CSTE Executive Board Meeting
March 2-4, 2009
Washington, DC

Present:			
	Perry Smith	Melvin Kohn	Patty Quinlisk
	Steve Ostroff	Sara Huston	Duc Vugia
	Michael Landen	Tom Safranek	Pat McConnon
	Beverly Christner	LaKesha Robinson	Martha Stanbury

Call to Order
- Perry Smith called the meeting to order.

Review Agenda

Wrap-up from Hill Visits
- The Executive Board members who participated in the visits to Capitol Hill reported on their experiences meeting with legislative staffers.

Action Items:
- The Executive Board members who made Hill visits should follow up with the legislative staff with a thank you note.
- Pat will follow up with Marcia Mabee to develo language that should be included in the thank you notes.
- The Executive Board noted the great work that Marcia Mabee did in organizing the visits and material to make the day a success.

Minutes
- A motion was made and seconded to approve the minutes from the Feb. 13, 2009 Executive Board Conference Call. There was no discussion and the motion carried.

Annual Conference Update and Discussion
Executive Board Nominations
- Patty Quinlisk developed a list of criteria to evaluate members who are seeking office on the Executive Board. The document was created to put forth the best slate of nominees that can be endorsed by the Executive Board. These criteria are not absolute but are working criteria that can be considered by the nominating committee. The Executive Board reviewed the list, provided comments, and agreed that this represented a reasonable approach for selecting candidates for the Executive Board.

The Executive Board reviewed member suggestions as well as their own suggestions and formed a list of nominees for the Vice President to follow up with potential candidates.

Action Items:

- Michael Landen noted the ability to represent membership should be specified in the criteria.
- Steve Ostroff noted one criterion that should be included is geographic considerations.
- Pat will solicit nominations for the infectious disease position via e-mail.
- Patty will contact the suggested nominees to see if they are interested in running for the Executive Board and provide an update during the next Executive Board Conference Call.

Plenary Sessions Update

- Mel noted that plans are going forward well. The Plenary Sessions are listed below:

- Monday: “Public Health as First-Responders-Challenges and Opportunities”
- Tuesday: “Using Data for Prevention”
- Wednesday: “The Health Care Environment: A Microcosm of Community”

Jonathan Mann Lecturer

- The Executive Board has invited Dr. James Hughes as the Jonathan Mann Lecturer.

Action Item:

- Steve Ostroff will make contact with Jim Hughes to invite him as the Jonathan Mann speaker.

Pumphandle Award

- The Executive Board discussed nominees and voted on the next 2009 Pumphandle Award recipient.

CSTE Budget

- Pat McConnon discussed the CSTE financial report. At present, CSTE shows a healthy budget balance. The CSTE Budget Spreadsheet was provided in the Executive Board meeting package.

Cooperative Agreement Update and Discussion

- The Cooperative Agreement is due to be submitted to CDC on March 30. Pat noted that CSTE is required to continue the same goals and objectives from the previous Cooperative Agreement. The goals and objectives will be presented again; however, the activities in the Cooperative Agreement will be revised.

Action Item:

- A copy of each of the focus areas of the Cooperative agreement will be forwarded to the appropriate Executive Board member for review.

Priorities Development

- The Executive Board had a discussion on whether or not to continue the priorities development project that was initiated at the January Board meeting. The Executive Board is in consensus that CSTE should continue with this project.

Action Item:

- A small group was formed to edit the initial priority document, including Michael Landon and Mel Kohn along with CSTE staff.

Disparities Discussion

- Duc Vugia reported that an e-mail will be going out to the membership at some point to introduce the Disparities workgroup with a reminder to update the membership profile to express an interest in participating. The workgroup will have one conference call before the Annual Meeting to identify priorities. At the Annual Meeting, the workgroup will present the list of the priorities in a roundtable format.

Membership Engagement Discussion

Communication and Structure of Membership Involvement

- Michael Landen reported on the restructure of the Member profile and noted the benefit for CSTE membership is the clarity and better communication to the member about the topic areas he/she has chosen. The new profile distinguishes between sub-committees and interest areas. Michael also noted that now an e-mail will be generated to the member and it will include the list of chosen sub- committees or interest areas. The Steering Committee chairs determine which groups will be sub-committees or interest areas. Michael also suggested that the CSTE Consultant System should be integrated into this structure.

Action Items:

- The suggested edits made by the Executive Board will be incorporated into the member profile document. A modified document will be placed on the next scheduled EB conference call.
- Michael will make contact with Jeffery Engel about the Infectious Diseases Steering Committee portion of the member profile to get an idea about what type of format is needed to manage the ID topic areas.

Strengthening the CSTE Consultation System/Member Engagement

- LaKesha called the Executive Board’s attention to the Purpose of Strengthening our Consultancy System document and the Leadership Opportunities for Members documents and proposed that due to the current discussion, she will go back and integrate the feedback and update the membership engagement document.

Executive Board Discussions/Decisions
Unfinished business from January meeting and February conference call:

Position Statement Limitations
- At this time, no 2009 position statements have been submitted. However, there are 10 tentative position statements for 2009. It was noted that the 2009 position statements should be restricted only to position statements that really need to be passed this year or have a sense of urgency because of the focus on the reformatted case definitions process.

Update Surveys
- The International Health Regulation: 49 states have responded and the data are being analyzed.
- Lou Gehrig's Disease/ALS: 45 states have responded and data are being reviewed.
- Quarantine Isolation: 15 states have responded. The deadline was extended to March 12.
- Community Health Assessment: Michael Landen called the Executive Board's attention to approve the Community Health Assessment Survey. The assessment is a three-page survey to get a sense of which states are routinely doing Community Health Assessments. The Executive Board agreed that the next step was a pilot of the assessment.
- Duc Vugia discussed the EIS Supervisor Survey with the Executive Board. This is a survey from CDC that asks questions of supervisors about how the system is working. CDC preselected a limited number of survey participants. Duc Vugia and Katrina Hedberg conveyed that this survey would be useful at the state level for state-based supervisors. Duc and Katrina would like to modify the EIS Survey and send it to the state-based supervisors. Pat noted that Ed Chao could work with Katrina and Duc to do a pilot survey of 10 states. Duc will contact Katrina to update and possibly modify the survey with an additional question from Patty Quinlisk.

Miscellaneous
- During the Executive Board Meeting, representatives from ASTHO, NIOSH, APHL and NACCHO made presentations to the Executive Board, discussing topics and specific issues related to their organizations that were also of interest to CSTE.

- The next scheduled Executive Board Conference Call is April 10, 2009 at 1 p.m. EST.