

**NATIONAL CONVERSATION ON PUBLIC HEALTH AND CHEMICAL EXPOSURES
MONITORING WORK GROUP**

**Meeting No. 3 Summary
Teleconference
January 22, 2010**

Meeting Objectives:

- Provide an update on *National Conversation on Public Health and Chemical Exposures (National Conversation)* activities and process timeline
- Hear an update on the work of the *National Conversation on Public Health and Chemical Exposures* Monitoring Work Group (Monitoring Work Group) subgroups, provide input, and discuss milestones for the future
- Review progress on data set inventory
- Agree on next steps

Upcoming Meeting/Call	When and Where	Suggested Agenda Items
Third Monitoring Work Group Meeting	Tuesday, February 16, 2010 1:00 p.m.–3:00 p.m. Eastern time	<ul style="list-style-type: none"> • Subgroup progress • Data set inventory

I. Action Items

<i>National Conversation</i> Update	Who	Completed by
1. Share the link to the project management site webinar archive	National Center for Environmental Health/Agency for Toxic Substances and Disease Registry (NCEH/ATSDR) staff	February 5, 2010
2. Provide a work group report template to the Monitoring Work Group members	Kathy Grant, RESOLVE	February 5, 2010
3. Follow up with the members regarding the status of the Federal Advisory Committee Act (FACA)	Jenny Van Skiver, NCEH/ATSDR	February 16, 2010
4. Follow up with members regarding the clearance process for work group reports	Jenny Van Skiver, NCEH/ATSDR	February 16, 2010

5. Follow up with members regarding the inclusion of minority reports in the <i>National Conversation on Public Health and Chemical Exposures</i> Leadership Council (Leadership Council)'s final action agenda	Jenny Van Skiver, NCEH/ATSDR	February 16, 2010
Next Steps and Assignments	Who	Completed by
6. Distribute the most recent version of the database catalog	John Balbus, Monitoring Work Group Chair	February 5, 2010
7. E-mail additions and edits to the database catalog to Jenny Van Skiver at jvanskiver@cdc.gov	All members	Ongoing
Next Steps and Assignments	Who	Completed by
8. Schedule next subgroup calls	Dan Goldstein, Monitoring Work Group Chemical Use and Release Subgroup Megan Latshaw, Monitoring Work Group Exposure Levels/Biomonitoring Subgroup Jennifer Parker, Monitoring Work Group Health Outcomes Subgroup	February 16, 2010

II. Call Summary

Welcome, Introductions, Agenda Review, Charge

John Balbus, Monitoring Work Group chair, confirmed that the work group had finalized its charge. The additions made in response to the December 11, 2009, Leadership Council meeting include adding tribal governments in the charge's listing of relevant government agencies and adding food as an environmental medium.

National Conversation Update

Change in NCEH/ATSDR Leadership

Jenny Van Skiver, NCEH/ATSDR staff member, noted that Dr. Howard Frumkin has accepted a new position with the Centers for Disease Control and Prevention (CDC) and is no longer serving as director of NCEH/ATSDR or as co-chair of the Leadership Council. Dr. Henry Falk is serving as acting director of NCEH/ATSDR and has committed his continued support for the *National Conversation*. RESOLVE is seeking a replacement for Dr. Frumkin to co-chair of the project's Leadership Council.

Leadership Council Meeting

Dr. Balbus provided highlights on the following key issues from the December 11 Leadership Council meeting:

- Consensus and minority reports—the Leadership Council discussed whether its final action agenda should contain minority reports. No decision was made.
- Federal Advisory Committee Act (FACA)—the *National Conversation* is not a federal advisory committee. CDC is seeking an official non-FACA determination memo from its Office of General Counsel and will follow up with project participants once it receives an official determination.
- Input from Web dialogues and the *National Conversation on Public Health and Chemical Exposures Community Conversation Toolkit* meetings—the Leadership Council discussed the intended uses of public input via Web dialogues and *Community Conversation Toolkit* meetings. The council acknowledged the need to clarify the purposes of these public engagement mechanisms and expectations for work groups and the Leadership Council as recipients of this input.
- Project timeline—a review of the timeline led to suggestions that either deadlines for reports from *National Conversation* work groups be extended to allow enough time for work groups to incorporate public input into their reports or that the Leadership Council, instead of the work groups, consider the input from public engagement activities. The work group report timeline was adjusted following the Leadership Council meeting. Draft work group reports will be due by August 2010, and final work group reports will be due by October 2010.
- Work group charges—the Leadership Council reviewed each work group's draft charge and provided comments. Minor changes were proposed to the Monitoring Work Group's charge (see the "Welcome, Introductions, Agenda Review, Charge" section above).
- Docket—A Leadership Council member suggested that a project docket be put in place to store all meeting documents. NCEH/ATSDR and RESOLVE will look into this process and determine how this request can best be met.

Members raised the following questions and comments following Dr. Balbus' discussion of the December 11 Leadership Council meeting:

- Several members expressed concern about the clearance process for *National Conversation* work group reports. The document review and clearance process for work group reports is to be determined. NCEH/ATSDR will provide further guidance as information becomes available.
- Members asked for clarity on whether they are considered as individuals or as representatives of their respective organizations when contributing to the Monitoring Work Group's reports.
- A member asked about the target audience for the final action agenda. Balbus responded that target audiences include anyone who may implement recommendations, such as government officials at various levels, nonprofit organizations, industry, and others.

Project Management Site

Ms. Van Skiver reminded members that NCEH/ATSDR has established a collaborative Web site to assist in project management. As announced by e-mail, *National Conversation* participants are encouraged to attend one of two possible webinars on how to use this site. One webinar will be archived and available for later viewing.

Timeline: Process Map

Kathy Grant, RESOLVE, provided highlights from the *National Conversation* process map. In addition to adjusting the work group deliverable deadlines mentioned above, the process map describes how the pieces of the project fit together.

Ms. Grant reviewed activities taking place in April 2010, including an Association of State and Territorial Health Officials needs assessment and forum, the National Association of County and City Health Officials forums, and the first *National Conversation* Web dialogue. Proceedings from each event will be shared with members at their next in-person meeting in late April or early May 2010. At the end of the next in-person meeting, the work group will have its initially draft report.

In the discussion that followed, members made the following points:

- It could be challenging for work groups to incorporate input from other mechanisms into their reports. Several members suggested that the Leadership Council, not work groups, be responsible for considering public input. Dr. Balbus suggested that the work group might include public input as an appendix to its report. Grant noted that the way in which work groups choose to incorporate public input may differ depending on both the timing and form of the input. For example, the input could prove beneficial if it supports a work group's recommendations or identifies something important that the group may not have considered.
- The information from the public engagement mechanisms will be summarized before the work groups or Leadership Council receives it.

Work Group Report Template

Ms. Van Skiver informed members that NCEH/ATSDR and RESOLVE are developing a template to guide each of the work groups as it begins working on its report. Monitoring Work Group members will receive the template within about two weeks. It includes an introduction and sections on the current status of the issues, the work group's vision for a successful system, actionable recommendations, and a conclusion.

Work Group Update and Subgroup Discussion

Data Set Inventory

Ms. Van Skiver is maintaining a data set inventory. Dr. Balbus will send the inventory to members. Members should populate the inventory and send it to Ms. Van Skiver (jvanskiver@cdc.gov).

A member asked how broad the health database listings should be. Dr. Balbus said as many health databases as possible should be added now, although the work group may decide to limit the listing.

Chemical Use and Release Subgroup

Chemical Use and Release Subgroup Chair Dan Goldstein said a series of phone calls had been scheduled for later this month and into February to obtain subgroup members' input. Goldstein encouraged members to e-mail or call him if they are unable to participate in the calls but would like to share their thoughts. The subgroup's next steps are to review the summary from its last meeting, circulate relevant notes to the group, and begin to compile ideas.

Health Outcomes Subgroup

Health Outcomes Subgroup Chair Jennifer Parker reported that this subgroup met Monday, January 18, 2010. Members reviewed the November 2009 meeting summary and built on ideas from that meeting. Ms. Parker has typed up the subgroup's notes and shared them with members for feedback. The subgroup is awaiting more guidance on the report.

Exposure Levels/Biomonitoring Subgroup

John Osterloh, NCEH, reported on behalf of Exposure Levels/Biomonitoring Subgroup Chair Megan Latshaw. This subgroup has had two conference calls and a round of e-mails to revise its listing of major successes, unmet needs, and proposed solutions in exposure levels/biomonitoring. Subgroup members have categorized their content into eight major successes, nine unmet needs, and five proposed solutions. The five subgroup members will assign topics and begin expanding the text under each bullet point.

Next Steps

The next full Monitoring Work Group call will be held on Tuesday, February 16, 2010, from 1:00 p.m.–3:00 p.m. Eastern time.

Due to the amount of information to share and work to complete, the next in-person meeting will be a 1.5- or 2-day meeting. The work group agreed to meet in Washington, DC. Specific meeting dates, times, location, and other information will be provided as it becomes available.

III. Participation

Members Present

Henry Anderson, Wisconsin Division of Public Health
Herb Buxton, U.S. Geological Survey
Alison Edwards, U.S. Food and Drug Administration, Center for Food Safety and Applied Nutrition
Jay Feldman, Beyond Pesticides
Roy Fortmann, U.S. Environmental Protection Agency
Daniel Goldstein, Monsanto
Nancy John, Cherokee Nation
Charlotte L. Keys, Jesus People Against Pollution
Dean Lillquist, Occupational Safety and Health Administration
David Marker, Westat
John Osterloh, Centers for Disease Control and Prevention, National Center for Environmental Health
Jennifer Parker, Centers for Disease Control and Prevention, National Center for Health Statistics
Ruthann Rudel, Silent Spring Institute
Richard Van Frank, Improving Kids' Environment
Alan Woolf, Children's Hospital, Boston
Rosemary Zaleski, ExxonMobil Biomedical Sciences, Inc.

Leadership and Staff Present

John Balbus, National Institute of Environmental Health Sciences; Monitoring Work Group *chair*
Kathy Grant, RESOLVE *facilitator*
Jenny Van Skiver, NCEH/ATSDR *staff*