

2012-2013 Executive Board Conference Call

January 9, 2013

Executive Board

Laurene Mascola (CA)
Alfred DeMaria (MA)
Janet Hamilton (FL)

Tim Jones (TN)
Joseph McLaughlin (AK)
Tom Safranek (NE)

Sara Huston (ME)
Katrina Hedberg (OR)

CSTE Staff

Jeff Engel
Jennifer Lemmings

Beverly Christner

LaKesha Robinson

Summary

1. Minutes

The December Executive Board Minutes were approved.

- Laurene Mascola made reference to a follow-up response needed from CSTE to Ronald Moolenaar on improving the MMWR.

2. January 2013 Executive Board Meeting

Jeff reviewed the proposed draft agenda for the January Executive Board Meeting and the list of invited CDC Officials. Adjustments to the schedule were made based on Board feedback. Jeff reminded the Executive Board that in order for the invited CDC Officials to discuss topics of interests to CSTE, their topics and questions should be submitted as soon as possible. Jeff noted that he will compile and distribute the topics/questions to the invited CDC Officials.

3. Formation of Ad Hoc Bylaws Committee

Jeff will begin recruitment for the Bylaws Committee to address proposed governance changes and to integrate recommendations into the Bylaws. The membership will be kept informed throughout the process by the following:

- One page Executive Summary of intent.
- Making the Bylaws track changes available to the membership prior to the 2013 June Annual Conference Business Meeting.
- Executive Board members connecting with State Epidemiologists to discuss proposed governance changes.

4. CDC FOA

LaKesha provided a brief summary of the CDC FOA. The theme of the FOA is Capacity Building Assistance (CBA) to States. There will be a core proposal developed that describes CSTE's organizational capacity to provide CBA to states in areas of epidemiology, surveillance and any other areas that CSTE is interested in applying for funding. Once the core proposal is submitted and approved, the next step for CSTE is to apply for various projects within CDC Divisions. Executive Board input will be essential to this project. Funding dates are July 1 through July 30.

5. Washington Liaison

CSTE has received five responses to the Requests for Proposal for the Washington Liaison position. Jeff, LaKesha, Beverly, Pat McConnon and Marcia Mabee have reviewed the proposals and have selected the top candidates for telephone interviews. After the telephone interviews, Jeff will select a candidate and review his preference with the Executive Board during the January Board Meeting.

6. Action Items

- Jeff will follow-up with Laurene Mascola on Ron Moolenaar's request.
- Jeff will redistribute the position statement and response letter titled *11-SI-01 CSTE Endorsement of the CDC-ASTDR Data Release Guidelines & Procedures for Re-release of Stat-Provided Data* to the Executive Board for discussion with CDC Official Harold Jaffe.
- Executive Board members plan to submit questions related to their assigned CDC Officials' subject areas to Jeff for compilation and distribution to CDC Officials prior to the Executive Board meeting.
- LaKesha and Jeff will forward a timeline and a list of strategies to Executive Board members to address the new concept of the CDC FOA. The Executive Board's feedback and project ideas will be solicited for this CDC FOA proposal.

7. Next Executive Board Call

The next Executive Board call is scheduled for February 6, 2013, at 3 p.m. EST

Call Information

877-292-8047

Conference Code: 8386843175

8. Attachments

1. EB 12_5_12 MLfinal.doc
2. EB CDC Officials (2).docx
3. DRAFT_EB Agenda_Jan2013(2).doc