

Meeting Summary

CSTE Executive Board Conference Call

May 5' 2011 and May 13' 2011

AGENDA

Agenda Item	Discussion/Action Needed
Minutes	April Executive Board conference call minutes were approved.
Follow up Bio Sense Proposal Handouts: BioSense CDC Overview_042711.dox BioSense CSTE Roles and Responsibilities_04271 1.docx Cloud-computing- analysis.dox	The CDC BioSense Overview document has been revised with clarifications. Lisa and Monica met with CDC several times and developed the CSTE Roles and Responsibilities. The document also has several Q & As informed by their discussion with CDC. The Cloud-Computing Analysis Document is an overview of the various cloud developers currently providing services to give the Executive Board more information on the aspect of the proposal. With much discussion, the Executive Board has agreed to inform CDC that CSTE is not interested in the contractual responsibilities for the cloud producer proposal but would like to participate in a governance structure in which CSTE will encourage utilization in what is created. Action Needed: • Provide CDC with a revised CSTE BioSense Roles and Responsibilities document, with the management responsibilities associated with the contract to build and maintain the shared data storage environment removed from the proposal.
New Board Changes	Bob Rolfs will resign from the Member-at-Large Position after the annual conference. Bob also discussed a new proposed Executive Board Structure in the area of Informatics Surveillance. • Informatics Chair or • Convert a Member-at-Large position to Informatics Surveillance Action Needed: • Discussion to be continued on the next Executive Board Conference Call.
Annual Conference	Not Discussed
Other New Business	Not Discussed
May 13, 2011	
CRSWG Report	Bob has recommended that the Executive Board accept the CRSWG Report for their work and endorse their proposed plan for ongoing work. He also recommended that the

Handouts: Appendix C_Common Core Data Elements_ Final_3_2011.docx CRSWG Final Letter to CSTE_Data Element Review_3_2011.docx Appendix D_CSTE TIG Review_Final_3_2011. docx Appendix C_Common core Data Elements_Final_3_201 1_Differences.docx Lisa's comments on CRSWG.docx	Executive Board approve the new set of core data elements. Action Needed: The Executive Board members are to review the attached documents from the conference email reminder and forward concerns to Steve by next Friday (May 20). If Steve does not receive any feedback from the board members, he will consider that to be an affirmative vote to (1) endorse the core data elements, (2) express our thanks to the Workgroup for the effort, and (3) endorse the Workgroup's proposed work plan.
Proposed Executive Board Position Change	Bob led the discussion about potential restructuring of the Executive Board seats to include a specific area dedicated to informatics surveillance due to his early departure from his Member-at-Large seat in June. After much discussion, the Executive Board seat structure will remain the same and the Board will actively recruit nominees who are experts in informatics surveillance to fill Bob's vacancy. Action Needed: Tom Safranek is assigned to aggressively recruit nominees who are experts in informatics surveillance for the Member-at-Large position.

ATTENDANCE for 5/5/11

NAME	POSITION	PRESENT
Officers		
Stephen Ostroff	President	Y
Tom Safranek	President-Elect	Y
Mel Kohn	Vice-President	N
Tim Jones	Secretary-Treasurer	Y
Chairs		
Sara Huston	Chronic Disease/Oral Health/MCH	Y
Laurene Mascola	Infectious Disease Epidemiology	Y
Martha Stanbury	Environmental/Occupational/Injury	Y
Members-at-Large		
Katrina Hedberg	Workforce/Tribal/Local Epidemiology	Y
Robert Rolfs	Surveillance Informatics Steering Committee Chair	N
Duc Vugia	Substance Abuse/Mental Health/Cross Cutting Committee Chair	Y
Pat McConnon	Executive Director	Y
LaKesha Robinson	Deputy Director	Y
Jennifer Lemmings	Epidemiology Program Director	Y
Beverly Christner	Operation Director	Y
Guest		

ATTENDANCE for 5/13/11

NAME	POSITION	PRESENT
Officers		
Stephen Ostroff	President	Y
Tom Safranek	President-Elect	Y
Mel Kohn	Vice-President	Y
Tim Jones	Secretary-Treasurer	Y
Chairs		
Sara Huston	Chronic Disease/Oral Health/MCH	N
Laurene Mascola	Infectious Disease Epidemiology	Y
Martha Stanbury	Environmental/Occupational/Injury	Y
Members-at-Large		
Katrina Hedberg	Workforce/Tribal/Local Epidemiology	Y
Robert Rolfs	Surveillance Informatics Steering Committee Chair	Y
Duc Vugia	Substance Abuse/Mental Health/Cross Cutting Committee Chair	N
Pat McConnon	Executive Director	Y
LaKesha Robinson	Deputy Director	Y
Jennifer Lemmings	Epidemiology Program Director	Y
Beverly Christner	Operation Director	Y
Guest		