

PRESENT: Karen O'Brien, Glynnis LaRosa, Joy Reed, Shirley Orr, Barbara Hickok

RESPECTFULLY SUBMITTED BY: Glynnis LaRosa, RN, MPH, Secretary ASTDN

1. TOPIC: President's Report (Karen O'Brien)

DISCUSSION:

- **ASTDN Business Management: Frazier Dworet's contract ends June 30, 2007. We would like to post the position for Business Manager soon. S. Orr stated that we should try to expedite the process as much as possible to try to avoid a lengthy review process. Joy stated that Emory has a group that will post positions but Carole has used them in the past and found she was overwhelmed with a large response. Joy reiterated that this position needs to be in Atlanta, GA. Shirley offered to check with some of the other associations e.g. TB Controllers Association and the Chronic Disease Directors Association. Another suggestion was to have the ASTHO liaison (Melissa) send this posting out on the ASTHO list serve. The interviews will be conducted by an interview team consisting of Joy Reed, Shirley Orr, Karen O'Brien. Glynnis volunteered to assist with the interviews. Applications will be sent to Joy Reed electronically so that they can be sent to the interview team for review. Karen stated that the goal is to select a Business Manager by the annual ASTDN meeting so that the person can start July 1st.**
- **Karen will schedule a Special Executive Committee meeting soon to discuss the business operations presentation to the ASTDN membership at the annual meeting in Kansas City, MO. Janet is collecting dates from ASTDN Exec. Com members for the call. Joy will send out the draft Business Manager's job posting to the Exec. Com. for review before the Special meeting call.**
- **ANA Policy conference: Karen reported that ASTDN is a co-sponsor; therefore, \$10,000 will be allocated from the educational account to go toward this conference June 20-22, 2007 in Atlanta, GA. ASTDN can send three members because we are a co-sponsor. Karen asked Glynnis to see if any members from the ASTDN PHP Committee would like to attend. Glynnis will check with the PHP Committee members and will let Karen know.**
- **ASTDN tabletop display: Karen reported that Janet, our Admin Asst, has ordered the ASTDN tabletop display. Karen stated that we will need a volunteer to create the display.**
- **American for Nurse Shortage Relief: Joy asked the Exec. Com. if ASTDN should be a sponsor of their Congressional reception for \$250. Shirley made a motion for ASTDN to be a sponsor this was seconded by Glynnis. All on the call were in favor.**
- **The ANSR reception will be May 2, 2007 in Washington, DC. Joy will follow with Joanne Wakeham (VA ASTDN rep) and if Joanne cannot attend then Joy will check with ANA rep Rita Gallagher and ACHNE**

rep Pam Kulbok to see if two of them could represent ASTDN at this meeting.

- ACTION:**
1. Karen to schedule a Special meeting of the Exec. Committee.
 2. Joy will send out the draft of the Business Manager's position job posting.
 3. Glynnis to check with the PHP Committee to see if anyone would like to attend the ANA June conference.

2. TOPIC: Secretary's Report (Glynnis LaRosa) Minutes 2/26/06

DISCUSSION: The minutes from the 2/26/07 meeting were approved with Joy's changes. Glynnis will do the regional rep summary.

ACTION: Meeting minutes from 2/26/07 were approved with changes.

3. TOPIC: Treasurer's Report & Finance Committee Report: (Diana Pistole)

DISCUSSION: Diana was not on the call today but she did email out her report prior to the meeting today.

ACTION: Diana will give her report next month.

4. TOPIC: Committee Reports (CDC Grant Steering) Joy Reed

DISCUSSION:

- There was a small group discussion with CDC regarding building the ASTDN infrastructure and spending some of the grant money. Funding will be allocated for some new positions in addition to the Business Manager.
 - "Special Projects Coordinator" a part time position that will be responsible for recruiting staff, coordinating progress reports, ensuring that reports go in on time, coordinate other contract staff. This person could work from their home.
 - "Communications Coordinator" part time position, hope to recruit an ASTDN alumni, will be responsible for posting information to the website and sending out info. on the ASTDN list serve, will take the minutes for the CDC Project Steering Committee.

Joy stated that the scope of work is being drafted and money will be set aside for this position. We plan to target our ASTDN alumni for these positions first.

- Joy reported that ASTDN has submitted proposals for year 3 money to ASTHO.
- The contract with the University of Minnesota: the University wanted a 31% indirect for the L. Olson Keller's contract, ASTDN was able to negotiate it down to a 10% indirect, the contract is now in process.
- Karen O'Brien announced that ASTHO is pleased with the ASTDN reporting for the second and third years and will give ASTDN some extra funding.

ACTION: Joy will continue to update the Exec. Committee.

6. TOPIC: Committee Report: (Program Planning 2007) Shirley Orr

DISCUSSION: Shirley reported that there will be a conf. call with our ACHNE partners on 3/27/07. Shirley is still trying to get the brochure up on the ASTDN website. At a minimum she will send out the link to the hotel. Shirley will let the Exec. Committee and the ASTDN members know if they need additional volunteers for the conference.

ACTION: Shirley will have the annual meeting brochure posted on the ASTDN website.

7. TOPIC: Committee Report: (Membership) Barbara Hickok

DISCUSSION: Barbara stated that they are three new members. Barbara will speak to regional reps to see if they still have states without voting members to ensure that we have all states have an ASTDN voting rep.

ACTION: Barbara will follow up with regional reps to see if they have a voting rep for each of their states.

9. TOPIC: Committee Report: (Awards) Barbara Hickok

DISCUSSION: Barbara reported that the members of the Awards Committee are Ann Lee, Louise Anderson, Glenda Kelly and herself. The committee will send out an email and the forms for nominations.

ACTION: Barbara will ensure that the email goes out with the information and forms for the Award nominations.

10. TOPIC: Committee Report: (By Laws & Policies and Procedures)

DISCUSSION: Karen O'Brien reported that there will be some changes this year as we are creating the new ASTDN infrastructure. These will need to be sent out to all ASTDN members 30 days before the annual meeting. Joy stated that the ballot for the new officers on the Exec. Com. also needs to be mailed out 30 days before the annual meeting she will send these out from her office.

ACTION:

1. Karen will ensure any ASTDN By Law or Policy and Procedure changes are sent out 30 days before the annual meeting.
2. Joy will mail out the ballots for the new officers 30 days prior to the annual meeting to all voting state ASTDN reps.

11. TOPIC: Committee Report: (Communications) Rhonda Richtsmeir

DISCUSSION: Rhonda was unable to be on the call today due to another meeting conflict.

ACTION: Rhonda to report next month.

12. TOPIC: Committee Report: (Mentoring) Glynnis LaRosa

DISCUSSION: Glynnis reported that Scott Campbell our UMA student liaison has left UMA and no Tim Owens is the new contact for Glynnis and the mentors. The mentors decided to would work on an Emergency Preparedness project with their students. UMA hopes to once again offer a Mentor dinner meeting during the annual ASTDN conference in June 2007 to thank the mentors for their work this year. The next Mentor call is scheduled for April 23rd from 3:00-3:45 EST.

ACTION: Informational

13. TOPIC: Committee Report: (PH Preparedness) Glynnis LaRosa

DISCUSSION:

- The PHP Committee had a conf call meeting on Feb 28th. In addition the subcommittee has been meeting via conf. call to revise the ASTDN "Role of the PHN in an Emergency" position paper. This draft revised position paper will be presented to the ASTDN members at the annual conference. The committee is working on the facilitated session during the EP session.
- Two ASTDN members (Joy Reed and Shirley Orr) attended the PHP NACCHO conference in February 2007 paid for by ASTDN.

ACTION: Informational

14. TOPIC: Environmental Health (Tom Engle)

DISCUSSION: Tom Engle was unable to be on the call today.

ACTION: Tom will update the Exec. Committee next month.

15. TOPIC: National Nurse (Shirley Orr)

DISCUSSION: Shirley reported that Michelle Cravetz sent S. Orr information from several meetings that were held. Representative Lois Capps and Carol Romano, RN had a meeting to discuss National Nurse initiative. Michelle and other PH nurses had a chance to meet with Rep Capps. Michelle is preparing a summary on the National Nurse for posting on the website. Michelle and the ASTDN National Nurse workgroup will give an update at the annual meeting in Kansas City, MO.

ACTION: Informational

ASTDN Executive Committee Meeting Minutes March 26, 2007

**UPCOMING ASTDN MONTHLY Exec. Committee Conf. Call:
Fourth Monday of the month: April 23 from 4-5pm EST**