

**ASTDN Mid-Year Meeting
Minutes: November 4, 2006**

Topic	Discussion	Action/Follow-Up
Attendance	See attached roster.	
Welcome and Introductions	<p>Karen O'Brien, ASTDN President, called the meeting to order. Karen welcomed all to the largest ever ASTDN mid-year meeting. Karen expressed her appreciation that many of ASTDN partners were able to attend tonight CDC, ACHNE and HRSA.</p> <p>Glynnis LaRosa, ASTDN representative from Massachusetts and ASTDN secretary, welcomed the group to Boston and explained the dinner arrangements. Karen thanked Glynnis for reserving Anthony's Pier 4 restaurant for the mid year meeting.</p>	
President's Report (Karen O'Brien)	<ul style="list-style-type: none"> • Karen's agenda includes building national partnerships and connecting ASTDN associate members and alumni. Karen stated that something is working as we have some of our partners here with us tonight ACHNE, CDC, HRSA. • CDC, ASTDN, ASTHO & NAACHO are working on the issue of nation-wide training needs for surge capacity with HRSA. • Nursing Alliance Summit: Shirley Orr will attend for ASTDN. • Karen thanked Joy Reed for her efforts leading the Steering Committee for our CDC grant. The Steering Committee met with the CDC Center Directors. ASTDN will have \$750,000 from CDC in grant funding. This type of expansion is a challenge for ASTDN, as up to now, we have been an all-volunteer organization. This CDC grant is an incredible opportunity for our organization. • Karen stated that ASTDN will be looking into liability insurance for the Board of Directors/Executive Committee. • National Council for State Board of Nursing: The CNS role at a Masters level has not been included at the advanced practice RN level. This is a regulatory issue and it is not over yet. ACHNE wants ASTDN to remain involved in this issue. • ASTHO Enumeration Workgroup: Teresa Garrett, UT; Michelle Cravetz, NY; Debbie Lee, WA; Ann Lee, So. Carolina; Barbara Hickok, NM, attended a meeting in October representing ASTDN. • Karen has two goals for the remainder of her term: 1.) continue to expand upon work done with partners; 2.) Establish an Executive Office for ASTDN and develop infrastructure. 	No action taken; informational only.

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Secretary's Report (Glynnis LaRosa)	Michelle Cravetz graciously agreed to take the minutes due to Glynnis LaRosa's arm injury but Glynnis will type up the minutes for the Executive Committee to review and forward them to Karen O'Brien to send out.	G. LaRosa to type up the minutes for approval and dissemination.
Treasurer's Report & Finance Committee Report (Karen O'Brien for Diana Pistole)	<p>Diana Pistole, ASTDN Treasurer was unable to attend the mid-year meeting so Karen O'Brien gave the Treasurer's report.</p> <ul style="list-style-type: none"> • The 2006 ASTDN annual meeting in Seattle all bills have been paid and ASTDN made a small profit. • Diana and Janet (our AA contractor) are working on updating our membership list. • Karen brought ASTDN member applications for anyone that would like to join tonight. • Members were reminded to make sure they keep their membership up to date. • The CDC Cooperative agreement has enabled us to pay for travel to represent ASTDN at national meetings. 	<p>1.) Members please update your membership if you have not done so.</p> <p>2.) New members are welcome. Please complete a membership application and send along the appropriate fee.</p>
CDC Cooperative Agreement Update (Joy Reed)	<p>Joy stated that Linda Olson Keller will report on most of the Year 1 activities shortly.</p> <ul style="list-style-type: none"> • Year 2 funding has been obtained we will use funding to try to create an ASTDN infrastructure. David Scharf was retained to interview other ASTHO affiliates to see what type of infrastructure they have in place. ASTDN (Karen O'Brien and Joy) just received David's final report on how ASTDN should set up an executive office. The Steering Committee will get together to discuss next steps. • As a result of the visit to CDC, ASTDN will receive another \$480,000 to work on a project in the southern states. This project will look at Public Health Nurses and epidemiologists working with hand-held devices. CDC is also funding an ORISE (Oak Ridge Institute for Science and Education - Dept. of Energy) project. A fellow will develop a strategy for how to link the broader nursing community to CDC goals through ASTDN. • Joy stated that this opportunity positions ASTDN to invite others to the table and potentially redefine the relationship between governmental PH Nursing and other groups. • Critical next steps are preparing for the external audit, getting ASTDN Board of Directors liability insurance and determining how to set up the infrastructure. • Teresa Garrett (UT) ASTDN voting member asked what decisions will the Executive Board make vs. what will come to the full ASTDN membership. 	

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<p>CDC Cooperative Agreement Update (Joy Reed)</p> <p><i>Continued</i></p>	<p>Karen O'Brien responded that this was a good question. This is both an opportunity and a challenge and this is a good time to give input. Karen stated that this is the perfect opportunity to advise your Executive Committee.</p> <ul style="list-style-type: none"> • Pat Drehobl (CDC) stated that ASTDN now has greater than \$500,000 as a result ASTDN will now be required to have an external audit. There are resources in CDC grant to pay for this. This \$750,000 may be just a start. Karen thanked Pat for her respect and support for ASTDN. • Joy named the members of the Steering Committee from ASTDN, CDC, ASTHO, NAACHO. • Teresa Garrett asked if other ASTHO groups that have offices in Washington DC feel they can better sense the pulse of current themes and if they can better respond. She is in favor of moving ahead, but suggested the membership be made aware of what is happening. Karen stated that the secretary prepares summaries each month of the Exec. Committee meeting calls and sends these to the regional reps who in turn should be sending this information to the ASTDN members in their region. Karen went on to state that Linda Olson Keller's first year CDC grant work is on the ASTDN website. Karen offered to send the consultant's work (David Scharf) out to all members. • Pam Kulbok (ACHNE) agreed that the information needs to get out to the Quad Council members, too, as this is an historic event for Public Health Nursing, first CDC grant. Karen responded that she is chairing the Quad Council and has been sharing this information with the Quad Council quarterly. • Joy indicated that we can send out summaries of the CDC Steering Committee meetings. • Ann Cary (MA assoc. member) suggested that they involve more members. Joy suggested that they have combined meeting of the Steering Committee and Exec. Committee in addressing issues involving money and contracts so regional reps will be involved. 	<ol style="list-style-type: none"> 1.) Karen O'Brien to share D. Scharf's report with all ASTDN members. 2.) Karen O'Brien will continue to share information with the Quad Council. 3.) Joy Reed to send out Steering Committee summaries to members. 4.) The Executive Committee will consider a combined meeting of Executive and Steering Committees.
<p>Additional Grant Funds/ Other Topics (Pat Drehobl, CDC)</p>	<ul style="list-style-type: none"> • Pat Drehobl (CDC) requested end of the year money from COTPER. The request was for \$240,000 and CDC gave ASTDN a grant for \$480,000! This money will go to purchase hand-held computers and a project coordinator. Not all money will go to ASTDN, but some money will be used to help build ASTDN infrastructure. When CDC has a year with dollars they have to get the money out. 	

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Pat Drehobl - continued	<ul style="list-style-type: none"> • A Webinar for ASTDN members only will be held soon to determine how we will educate communities on pandemic flu vs. regular occurrence of the flu. There will be a follow-up, Webinar for the broader nursing community. • Pat Drehobl (CDC) announced that ANA is holding a quadrennial conference on preparedness. CDC has agreed to co-sponsor this conference with the ANA. CDC is requiring that ANA work with ASTDN. • Derryl Block (ACHNE) is thrilled with this development and encourages ASTDN to look to ACHNE for educational issues. 	No action taken; informational only.
Public Health Nursing Section Activities/ Booth at APHA	<p>Glynnis reminded everyone about some of the exciting PHN events that will occur during the APHA conference.</p> <ul style="list-style-type: none"> • Quad Council meeting & reception and Silent auction • PHN student reception and PHN Town Hall meeting • PHN luncheon • PHN booth # 108 please stop by to visit • There will be 5 items for sale to raise funds for next year's conference in Washington D.C. <ul style="list-style-type: none"> PHN bumper stickers \$2.00 each PHN luggage tags \$3.00 each Boston photo note cards \$5.00/pkg PHN note cards \$6.00/pkg PHN lapel pins \$10.00 each 	Informational
ASTDN Contractor Report: Enhancing the Capacity of Public Health Nursing through Partnerships (Linda Olson Keller)	<p>See Linda's handout for detailed information. Information is also posted on the ASTDN website.</p> <ul style="list-style-type: none"> • Enhancing the Capacity of Public Health Nursing through Partnerships: ASTDN, CDC and Partners' Cooperative agreement covered October 2005 through mid-October 2006. Linda moved from the MN State Health Department to the University of MN to work on this project. • Linda is completing an Inventory of Evidence to establish the evidence-base for our practice. • We are looking for additional grant opportunities from Robert Wood Johnson Foundation. Most recruitment and retention and succession planning is done by the private sector. Linda found 7 sources perhaps she will post on the ASTDN website. • The Council of Linkages published <u>Strategies to Address Public Health Workforce Shortages</u>. • As a part of the grant activities, testimonials were solicited from states that had PHN Executives. The functions of a nurse executive still exist even when the position is abolished. They are asking states how the functions are performed. 	

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Contractor Report - <i>continued</i>	<ul style="list-style-type: none"> • Linda reported that the Steering Committee meeting in January 2007 will be a major strategic session. • Derryl Block (ACHNE) endorsement by other organizations working with legislators directly-which would put pressure on the state Health Commissioners. • Glynnis reported that in Massachusetts the PH nurse organizations' leaders met with the 4 MA nurse legislators to let them know about the role and value of PHNs. 	Informational
Program Planning 2007 ASTDN Annual Conference	<p>Shirley Orr and Glenda Kelly are the co-chairs.</p> <ul style="list-style-type: none"> • Shirley reported that the meeting in 2007 will be held in Kansas City, MO. The dates are May 30th through June 3. The hotel is the Hyatt Regency at Crown Center. It will be a joint meeting with ACHNE this year. The theme is "Promoting Partnerships to Enhance Public Health Nursing". The joint meeting dates are May 31st CEU Day and June 1 Partner Day. • Kay Bender is a confirmed speaker and Carol Romano has been invited to speak for CE Day. Some topics that are being considered are Public Health Infrastructure, Health Equity and Health Access. • Missouri is very involved in voluntary accreditation program. This may be used to present as a Best Practice. • There will be a Kansas City Tour that will show us the colorful history of Kansas City and we will enjoy dinner out. Options related to Jazz and BBQ are being researched for Saturday night. Updates on the 2007 conference will be posted on the ASTDN website. • ACHNE received 78 abstracts for the conference. 	Shirley and Glenda will post updates on the 2007 conference on the ASTDN website.
Field Test of the ANC Credentialing Exam	The ANA field test will be held during this APHA Boston Conference on Monday 11/6 from 8:30am through 2:30p.m. at Boston University School of Public Health at the Talbot Building on Albany Street. The Quad Council is encouraging people to participate in the field testing of the items.	Participants were encouraged to take the ANA field test on Monday 11/6 at BU SPH.
PH Preparedness (Glynnis LaRosa & Ann Cary)	Glynnis reported that she, Ann Cary (U Mass Amherst) and Sandra Schoenfisch (FLA ASTDN rep) are the three co-chairs for this committee. They have been transitioning leadership from Carole Jakeway (GA). Conference calls were set up between the new co-chairs and Carole.	Informational

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National Nurse: (Michelle Cravetz)	<p>Following the May ASTDN 2006 meeting with National Nurse movement representatives and subsequent discussion by the ASTDN membership, an ASTDN workgroup drafted a position paper. This position paper was sent to the ASTDN Executive Committee for review before posting on the ASTDN website. Since the posting, National Nurse representative Teri Mills has contacted ASTDN and requested time to discuss the program further with the ASTDN Exec. Committee. A conference call will be set up in the next several weeks with the ASTDN National Nurse workgroup and the ASTDN Executive Committee (November 27th).</p> <p>It was suggested that a cover letter be drafted to go with the position paper and sent to co-sponsors of the bill. It was also suggested that the other Quad Council members could also sign (ANA, ACHNE, APHA PHN section). This may become a Quad Council paper if endorsed 2:30p.m. on Monday, 11/6/06.</p>	<p>Michelle will draft a cover letter. She was asked to work with other Quad Council members, particularly ANA on a strategy for dissemination to recommend to the Executive Committee.</p> <p>The position paper will be sent to the other Quad Council members, to Representative Capp and the 40+ that signed on as sponsors to the National Nurse proposed bill.</p>
ASTHO Workforce Enumeration Workgroup (Teresa Garrett)	Teresa reported that the meeting was moderated by Dr. Kristine Gebbie. There were ASTHO and NAACHO representatives (5 nurses and 7 environmental specialists). The concerns of the two groups were surprisingly similar. The enumeration instrument will be tested as a pilot in the states that are represented on the committee.	More information to follow.
HRSA Workforce Survey (Linda Olson Keller)	Linda stated that they are seeking to influence the questions or tweak the PHN questions. Reminder: During the APHA conference this week (Tuesday morning) there will be a workforce panel.	More information to follow.
Other Business	Lillian Mood, RN, MPH, ASTDN alumni, wished to thank ASTDN for her award this past May 2006. She was unable to travel to Seattle to accept her award in person but she wanted everyone to know that the award meant a great deal to her! Congratulations, Lillian.	
Adjournment	Karen thanked all participants for attending.	

Respectfully submitted,
Michelle Cravetz, MS, RN-BC (NY) and Glynnis LaRosa, MPH, RN (MA)
11/28/06