

**NATIONAL CONVERSATION ON PUBLIC HEALTH AND CHEMICAL EXPOSURES
EDUCATION AND COMMUNICATION WORK GROUP**

**Meeting No. 4 Summary
Teleconference
February 23, 2010**

Call Objectives:

- Reach a shared understanding of the direction of the *National Conversation on Public Health and Chemical Exposures (National Conversation)* Education and Communication Work Group and subgroups, drawing on the work group report template
- Learn about the National Center for Environmental Health (NCEH)/Agency for Toxic Substances and Disease Registry (ATSDR)'s role in assisting with the reports
- Receive updates from the Public subgroup and Health Professionals subgroup
- Identify the path moving forward for the subgroups, drawing on the work group report template
- Learn about use of the shared Web space
- Decide on next steps and assignments

Upcoming Call	When and Where	Suggested Agenda Items
Education and Communication Work Group Teleconference (Meeting No. 5)	March 22, 2010 1:00 p.m.–3:00 p.m., Eastern time Teleconference	<ul style="list-style-type: none"> ○ Subgroup progress ○ April meeting

I. Action Items

Subgroup Tasks	Who	Completed by
1. Complete information gathering and initial task group work products, focusing on how they will feed into developing the full work group report	All members	March 18, 2010

Leadership Team Tasks	Who	Completed by
2. Post subgroup tasks and questions document to project management Web site	Jenny Van Skiver, NCEH/ATSDR	March 5, 2010 (completed)
3. Determine whether the work group will add a member from industry	Leadership team	On next call (completed)

II. Call Summary**Welcome, Introductions, and Agenda Review**

Education and Communication work group chair Kathleen Rest welcomed members to the teleconference. Dana Goodson, RESOLVE, took roll and reviewed the agenda.

Overview of Work Group's Direction

Work Group Template, Work to Date, and Moving Forward

Dr. Rest opened the meeting by clarifying the work group's status and goals. She reminded members that the work group's end product is a single integrated report of approximately 25–30 pages. Each of the six *National Conversation* work groups will use the [report template](#) provided, which includes an introduction, discussion on the current status of work group issues, the group's vision of success, no more than 12 action recommendations, a conclusion, a bibliography, and appendices. The template also describes characteristics of high-priority recommendations for including in work group reports.

Dr. Rest thanked members for their hard work and noted that task group products are important to preparing the work group report. She said the group now should assess the information it has currently and identify any information that it still needs to develop this report.

Ms. Goodson opened the floor for questions, and Dr. Rest clarified the following points:

- Several of the work group's task groups are still gathering information. Task groups should identify their remaining information needs and fill critical information gaps quickly and strategically.
- Task group work products may be included as appendices to the work group report. Dr. Rest advised that the full work group should complete its report and then review each task group work product to decide whether to include it as an appendix. Dr. Rest reminded members that each full work group report would become an appendix to the *National Conversation on Public Health and Chemical Exposures* Leadership Council's final action agenda. The Leadership Council will use the work group reports when shaping its recommendations in the final action agenda.
- The Leadership Council [membership](#) includes representatives from government, nongovernmental organizations, industry, and professional organizations, including the chairs of each *National Conversation* work group.
- The Education and Communication work group currently does not have any members with industry affiliations. Dr. Rest recounted early (and unsuccessful) efforts to identify a member from industry for the Education and Communication Work Group. The group discussed the pros and cons of adding an industry member at this stage of the group's process. On its next teleconference, the work group leadership will consider whether any action should be taken to recruit an industry representative.

NCEH/ATSDR's Role in the Work Group's Report

Jenny Van Skiver, NCEH/ATSDR staff member, will serve as the primary point of contact for the work group report. Ms. Van Skiver will coordinate, compile, and assist with editing the report. Members will use the report template to draft sections of the report and send them to Ms. Van Skiver for the full report. As the group begins this task, NCEH/ATSDR will continue to provide guidance and adjust procedures as needed as the process evolves.

Update from the Health Professionals Subgroup

Bob Washam, Health Professionals subgroup chair, updated the work group on tasks that the subgroup has completed and where those documents might fit into the work group report template.

The subgroup is using the National Environmental Education Foundation's (NEEF) Health Care Provider Initiative as a starting point for its report. Subgroup members noted that they might

need to gather more detailed information on the strengths and weaknesses of existing initiatives and resources for health professionals and that they may reference additional models.

Dr. Rest suggested that the subgroup consider

- the Pediatric Environmental Health Specialty Unit system as a successful model,
- the effectiveness of existing efforts, and
- barriers to implementing existing recommendations (e.g., Institute of Medicine and NEEF recommendations).

Subgroup members noted that they welcome any input from any work group members.

Update from the Public Subgroup

Subgroup chair Diana Degen reviewed the subgroup's work to date and how it might fit into the report.

Task Group Work Products

Several members requested clarity on the use of task group initial work products. Members expressed interest in including these in the work group report, making any task group research findings publicly available, and maintaining resource inventories or bibliographies as working documents following the project's completion. A member said that access and transparency of the report generation process and source materials are critical. Dr. Rest confirmed that these are issues of interest to the Leadership Council.

Dr. Rest reiterated that the work of task groups will be essential in drafting the work group report and that the work group will need to review each of the work products once completed and to decide about including them as appendices to the work group report.

Discussion: Planning for the Overall Work Group Report

A member suggested that the work group will need to begin to work more collaboratively and that it may need liaisons to understand what both subgroups are doing. Ms. Van Skiver noted that members can share documents on the project management Web site's *Education and Communication Work Group Documents page*.

A member requested a reminder about the goals of each subgroup. Ms. Van Skiver agreed to post the subgroup tasks and questions document from the work group's January teleconference on the project management Web site.

Dr. Rest urged members to refer to the work group [charge](#) and to make sure their efforts address each of the bullet points. In the interest of time, the work group leadership team agreed to take up this conversation at its next teleconference and offer direction to the subgroups on the next steps for their work products.

Update on Shared Web Space

Ms. Van Skiver noted that all members were given access to the *National Conversation project management Web site* on Thursday, February 11, 2010. As described in an e-mail that was sent on the same date, first-time users need to request a password to access the site; they can do so [here](#).

Among the Web site's many functions, the two most important are the work group [calendar](#) page and the [documents](#) page. These pages are designed to simplify conference call

scheduling and management and document collaboration and sharing, respectively. Subgroup chairs and task group leads are able to post call information on the shared calendar, and all work group members are able to add and edit documents posted on the *Education and Communication Work Group Documents* page. Collaborative documents are managed from the [Public Subgroup Documents](#), [Health Professionals Subgroup Documents](#), and *Education and Communication Work Group Report* sections. Posting subgroup materials on these pages can prevent inbox overload, and users can use [notifications](#) to alert other members of their additions and edits. Note that documents need to be checked in to be edited.

A user manual is available [here](#). It provides instructions on each function of the site and links to several how-to videos.

Next Steps and Assignments

Industry Membership

The work group leadership will consider this issue and whether any action should be taken to recruit additional members from industry.

Note: The leadership team has decided that the work group is too far along in the process to add an industry representative now. They suggest that our work group report clearly acknowledge that industry communicates substantially on chemical exposures but that our work group does not have the time, resources, or capacity to examine industry's efforts, initiatives, or role in this area. This statement does not preclude our group recommending that assessing industry's role would be a useful follow-up activity.

Next Steps

Subgroups should finish their current tasks and begin filling in Sections II and III of the work group template at the next work group teleconference, which is scheduled for Monday, March 22, 1:00 p.m.–3:00 p.m. Eastern time.

Dr. Rest thanked everyone for their participation and efforts and asked members to let her know if she can provide additional guidance.

III. Participation

Members Present:

- Sophie Balk, Children's Hospital at Montefiore, Albert Einstein College of Medicine
- Alan Bookman, New Jersey Department of Environmental Protection
- Julia Brody, Silent Spring Institute
- Alison Cohen, Brown University
- Diana Degen, The Cadmus Group, Inc.
- Peter Dooley, Laborsafe
- Elizabeth Grossman, freelance journalist
- Marc Kusnitz, U.S. Food and Drug Administration
- Yanna Lambrinidou, Parents for Nontoxic Alternatives
- Mary Lamielle, National Center for Environmental Health Strategies
- Amy Liebman, Migrant Clinicians Network
- Leyla McCurdy, National Environmental Education Foundation
- Karen Miller, Huntington Breast Cancer Coalition/Prevention Is The Cure, Inc.
- Jerome Paulson, Mid-Atlantic Center for Children's Health and the Environment

- Anne Rolfes, Louisiana Bucket Brigade
- John Sullivan, University of Texas Medical Branch/NIEHS Center in Environmental Toxicology
- Robert Washam, Martin County Health Department
- Philip Wexler, National Institutes of Health, National Library of Medicine

Regrets:

- Rosemary Ahtuanguak, Inupiat Community of the Arctic Slope
- Stephanie Chalupka, Worcester State College
- Jeffrey Jenkins, Oregon State University
- Lena Jones, Jackson Roadmap to Health Equity Project
- Matthew Stefanak, Mahoning County District Board of Health
- John Stine, Minnesota Department of Health
- Jana Telfer, NCEH/ATSDR senior liaison
- Lina Younes, U.S. Environmental Protection Agency

Facilitation and Staff Team Members Present:

- Kathleen Rest, Union of Concerned Scientists; Education and Communication Work Group chair
- Dana Goodson, RESOLVE facilitator
- Jenny Van Skiver, NCEH/ATSDR staff