



## Coordinating Committee Meeting

January 23, 2012 1:30 - 3:30 P.M.

CCMB Executive Boardroom, ON4017

Teleconference –

### *Invitees:*

Jennifer Baker (phone)  
Doreen Fey  
Jane Griffith, CLASP Chair  
Kate McGarry  
Catherine Hynes  
Madeline Kells (Minutes)

Carly Leggett  
Nancy McPherson, ARFS Chair (phone)  
Cathy Stevens  
Donna Turner

### *Regrets:*

Mark McDonald  
Debbie Brown  
Tannis Erickson, YHS Chair  
Heather Sparling, DARP Chair

### *Agenda:*

1. Welcome - Donna Turner
2. Approval of Agenda - Donna Turner
  - a. Add YHS video – Carly
  - b. Add AGM speaker update (Don Dillman) – Nancy reports he's not available. Donna suggested asking him for next year. Group to report to Donna with Suggestions for speakers for this year. Jane suggested Alvin Delorme (FN CLASP w/SK).
  - c. Doreen said that a school had asked her about using the YHS questions – deferred to next meeting.
3. Approval of Minutes of November 3, 2011 and follow-up on action items - Donna Turner – see minutes attached
  - a. 5a – Donna still to follow-up with Dr. Dhaliwal about the funding opportunities (ref the Health Services Executive Tobacco Cessation Reference Group)
  - b. 5b – Carly to revise original letter sent to Minister Rondeau in Sept 2011, Donna will send.

- c. 6b – Website is done – link to the PPHL strat plan etc is:  
<http://partners.healthincommon.ca/about-us/organizational-documents/>
  - d. 7a – Didn't have time to cover the Action Plan document (agenda too full) – but Donna suggested that all review during the full-membership meeting in February.
4. Funding - Donna Turner
- a. Discussed in minutes – Donna will send a follow-up letter to Minister Rondeau ref. the promised \$40K.
5. Review/approve items sent by Carly:
- a. Three CLASP documents (MB report, Cross-Case Report and MB Quick Facts).
    - i. Quick Facts needs revisions (small typos etc), Doreen will connect w/Kate ref her suggestions.
  - b. The final report from a survey that the YHS KE Working Group completed last spring. Small changes required (spelling) and it's suggested that the report link should be sent to the PPHL.
  - c. Information on three abstracts to be presented at the upcoming CDPAC conference in February.
6. Review of Briefing notes sent by Carly
- a. MB case study dissemination – What actions are needed to ensure that the information is used by the members? Carly will send the links for the full report and the quick facts sheet.
  - b. Phase 2 CLASP – how to move forward? We will continue for now with the bridge funding (June 2012-Sept 2012) and see if the plans for Phase 2 are in-line with PPHL goals before deciding to participate or not.
  - c. Youth and Adult Risk Factor Surveillance - Ethics and Publishing - Although we do not technically need HREB approval (ref. RHA guidelines for data collection for planning purposes), it would be prudent to cover our bases and so we will proceed with 'program of research' HREB application as suggested.
  - d. PPHL logo – we never received a professional-grade e-logo from the person who created it. Consider converting it to a more user/printer-friendly format? Yes, all agreed to proceed with recommendation at a cost of about \$345.
  - e. PPHL Membership Statement - Carly will send draft statement to Donna Turner - discussion is deferred at this time.
  - f. Collaboration with the 2012-2013 Youth in Schools Survey (YSS; formerly known as the Youth Smoking Survey) - YSS may require too much involvement and/or take resources/schools away from the YHS - PPHL Coordinating Committee agrees that we stay with YHS.
7. Working Groups Update
- a. Tannis Erickson - Youth Health Survey (YHS) - deferred

- b. Nancy McPherson - Adult Risk Factor Surveillance (ARFS) -The Adult Health Survey (AHS) working group presented an update on risk factor surveillance activities at the Healthy Together Now! Share & Learn session in early December. The intent was to consult 'Healthy Together Now!' participants as an expert working group regarding content of the survey. Eleven themes and some specific behaviour questions were identified for consideration by the AHS working group. Feedback was collated and a report was presented back to the Share & Learn participants. The working group is continuing to explore the use of mixed methodologies including an electronic and paper survey, use of PDAs, etc. An invitation to participate in a pilot project to implement an Adult Health Survey was issued to all health regions and 12 communities have submitted an application. Discussions are also underway to explore the potential linkage with EPlan, a web based health survey currently operating through Healthy Living, Seniors and Corporate Affairs.
  - c. Jane Griffith - Coalitions Linking Action & Science for Prevention (CLASP) – covered in briefing notes.
  - d. Heather Sparling - Data Access Review Panel (DARP) -deferred
8. Next Meeting (Full Membership - February 16, CC- March 23)