CSTE Executive Board Meeting
January 19-22
Portland, Oregon

Members Present: Melvin Kohn (OR), Perry Smith (NY), Steve Ostroff (PA), Tom Safranek (NE), Sara Huston (NC), Laurene Mascola (CA), Martha Stanbury (MI), Michael Landen (NM), Duc Vugia (CA), Pat McConnon (CSTE), LaKesha Robinson (CSTE), Beverly Christner (CSTE) and Jennifer Lemmings (CSTE).

Members Participating by Conference Call: Bob Rolfs (UT), Marcia Mabee (CSTE) and Lisa Ferland (CSTE).

Tuesday, Jan. 19

Annual Conference Venue Review
Tour Oregon Convention Center
Discussion of space allocation and conference logistics

Wednesday, Jan. 20

Call to Order
Melvin Kohn called the meeting to order 8:20 a.m. Mel reviewed the agenda.

Minutes
A motion to approve the Executive Board minutes from the Dec. 11, 2009, and Jan. 8, 2010, conference calls was made and seconded. Minutes are approved with edits.

Committee Reports and Priorities
The Steering Committee Chairs provided a report on their subject areas and their priorities activities. A summary report of each subject area was included in the Executive Board meeting packet.

Steering Committee Areas Highlighted:
- Cross Cutting
- Chronic
- Environmental/Occupational and Injury
- Infectious Diseases
- Surveillance and Informatics
- Substance Abuse/Tribal and Local Epidemiology
- ASTHO, Conference Media Policy
- Surveillance Policy
- Cooperative Agreement Input/Monitoring
- Conference Planning/CDC Organizational Changes

Position Statement Update
Lakesha Robinson reviewed the timeline for submission of 2010 position statements. Lisa Ferland provided an update on the 2009 position statements and reported on the process and logistics for the 2010 Position Statements.

The Position Statement timeline is:
- Ordinary Process: May 1, 2010
- Expedited Handling: Between May 2 through May 20, 2010
- Presidential Review: May 21, 2010
- Interim: Any time

Planning For March Meeting
Pat McConnon and Marcia Mabee reviewed the legislative agenda for the March Executive Board Meeting. The subject matters discussed were Health Care Reform, FERPA, Appropriations, CSTE Legislative Priorities, and procedures for Hill Visits.

<u>Action Items</u>:
- Lisa will set up conference call with Marcia, Duc, Pat and John Middaugh to discuss the FERPA Bill.
- Add erosion of preparedness funds, obesity to CSTE legislative priorities list.
- Executive Board members who cannot attend the hill visit should arrive on Monday evening.
- Sara will work on getting a lead to rewrite the CSTE information that is related to BRFSS surveillance obesity.
- Revisit other areas under surveillance.

Proposed Changes to Bylaws and Policies and Procedures Manual
There was discussion on the proposed changes to the Bylaws and Policies and Procedures Manual. The Executive Board determined that more discussion is needed. Both items will be placed on the agenda for the next Executive Board meeting. Issues to be discussed are: in the Bylaws, Executive Director-focused areas and conflict of interest for members paid by a source other than the state and their eligibility to service on the Executive Board; for the Policies and Procedures Manual, additional information and instructions regarding contract procedures. The Board approved the new credit card security handling procedures in the Policies and Procedures Manual.

<u>Action Items:</u>
- President Benefits – active membership, waive membership? Concerns about past presidents that may have moved to CDC or Industry.
    - Pat will draft an item for discussion at the March Executive Board meeting.
- Bylaws – look at other associations to see how the Executive Director is explicitly included as an office of the board or not. Deletion appears to fix conflict in article IV. Sara suggested focusing on article IV, not the deletion in section 5.
    - Assigned to Beverly, Duc and Mike

- Bylaws – CSTE fellows should not be student members. CSTE will support them as active members. Add a definition that includes students in public health or a related field are eligible for student membership. Delete second sentence. Go to membership at Annual Conference.
- Bylaws – Article III
    - Article III – Section 1 – remove primarily.
    - EB approved (2 votes against). Put to membership for vote 30 days before Annual Conference.
- Bylaws – Section 5
    - When running for a position on the Executive Board, all active members must disclose employer, salary source, and potential conflicts of interest (passed by Executive Board).
    - Add: If these changes during course of membership, they should be disclosed to Executive Board.
    - Add phrase on how to remove Executive Board members.
    - Discuss in March.
- Approved CC procurement
- Policy on Procurement
    - Combine with other policies.
    - Clean up and clarify changes being made.
    - Policy for contracts overall add include exceptions/additions – including contracts $100K and above.

Epidemiology Workforce Initiative Update
Pat provided an update on CSTE Workforce Activities including:
- CDC/CSTE Applied Epidemiology Fellowship
- CDC/CSTE Epidemiology Training
- CDC/CSTE Orientation for New State Epidemiologists/Consider adding Senior Epidemiologists
- 2009 Epidemiology Capacity Assessment
- Outbreaks and Killer Microbes: How Epidemiologists Solve Medical Mysteries
- Parking Lot Issues
- Expanding the ELC program to include non-infectious programs.
    - Epi Capacity - does CSTE have a role to assist "have-not" states to improve capacity in needed areas? Leveling the playing field.
- Continuity of board work/priorities when an Executive Board member rotates off the board; engaging past board members in activities
    - Past Presidents - remain as "active" members and waiver of annual dues (would require a change in Bylaws) - at discretion of Executive Board could serve as a representative of CSTE – Pat will draft some language regarding this subject.

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Action Items:

- Consider including Senior Epidemiologist to the CSTE Orientation for New State Epidemiologists**.**
- Pat will draft some language regarding this subject. Consider "Honorary Members."

Thursday, Jan. 21

2010 Annual Meeting Planning Updates
Beverly Christner and Steve Ostroff provided an update on the annual meeting that included the Sunday Workshops, Program Agenda, Conference Logistics, Pumphandle Award, Recognition Awards and 2010 Executive Board Candidates. Below is the list of scheduled Sunday Workshops and the Plenary Session Themes.

Sunday Workshops
- Environmental Public Health Tracking
- Epidemiology Training
- HIV Surveillance Coordinators
- Influenza Coordinators
- Injury
- NASPHV Annual Meeting
- Occupational Health
- OutbreakNet
- PHIN
- HAI
- Tribal
- Substance Abuse

Plenary Session Themes
- Monday: *Federal and State Perspective*
- Tuesday: *Global Health*
- Wednesday: *Major Trends/Informatics*

<u>Action Item:</u>
- Steve will work on a recognition proposal for attendees and presenters and will discuss during the March Executive Board meeting.

Assessment Queue Update
There are a total of five assessments in the CSTE Assessment Queue to be distributed to the CSTE members.
- State Reportable Conditions Assessment (SRCA): January 2010 (currently in the field)
- 2009 ELR Assessment: January-February 2010
- National Electronic Disease Surveillance System Assessment (NEDSS): March 2010
- Food Safety Capacity Assessment (Food ECA): Spring 2010
- Chem/Rad Assessment: Spring 2010

CSTE National Office Budget Review
Pat McConnon reported on the CSTE financial report. At the conclusion of the discussion, CSTE shows a healthy budget and the Executive Board found the information beneficial. The CSTE Budget document was provided in the Executive Board meeting package.

Consultancy System Update
LaKesha reported that there were approximate 80 CSTE consultancies for the year of 2009, and CSTE has a total of 120 members signed up as consultants.

Action Items:
- Make the Member Involvement form required to complete the membership renewal process.
- Provide the Steering Committee Chairs access to information online.

Update on Cooperative Agreement Planning
Lakesha Robinson and Tom Safranek reviewed the focus areas of the Cooperative Agreement and the timeline for deliverables. They also noted that CDC Cooperative Agreement Principals have taken an interest in CSTE Sub-Committee activities.

Highlighted Dates to Remember:
- Generate New Ideas: Mid January-February 1
- CDC Renewal Announcement : March 15
- Board Review: April 6-April 9
- Submit Final Proposal To CDC: April 15

Action Items:
- Sub-Committee Chairs to submit project activities and new project ideas.
- Provide Cooperative Agreement Time with the Executive Board orientation materials, as well as continue to discuss at each Executive Board meeting.
- Provide a Sub-Committee responsibilities document: include a calendar of activities such as cooperative agreement and position statement timeline.
- Develop an online user-friendly member directory.

Focus on Environmental Health
The final results for the Epidemiology Capacity Assessment comprised responses for all 50 states and the District of Columbia. In 2009, a total of 2,193 epidemiologists worked for the 51 jurisdictions, for a rate of 0.72 epidemiologists per 100,000 population (state median: 0.77 per 100,000; range: 0.19—4.05), a 12% decrease from the 2,498 epidemiologists enumerated in 2004 and a 10% decrease from the 2,436 reported in 2006. Based on responses from 36 state epidemiologists, 1,490 additional epidemiologists (a 68% increase) are needed to achieve ideal epidemiology capacity. The Board received a handout that provided specific information related to

Environmental Health and shared the information with the CDC invited guests M. McGeehin and J. Qualters.

CDC National Environmental Health Priorities

During the Executive Board meeting, invited Center Leaders from the Centers for Disease Control and Prevention discussed topics on Climate Change, Environmental Health Indicators, Environmental Health Tracking and Biomonitoring. The CDC invited guests were M. McGeehin and J. Qualters.