

Membership Webinar: CSTE Program & Policy Committee Update

Tuesday, October 18, 2022
4:00–5:00 pm EDT



Council of State and Territorial Epidemiologists

Webinar Housekeeping



General Housekeeping



- Thank you for joining today's webinar update on CSTE's Program & Policy Committee.
- The webinar is being recorded and the recording will be made available in CSTE's webinar library at www.cste.org shortly.
- Webinar participants have been muted upon entry.
- Please use the "Raise Hand" feature to ask a live question or submit your written questions via the "Q&A" box. Relevant questions will be answered in the order of receipt via live or written responses.
- Please be sure questions or comments are constructive, respectful.

Agenda



Agenda



- Welcome and Introductory Remarks, Sherri Davidson, CSTE Executive Board Member and Chair of the Program and Policy Committee
- CSTE Program and Policy (P&P) Committee Update, Marci Layton, CSTE Chief Medical Officer and Dhara Shah, CSTE Senior Director of Programs
 - Refresher on CSTE Governance and Bylaws Updates
 - Establishment of the P&P Committee
 - Approval of Revised Steering Committee Structure
 - Future Phased Expansion of P&P Committee
 - Implementation Timeline
 - Review Frequently Asked Questions
- Q & A and Discussion, Moderated by Katie Brown, CSTE Executive Board Member and Chair of the Infectious Disease Steering Committee

Background on Recent Bylaws Revisions



CSTE Bylaws Revisions



- In 2018-2019, a formal review of CSTE bylaws was initiated in response to CSTE stakeholders, growth of CSTE, and to ensure organizational effectiveness (alignment with CSTE Strategic Plan)
- CSTE partnered with The Georgia Center for Nonprofits (GCN) and the process included:
 - Review of existing documentation
 - Stakeholder interviews
 - Regular discussions with the CSTE Executive Board
 - Proposed revisions to the CSTE Bylaws
 - Additional attorney review

Findings from GCN



- Steering Committee activities were **misaligned** with funding and workloads.
- Stipulation of SMEs in board composition was **restricting** the nominating process.
- Executive Board **meetings focused on program activities and issues over governance and strategy.**
- The Bylaws were **approved by the Council** in June 2021 and are currently being implemented.

Implementation of Changes (1)



The 2022-2023 Executive Board includes 11 members



Increased Size of Executive Board

The size of the Executive Board (EB) has changed from ten (10) members to **up to thirteen (13)** active members, including up to nine (9) remaining EB members who will no longer represent topic-specific Steering Committees.



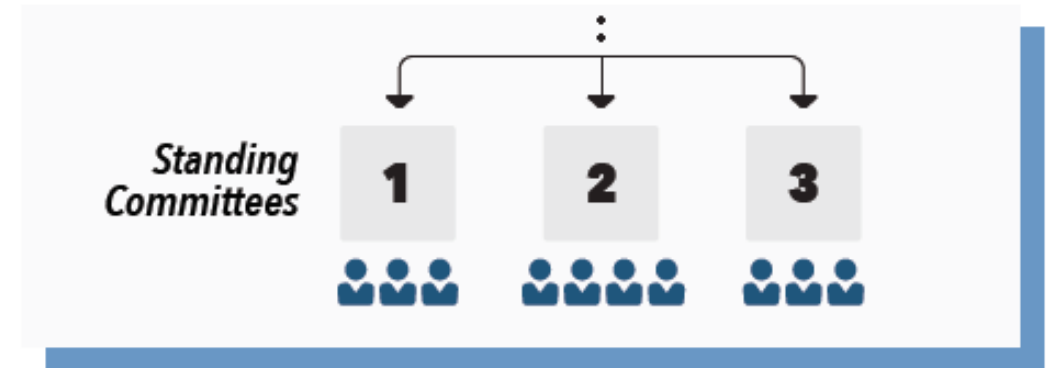
Implementation of Changes (2)



New Standing Committee Structure

The new bylaws add **three new standing committees** of the Executive Board:

- 1. Program and Policy:** Oversees and coordinates the various programs and policy development of CSTE, including policy and position statements, and will comprise EB members, Steering Committee Chairs, and CSTE Active Members.
- 2. Governance and Nominating:** Ensures compliance with CSTE's Articles of Incorporation and CSTE Bylaws. Also recruits and presents candidates for election or replacement to the EB and will comprise EB members.
- 3. Finance and Audit:** Oversees the financial activities of CSTE, including engaging an independent certified public firm and to ensure that internal controls are in place to protect assets. The Chair shall be the Secretary-Treasurer and the committee will comprise EB members.



Implementation of Changes (3)



Ad Hoc Committees

Ad Hoc Committees, which now include Steering Committees, may be established or abolished by the EB from time to time to conduct the work of CSTE.

Program & Policy



Ad Hoc Committees



Program and Policy Committee Update



Establishment of P&P Committee



- In spring 2022, CSTE convened a small P&P workgroup, comprised of CSTE Executive Board members and CSTE staff to outline operational guidance for the P&P Committee
- In August 2022, the P&P Committee held its inaugural monthly meeting
- In September 2022, the CSTE Executive Board approved a revised interim Steering Committee structure proposed by the P&P Committee

Changes to Steering Committee Structure



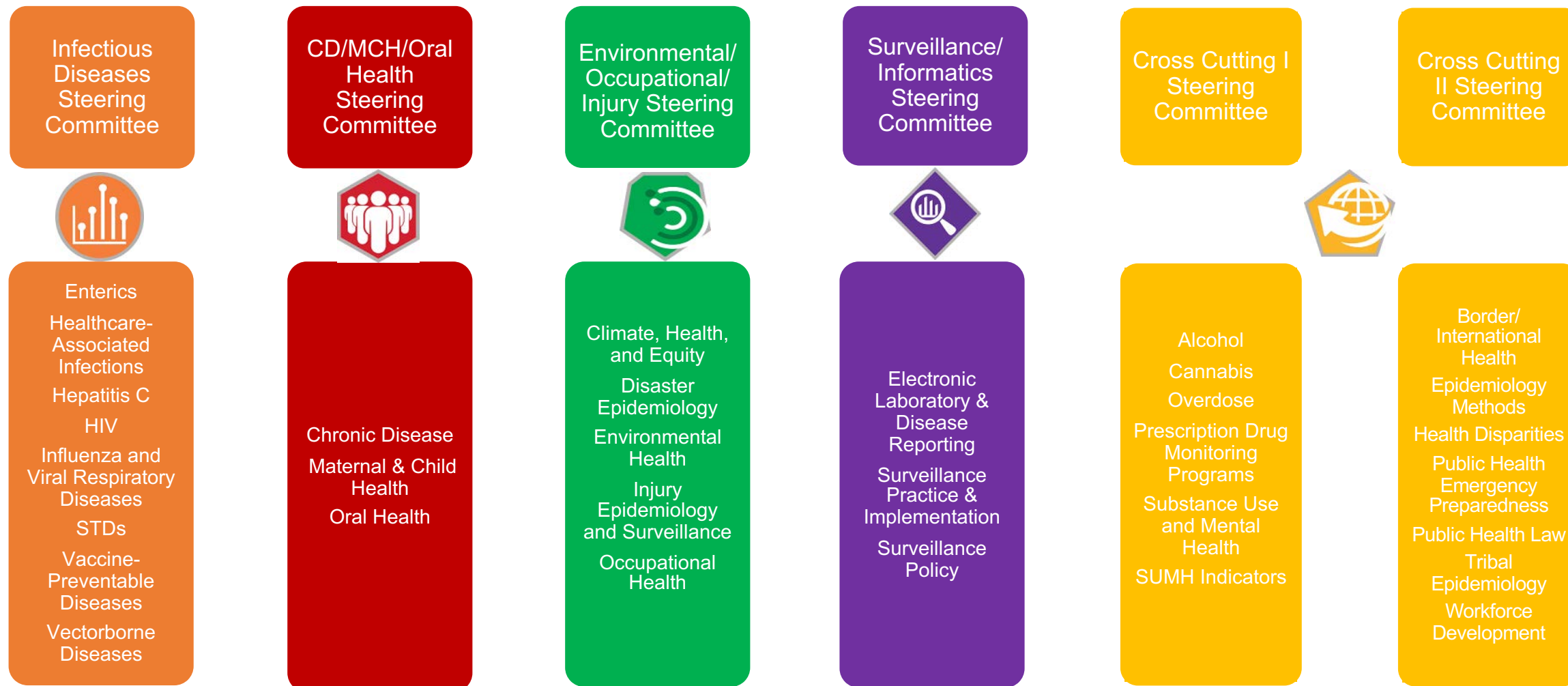
- Addition of Vice Chair position for all Steering Committees
- No structural changes to:
 - Infectious Disease Steering Committee
 - Surveillance & Informatics Steering Committee
- Revised structure for:
 - Chronic Disease & Maternal and Child Health
 - Sunset Oral Health Subcommittee due to inactivity
 - Environmental Health & Occupational Health
 - Align injury surveillance with substance use & mental health
 - Injury, Substance Use & Mental Health
 - Re-branded Cross-Cutting I to reflect topical areas + addition of injury surveillance
 - Workforce Development
 - Newly elevated Steering Committee

Future Considerations for Phased Expansion of P&P Committee



- The following Subcommittees are not yet assigned to a Steering Committee and can elevate issues directly to the Program and Policy Committee
 - Border/International Health
 - Health Equity
 - Public Health Emergency Preparedness
 - Public Health Law
 - Tribal Epidemiology
- The Executive Board and P&P Committee will consider how best to organize these critical topic areas into the Steering Committee structure in 2023 once the P&P is fully operational

Previous Steering Committee Structure



Revised Steering Committee Structure



New Leadership Opportunities



- CSTE will release a membership announcement in late October for recruitment of the following vacancies:
 - Vice Chair
 - Infectious Disease Steering Committee
 - Surveillance & Informatics Steering Committee
 - Environmental Health & Occupational Health Steering Committee
 - Chair and Vice Chair
 - Chronic Disease & Maternal and Child Health Steering Committee
 - Substance Use, Injury & Mental Health Steering Committee
 - Workforce Development Steering Committee

Implementation Timeline (subject to change)



- Spring – Fall 2022 (ongoing): Recurring P&P workgroup meetings
- August 2022: First official meeting of the P&P Committee
- September 14, 2022: CSTE Executive Board approval of revised Steering Committee structure
- October 2022: Membership Briefings & web resources
 - October 14 at 3:00pm ET: Update for CSTE Sub-Committee Leaders
 - October 18 at 4:00pm ET: Update for CSTE Members
 - Late October: Launch of P&P Committee webpage on CSTE website
- Late October through November 2022: Recruitment for Steering Committee leadership vacancies
- December 14, 2022: Seek CSTE Executive Board approval of new Steering Committee Chairs
- January 2023: Orientation of new Steering Committee Chairs and Vice Chairs
- Winter - Spring 2023: P&P Committee is fully operational; considers future expansion proposals

Frequently Asked Questions



- Who sits on the P&P Committee?
 - *The P&P Committee includes 3-5 Executive Board members, all Steering Committee Chairs and Vice Chairs, Ad Hoc Committee Chairs, and other selected active members, as needed to fulfill the charge of the P&P Committee.*
 - *The Committee is chaired by an Executive Board member, appointed by the President and approved by a simple majority vote of the Executive Board.*
 - *Active members may be added to the P&P Committee by a motion from members of the P&P Committee, subject to simple majority approval by the P&P Committee.*

- Who are the voting members of the P&P Committee?
 - *The voting members of the P&P Committee include Executive Board members serving on the P&P Committee, Steering Committee Chairs, and Ad Hoc Committee Chairs.*
 - *Steering Committee Vice Chairs are not voting members unless their Committee Chair is not present for P&P Committee meetings or able to participate in P&P Committee business.*
 - *Subcommittee Chairs and other active members participating in P&P Committee are not voting members.*

- Can the P&P Committee add or remove Steering Committees?
 - *Per CSTE Bylaws, the P&P Committee considers and proposes new Steering Committees to the CSTE Executive Board.*
 - *The CSTE Executive Board must vote to approve the formation and dissolution of Steering Committees by simple majority.*
 - *There is no limit on the number of Steering Committees that may be established; however, the P&P Committee and Executive Board will consider CSTE National Office staffing and available funding to support new Steering Committees prior to proposing and/or approving the formation of new Steering Committees.*

- Can the P&P Committee add or remove Subcommittees?
 - *Steering Committee Chairs propose the formation and dissolution of Subcommittees within their program area(s) to the P&P Committee.*
 - *The P&P Committee must vote to approve the formation and dissolution of Subcommittees by simple majority.*
 - *The P&P Committee will consider CSTE National Office staffing and available funding to support new Subcommittees prior to approving the formation of new Subcommittees.*

- Can the P&P Committee add or remove Ad Hoc Committees?
 - *Per CSTE Bylaws, the P&P Committee considers and proposes new Ad Hoc Committees to address special programmatic and/or policy needs or priorities that cannot be addressed by an established Steering Committee.*
 - *The CSTE Executive Board must vote to approve the formation and dissolution of Ad Hoc Committees by simple majority.*
 - *There is no limit on the number of Ad Hoc Committees that may be established; however, the P&P Committee and Executive Board will consider CSTE National Office staffing and available funding to support new Ad Hoc Committees prior to proposing and/or approving the formation of new Ad Hoc Committees.*
 - *There are no Ad Hoc Committees of the P&P Committee, as of October 2022.*

- I want to participate in the P&P Committee. How can I get involved?
 - *Meetings of the P&P Committee are limited to committee members only and invited guests.*
 - *Please raise any discussion topics or emerging issues with the relevant Sub-Committee and/or Steering Committee leadership directly.*
 - *You may also contact the P&P Committee at programandpolicy@cste.org*

- What other leadership opportunities exist besides Steering Committee Chairs and Vice Chairs?
 - *Member leadership opportunities across Steering Committees include Subcommittee Chairs and Co-chairs, Workgroup Chairs and Co-Chairs, Liaisons/CSTE representatives, and specific project leadership.*
 - *Active CSTE Members interested in leadership opportunities should reach out to CSTE staff leads and/or current Steering Committee Chairs and Vice Chairs in their topic area of interest to learn more about available opportunities.*

- How does the P&P Committee solicit or recruit new leadership?
 - *The P&P Committee seeks member interest in leadership opportunities on a biannual basis through a standardized leadership interest form shared with all current CSTE members.*
 - *If a leadership opportunity arises outside of the biannual cycle, the P&P Committee may recruit via an ad-hoc solicitation request or may recruit from previous interest form responses.*
 - *The P&P Committee selects and votes on top qualified candidates for open leadership opportunities; however, all Committee Chair and Vice Chair recommendations must be approved by the CSTE Executive Board.*

- What is the difference between a Steering Committee Chair and Vice Chair?
 - *Steering Committee Chairs and Vice Chairs represent specific, applied public health epidemiology focus areas AND must be Active CSTE Members working at a state, territorial, local or tribal (STLT) health agency with up-to-date member dues.*
 - *Steering Committee Chairs are voting members of the P&P Committee.*
 - *Vice Chairs are not voting members, unless their Committee Chair is not present for P&P Committee meetings or able to participate in P&P Committee business.*
 - *Chairs and Vice Chairs may choose to share certain responsibilities, as needed and mutually agreed upon.*

P&P Committee Leadership Positions



Leadership Position	P&P Committee Voting Member	Selection
P&P Committee Chair	Yes	Approved by the Executive Board
Steering Committee Chair	Yes	Appointed by the P&P Committee, approved by the Executive Board
Steering Committee Vice Chair	No (unless Steering Committee Chair is absent)	Appointed by the P&P Committee, approved by the Executive Board
Subcommittee Chair/Co-Chair	No	Approved by the Steering or Ad Hoc Committee Chair (selection shared with P&P Committee for awareness)
Ad Hoc Committee Chair	Yes	Appointed by the P&P Committee, approved by the Executive Board

Q&A and Discussion





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