vote for the **President-Elect position**. The name on the ballot was Melvin Kohn. There was a call for additional nominations from the floor. None were put forward. A motion to approve by acclamation and seconded with no discussion; the membership elected **Mel Kohn** to the President-Elect position.

Melvin Kohn called for the membership to vote for the **Past- President position**. The names on the ballot were Jerry Gibson, Patty Quinlisk, Henry Anderson and Richard Hopkins. There was a call for additional nominations from the floor. With no nomination from the floor, a motion was called to close the nomination and seconded. There was not a majority vote and a run off was required between the top three candidates, Patty Quinlisk, Henry Anderson and Richard Hopkins. A third run off was required between the top two candidates, Richard Hopkins and Patty Quinlisk. **Patty Quinlisk** was elected to the Past-President chair.

Melvin Kohn called for the membership to mark ballots for the **Chronic/MCH/Oral position**. The name on the ballot was Sara Huston. There was a call for additional nominations from the floor. None were put forward. With a motion to approve by acclamation and second with no discussion, the membership elected **Sara Huston** to the Chronic/MCH/Oral Chair.

Melvin Kohn called for the membership to mark ballots for the **Infectious Disease position**. The names placed on the ballot were Jeff Engel and Stephen Ostroff. With no nomination from the floor, a motion was called to close the nomination, and seconded. **Jeff Engel** was elected to the Infectious Disease Chair.

Melvin Kohn called for the membership to mark ballots for the three-year **At-Large position**. The names placed on the ballots were Laurene Mascola and Duc Vugia. With no nominations from the floor, a motion was called to close the nomination, and seconded. **Duc Vugia** was elected to the At-Large Chair.

Melvin Kohn called for the membership to vote for the **Secretary-Treasurer position**. The name placed on the ballot was Steve Ostroff. There was a call for additional nominations from the floor. None were put forward. By a motion to approve by acclamation and second, the membership elected **Steve Ostroff** to the Secretary-Treasurer position.

Position Statements

Prior to the Business Meeting, the CSTE members had discussed each position statement in committee and proposed a consent calendar to the CSTE membership. The consent calendar represented position statements about which the membership had no concerns as written.

The CSTE members voted to pass the 2008 Position Statement consent calendar.

08-ID-06	Revision of the Surveillance Case Definition for Q fever
08-ID-07	Support of and Enhancement of the National Healthcare Safety Network
08-ID-08	Update to Cryptosporidiosis Case Definition
08-ID-10	Influenza Surveillance in the United States
08-EH-01	State-level Environmental Disease Epidemiology Capacity
08-OH-01	State-level Occupational Illness and Injury Epidemiology Capacity
08-INJ-01	State-level Occupational Illness and Injury Epidemiology Capacity

Position Statements that were discussed and approved by vote at the Business Meeting:

08-EC-01	The NASPHV/CSTE resolution on One Health
08-EC-02	Criteria for Inclusion of Conditions on CSTE Nationally Notifiable Condition List and for Categorization as Immediately or Routinely Notifiable (remove from agency for response Jeffrey Engel)
08-EC-03	State-level Substance Abuse Epidemiology Capacity
08-ID-02	Revision of Rubella Case Definition
08-ID-03	Revision of Measles Case Definition

Position Statements that were discussed and amended but not approved at the Business Meeting:

08-ID-04	Revision of Mumps Case Definition

Action items:

- The Mumps position statement will be referred back to Paul Cieslak's workgroup for revisions.
- The position statement will be submitted through the Interim Position Statement process, reviewed by the Executive Board and ratified at the next Annual Business Meeting.

2009 Annual Conference
The next CSTE Annual Meeting will take place in Buffalo, New York.

Adjournment:

The meeting adjourned as President Eddy Bresnitz handed the gavel to President Perry Smith.