

**Executive Board Conference Call
January 9, 2009**

Present:	Perry Smith	Beverly Christner	Pat McConnon
	Duc Vugia	Jennifer Lemmings	Steve Ostroff
	Jeff Engel	Michael Landen	Martha Stanbury
	Sara Huston	Lakesha Robinson	Patricia Quinlisk

Absent: Mel Kohn Tom Safranek

Minutes

The Executive Board approved the Minutes from the Dec. 12 Executive Board Conference Call.

Action Item:
None required

Old Business

Reformatting of Nationally Notifiable Conditions List

Lisa Dwyer has completed the reformatting of the 73 diseases listed on the Nationally Notifiable Conditions and will present the 73 position statements to pre-identified SMEs for online review next week. The 2009 position statement submission template process is a new online process to facilitate discussion and editing of drafts among users. The announcement to submit new position statements will go out to the membership at the end of next week.

Data Release Report

CSTE would like to revitalize the document during the January Executive Board meeting and ask the appropriate invited CDC guests about revisiting and supporting the Data Release Report.

Action Item:

- The Executive Board is to familiarize themselves with the Data Release Document before the January Executive Board meeting.

CDC Leaders to Leaders Conference

The conference is an opportunity for senior executives of organizations and influential individuals to come together and learn more about CDC initiatives in public health.

Action Item:

- The Executive Board members are to contact Pat McConnon if they are interested in attending the conference.

National Office Updates

Personnel Changes

LaKesha Robinson has accepted the position as Deputy Director with CSTE.
Jennifer Lemmings has accepted the position as Epidemiology Program Director with CSTE.

Program Review for CDC Project Officer

The CSTE formal program review with Sam Taveras and staff went extremely well.

Progress report for CDC Grant due Jan. 16

LaKesha and staff are currently working on the report.

Renewal Application Due in February

CSTE staff is asked to talk with committee chairs to get comments or projects ideas that CSTE should consider incorporating into the renewal application.

Update on January Board Meeting

Pat reviewed the draft agenda.

Action Items:

- Remove the Committee reports and extend the Program review.
- Michael Landen would like a 30-minute slot to discuss Membership engagement.
- Pat will email the meetings topics and specific questions to the Executive Board.
- The Executive Board is to review the topics and questions and put an asterisk next to the topic that should be considered for the EB meeting with CDC. Send to Pat by the Close of Business Monday, Jan. 12.

CSTE Nominating Committee for the Executive Board

The CSTE Executive Board Positions that are available are:

- President Elect
- At-Large
- Environmental/Occupational/Injury

Action Items:

- The Executive Board is to forward names of potential candidates to Patty Quinlisk.
- A slate of candidates will be presented during the March Meeting.
- An email announcement requesting candidates for the Executive Board was forwarded to the Active Members of CSTE.

Pumphandle Nominees

Nominations are now being accepted for the Pumphandle Award.

Action Items:

- Forward Pumphandle nominations to Mel Kohn.
- An announcement will be made to the membership next week.

APHA Requests: Climate Change Sign-on

The Executive Board agreed to table both documents Protecting Workers on the Job and U.S. Climate Change Science Program until the January Executive Board Meeting.

Action Item:

- Martha Stanbury is to work with Robert Harrison on drafting a document that will convey CSTE support.

IHR Survey

HHS wants to survey CSTE Membership for information regarding knowledge of ability to comply with the requirements surrounding the International Health Regulations.

The consensus of the Executive Board is to go forward with the IHR Survey with the stipulations that the interpretation of the data will be done by CSTE and that Steve Ostroff and Christine Hahn will assist with the development of the survey questions.