

2013-2014 Executive Board

December 4, 2013

Executive Board

Tim Jones (TN)
Alfred DeMaria (MA)
Sharon Watkins (FL)

Joseph McLaughlin (AL)
Renee Calanan (CO)
Laurene Mascola (CA)

Kristy Bradley (OK)
Janet Hamilton (FL)
Marcelle Layton (NY)

CSTE Staff:

Jeff Engel, Executive Director
Beverly Christner, Director of Operations
Jennifer Lemmings, Epidemiology Program Director
Sara Ramey, Director of Marketing & Communications

1. Minutes

Tim Jones (TN) and Jeff Engel (CSTE)

The November Executive Board conference call minutes were approved.

Executive Board Record Keeping

The Executive Board Meeting minutes and conference call minutes recordings will now be deleted 30-days from the date of the minutes approved by the Executive Board. Hard copy records of all Executive Board meetings and conference calls will be kept in a binder.

2. Election and Nomination Procedures

Jeff Engel (CSTE)

Tim Jones (TN) motion to approve the Election and Nomination Procedures with minor technical revisions. Joe McLaughlin (AL) seconded. Motion approved.

The announcements of the Election and Nomination Procedures will go to the State Epidemiologists first as only informational purposes and then to the membership.

3. State Epi Call: evaluation and feedback

Tim Jones (TN) and Jeff Engel (CSTE)

Overall, the comments have been positive and the State Epi Call should continue.

Suggestions to capture attendance

- Live polling
- Roll Call
- Have participant email staff for attendance
- Follow-up Email after the WebEx

Action Item:

- Provide a copy of the Steering Committee Update for WebEx.

4. Follow-up survey on VA reporting

Jeff Engel (CSTE)

A brief 5 to 10 minute survey on understanding the impact of the VHA directive on public health practice will go to the state epidemiologists. The data and feedback would be presented to Washington Legislators during the Hill Visits in March. The survey is recommended by CSTE Washington Liaison Emily Holubowich.

Action Item:

- Jeff will draft a survey and have it vetted by the EB before surveying the state epidemiologists.

5. Steering Committee Updates

Janet Hamilton (FL) Surveillance/Informatics Steering Committee

Renee Calanan (CO) Chronic Disease/Maternal & Child Health/Oral Health Steering Committee

Sharon Watkins (FL) Environmental Health/Occupational Health/Injury Steering Committee

Surveillance/Informatics Steering Committee

Janet proposed a topic for the All State Epi calls: A presentation by Jim Daniels, Public Health Coordinator, and Office of the National Coordinator) to discuss the Public Health side of MU and registration.

The Surveillance Practice and Implementation Subcommittee held a meeting in October to discuss activities on how to organize informatics in state and local health departments. A summary of the meeting is being drafted.

Chronic Disease/Maternal & Child Health/Oral Health Steering Committee

A Request for Proposals (RFP) for a consultant to complete the Chronic Disease Orientation Manual Project has been released.

Chronic Disease will have a Pre-conference Workshop on Health IT Basics.

Environmental Health/Occupational Health/Injury Steering Committee

A possible new Workgroup may be on the horizon that looks at emerging issues that cross both Environmental Health and Occupational that focus on tracking.

Annual Conference Update

Al DeMaria (MA) and Beverly Christner (CSTE)

Planning Committee Call is scheduled in two weeks. Many of the plenary speakers have been confirmed and second tier of plenary speaker invitations have been forwarded. There are three proposed new poster formats for this year's conference: Rapid-fire, Poster Round, speed dating. There will be more discussion with the planning committee on the proposed poster formats. It was noted that there are some travel restriction concerns for the 2014 annual conference. Joe

McLaughlin (AK) has volunteered to draft a travel letter document on the importance of travel for public health officials.

6. March Hill Visits

Jeff Engel (CSTE)

After much discussion, the Executive Board has decided on the March Board Meeting format. It will be a full day meeting for Officers with Emily and a full day and a half for the Executive Board. The schedule is to be determined.

7. CSTE Communications

Jeff Engel (CSTE)

CSTE is phasing out the CSTE Quarterly Newsletter and it will be replaced with timely Blogs, Twitter feeds and Facebook. There will be a new feature on the CSTE webpage that will highlight different states and territories weekly. It will start Monday, February 3, 2014 with Tennessee.

8. January Executive Board Meeting: National Office

The agenda is being finalized with invited guests who have confirmed. The hotel and ground transportation for the CSTE Executive Board Meeting will be forwarded in an email. There was a reminder to make flight arrangements by contacting American Express Travel.

7. Attachments

- EB November Minutes
- Election Procedures Draft
- State Epi Call Evaluation Feedback Notes