

CSTE Retreat on Organization Growth/Change Summary of Action Items (Appendix C)

Engaging Local Epidemiologists: Action Items	Status
• Host a reception at the CSTE Annual Conference specifically for local epidemiologists. The reception should include several presentations geared toward this group. • A small group of interested members should be formed as soon as possible to develop the agenda for this reception and move this forward. • Create a CSTE Workgroup to explore how best to engage local epidemiologists in CSTE and to develop the plan for accomplishing this goal. • Educate the membership and others on the current position of local epidemiologists within CSTE (according to the existing constitution and bylaws). Key points are: - o Local epidemiologists are eligible for active membership in the organization. - o Local epidemiologists are eligible to run for office or membership on the EC. • Include tribal epidemiologists as part of the group of local epidemiologists (unless they are federal employees). This implies that non-federal tribal epidemiologists are eligible for active membership. • Write a report and update for NACCHO and assure that NACCHO is on board with the approach outlined above. • Inform ASTHO of this approach as well and seek their feedback. • Revise the CSTE tag line by adding the following (or something similar): <i>"CSTE is an organization that supports epidemiologists practicing at the state, territorial, tribal, and local levels."</i> • Add agenda time for state delegations to discuss issues at the CSTE Annual Conference (i.e., caucus time) before the business meeting. • Implement a process for State Epidemiologists to contact members of CSTE within their respective states (e.g., through list serves provided by the National Office). In addition, State Epidemiologists should be encouraged to more actively engage these members as part of their state delegation. • Support greater participation by local epidemiologists in the CSTE regional meetings by offering travel funds (as the CSTE budget allows). • Periodically reassess the possibility of changing the name of CSTE.	• Reception scheduled during the CSTE Annual Conference for Sunday, June 8 • A small group led by Rick Vogt and a NACCHO National Office Rep. put an agenda forward. Opening will be by CSTE Pres. Eddy Bresnitz. • To be addressed at above reception and a planning session at the Annual Conference. • CSTE membership information along with the new local connections reception was sent to the membership – February 2008. • Tribal Epidemiologists are explicitly identified as eligible for Active Membership in proposed Bylaws and identified on CSTE letterhead as part of organization. • A NACCHO National Office staff member is part of the group working on issues related to inclusion of local epidemiologists and is informing NACCHO leadership of same. ED level discussion also exchanged on subject with positive feedback. • The CSTE tag line was revised. Printed materials, including the CSTE letterhead, will now reflect the suggested tag line. • Meeting room arrangements were made available for state delegation caucus time and announced to the State Epidemiologists – March 2008. • New CSTE website announced to membership with on-line membership contact information – April 2008. • Funds applied for in new CDC Cooperative Agreement. • No new action taken beyond discussion at retreat.

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Management of Specialty Areas within CSTE: Action Items	Status
• Develop an organizational chart for CSTE that clarifies how the different entities fit within the organization (e.g., committees, consultants, workgroups, etc.) - o This should be completed before the next EC meeting in March. - o EC members who will work on this project include Eddy Bresnitz, Bob Harrison, Mel Kohn, Mike Landen, and Perry Smith. - o This group also will explore the possibility of developing a Cross-Cutting Workgroup as part of the CSTE organizational structure. - o The group also will review the existing bylaws and make recommendations for any necessary changes. • Educate members regarding the structure that the HIV Surveillance Coordinators group has put into place. - o Promote this structure as a model for other groups within the organization. - o Create leadership opportunities through this model. • Review and revise the current consultancy form. - o Make the form more user-friendly and relevant. - o Assure that the format reflects the new organization chart. - o This should be accomplished before that Annual Meeting. • Provide additional support from the National Office to: 1) keep the membership better informed (through emails and redesign of the Web site), 2) improve functioning of the various workgroups and committees, and 3) provide year-to-year continuity. • Develop draft working group rules similar to HIV/AIDS Surveillance Coordinators to share with the membership. • Review the dues structure and consider changing dues to compensate for additional demands on the National Office.	• New CSTE website announced to membership that includes member interest area sign-up and on-line management of the consultancy system – April 2008. • CSTE Executive Committee developed revised Bylaws clarifying the committee. Information was communicated to membership May 2008 and is slated for discussion at the Business Meeting. • The consultancy system is up for major change with the proposed Bylaws changes. Each member is informed and surveyed on background and interest in consultancy work when joining CSTE or during Membership renewal. • A new website has been launched and input sought from the various committees and subcommittees for content. This will continue into the new year. • TBD • Proposed dues increase was communicated to membership and is slated for discussion at the Business Meeting – May 2008.

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Composition and Functions of the EC: Action Items	Status
• The workgroup of EC members charged with developing an organizational chart (see issue above) also will develop a plan for assigning focus areas to the At-Large EC members. As noted earlier, this workgroup includes Eddy Bresnitz, Bob Harrison, Mel Kohn, Mike Landen, and Perry Smith. This will assure that specialty areas have EC representation. • Steps will be taken to assure that the local perspective is represented on the EC. - o Local epidemiologists should be recruited for the At-Large EC position to be voted on at the next Annual Conference. - o Local epidemiology should be a focus area that is assigned to one of the At-Large EC positions. - o The membership should be informed that, according to the current bylaws, local epidemiologists can currently run for positions on the EC.	• CSTE Executive Committee developed revised Bylaws clarifying the committee. Information was communicated to membership May 2008 and is slated for discussion at the Business Meeting. • A local epidemiologist is on the ballot for the open At-Large position slated for vote at the Business Meeting.
Next Steps	
• The CSTE National Office will review the Action Items identified for the various topic areas and will develop an overall plan for addressing them. • The workgroup of EC members assigned to address the organizational chart and the roles of the At-large EC members (see Action Items above) will address these issues before the next EC meeting in March. • A portion of the March EC meeting will be devoted to follow-up of the issues identified during the retreat. • A summary of the retreat will be presented to the membership during the next annual meeting; this will include any recommendations for changes to the CSTE bylaws. (The EC may decide to send an email summary of the retreat to the membership before the Annual Conference).	• Done • Done • The retreat action items were reviewed at the March EC meeting. Minutes for the meeting can be found at www.cste.org. • The full retreat summary was distributed to the membership and is available for review at www.cste.org. A summary of action items will be available for members attending the annual meeting.