



Extra Executive Committee Meeting

Friday, June 12, 2009 Time 1:30 - 3:30 PM
Heart & Stroke Foundation of Manitoba

Invitees:

Debbie Brown, Heart and Stroke Foundation of Manitoba (Chair)
Debbie Clevett, Assiniboine RHA
Tannis Erickson, Interlake RHA
Doreen Fey, Interlake RHA
Jane Griffith, CCMB
Catherine Hynes, NOR-MAN RHA
Cathy Steven, HEALTH in COMMON
Donna Turner, CCMB

Regrets:

Madeline Kells
Cathy Steven
Mark McDonald

AGENDA:

1. Welcome (1:35 pm)
2. Approval of agenda
3. Approval of minutes from April 6: moved – Donna; seconded: Catherine
4. AGM debriefing
 - a. Great comments and numerical scores on evaluations
 - b. Grant M. and connection to Education very helpful. Minister of Education not as well briefed as hoped.
 - c. Sarah Kreindler (WRHA): what works/doesn't work; comments very valid – great, but more than just what's in the academic literature. She was very black and white, to her view; research first. Works well with an academic audience (same presentation done for others) but doesn't work with the applied/rural group.
 - d. Room/technical: consider different location next year, although price is right!
(Note: room is booked for AGM in 2010 - if we decide to use it, Madeline promises to check all equipment repeatedly in the weeks/days/hours leading up to the event!)
 - e. Doreen asked about the Pulse Check (draft document sent to group): where should Partners go in the future – top 3, but had to start with the letter P. People seemed to enjoy this.
5. Partners Strategic plan:
 - a. Tannis asked whether there are plans to do a strategic planning day – Debbie agreed, need to look at incorporating feedback from Pulse Check and then moving forward.

Need to consider resources: staff time (Tannis' commitment), and other funding. September discussed but it is not good for Tannis (ref. IRHA "Your Health is Important to Us" community sessions). Next full-membership meeting on September 29; Executive meeting is September 18. Maybe adjust that meeting day – it's early enough. Doreen suggested using Lorna Mayer again; would need to book her time. Looking at 9:30-1:30, October 29 following the Provincial Health Conference. Use Delphi-type process to begin brainstorming process and prioritizing (a la MPAC). Would have to start with Lorna in August to get things going (September 14 meeting might be too late).

- b. *Action: Debbie to contact Lorna Mayer, about date; after this is confirmed, Debbie will ask Madeline to send a "hold the date" for October 29.*
 - c. *Action: Debbie to arrange meeting with Minister of Education for August; Barb Wasalewski had asked about connection to Marie O'Neill (MHHL connection needs to be tightened). Suggestion that Lorraine and Kristen be asked about how to ensure that MHHL is informed.*
6. SKEWG update:
- a. Catherine reports that work is proceeding and they are close to having a work plan and conceptual model to bring forward; also data sharing agreements should be finished and ready to go shortly. Group is working hard! A couple of RHAs hadn't responded with who should be the sign off (Burntwood, Churchill, and Winnipeg). Hoping to be done this by the end of the month.
 - b. Heather had asked Catherine and SKEWG to: confirm key RHA contacts; address info missing; data sharing agreement template with three highlighted sections. Patricia Caetano expected to have some suggestions of standard phraseology. Tannis noted that there is some urgency as to the signing of the data sharing agreements as the provincial analysis needs to be completed soon. By accepting the data CCMB recognizes/agrees that CCMB will analyze the anonymized data by RHA and province, and time limited. Suggestions may be more relevant to MH data.
 - c. *Action: Meeting with Heather, Carly, Jane, Catherine: Tuesday at noon in Jane's office. Hand out information on Wednesday at CHAN.*
 - d. Subgroups of SKEWG: Youth Health Study Knowledge Exchange (Chair: Tannis), Manitoba Risk Factor Surveillance Subcommittee (Chair: Nancy; learnings from Atlanta): Provincial Rollup Report (Chair: Jane).
 - e. 08/09: Behaviour Risk Factor Surveillance System and begin analysis (copy of the PowerPoint is the deliverable). Upcoming for 09/10: adult survey methodology, Knowledge Exchange Youth Health Survey, final report (\$75k). Other tools: short reports, RHA PowerPoints (test RHAs are NorMan and Central), etc. All of these things can go on Health in Common website (offered by Cathy Steven). Important to brand these as PPHL products/output to get recognition. Minutes/plans of committees should go up to PPHL Exec to make sure it's documented. PowerPoints should have the PPHL logo on it; RHAs can use/extract tables/graphs, but will be asked to acknowledge the source so that we can build recognition/brand.
7. CLAPS/CAPTURE updates: Tannis
- a. PPHL is involved with University of Waterloo proposal: Letter of interest has been submitted; Phase 1 would include those who have done province-wide risk factor surveillance = MB, NB, PEI; Phase 2 would include BC, ON, AB, NL, who are just getting underway (or have localized experience). Evaluation is a key part of this! We're the only province with policy practitioners + researchers. Catherine asks, what's in it for MB? Jane says that "value added" products

would be developed: evaluation report, dissemination support; Jane is ensuring that there is something in it for MB and that our needs are not submerged to University of Waterloo's priorities. Note: SHAPES has been taken out of the equation. Need to get letters of support from the Partners. Note that there are many CLASPS out there.

- b. Action: Jane to draft a template of letter of support and send around to the Partners. CEOs ideal.*
8. Report on The Canadian Association for Health Services and Policy Research (CAHSPR) conference
 - a. Tannis presented a poster on the PPHL work – acknowledged CCS and PHAC for \$ support. Went to Knowledge Exchange and priority setting breakouts. Lots of interest from research communities; Tannis an anomaly as a “real” person!
9. Website Development
 - a. Health in Common to host; (Mike to look after) web page in a web page concept. Search engines to be “trained” to find Partners if Googled/searched. Developed website list – sent to Cathy Steven and Debbie Brown. Strategic plan, terms of reference, SKEWG, who we are, relationship map, YHS Provincial report, AGM notices, minutes (discussion against this, suggest instead the summary of minutes: “What’s new”), Youth Health Survey Knowledge Exchange activities (PowerPoints etc), meeting PowerPoints, membership contact list. May need \$25 to secure the URL. Other suggestions: Dexter’s document on the primary prevention system, risk factor surveillance symposium materials, calendar of meetings/events, links to RHA reports (Tannis to check if Mike already has some of these).
10. MPAC update - Donna - Report by MHHL in progress. Dr. Dhaliwal briefed RHA Execs on Wednesday.
11. Other business:
 - a. Laura Donatelli has hired a surveillance analyst, for SK and MB (Chunli Gu) who is interested in participating with PPHL! Jan Trumble Waddell – Senior Advisory to David Butler Jones – is interested in connection. Wanted to check with Laura about how to have PHAC connection – wants to talk about PPHL to others.
Action: invite Jan Trumbell-Waddell after the strategic plan to talk about roles/opportunities.
 - b. Dexter to present at SAG!! Primary prevention system/HSM but key element is risk factor surveillance. Asked if he can highlight PPHL work? All agreed. Then he can show data, and be interactive (he has an hour) in terms of how PPHL could be connected with the education communities.
 - c. CDPI: MB initiative won the Tommy Douglas Celebration of Medicare Award. Jim Evanchuk went to Toronto to receive it!
 - d. Assiniboine RHA withdrawing from the Executive. Jody/Betty to be PPHL reps for Assiniboine. Central may be the replacement. Needs to be discussed further.
 - e. *Action: Executive to review process of replacement of Assiniboine; Central has volunteered (but not Jennifer Baker specifically).*
12. Next Executive meeting (September 18) – pre-work to Strategic Plan; next Members meeting (September 29) – may be postponed to October 29 Strategic Plan meeting.
13. Adjourned: 3:25 pm.