



Coordinating Committee Meeting
Thursday, June 9, 2011
Time 1:30 - 3:30 PM
Brandon Room
CancerCare Manitoba
675 McDermott

Attendees:

Donna Turner, CancerCare Manitoba, Chair
Debbie Brown, HSFM (Past Chair)
Doreen Fey, Interlake RHA
Jennifer Baker, RHA Central (Via Telephone)
Cathy Steven, HEALTH in COMMON (Via Telephone)
Catherine Hynes, NOR-MAN RHA
Jane Griffith, CLASP Chair
Carly Leggett, PPHL Coordinator
Nancy McPherson (Via Telephone)
Heather Sparling, DARP Chair

Regrets:

Tannis Erickson, YHS Chair

Minutes: 1:37 P.M.

1. Welcome – Donna Turner

2. Approval of agenda – Donna Turner

- The Agenda was amended to add: New member concerns: Addition at 8. A
- Approved as Amended

3. Approval of minutes of April 11, 2011- Donna Turner

- Approved as Distributed

4. AGM Follow-up/Debrief-Debbie Brown and Carly Leggett

- Honourable Jim Rondeau announced that through Healthy Child the government has committed \$40,000 for the Youth Health Survey: Carly to send a “Thank You” for the funds
- Throughout the morning, videos were shown promoting working groups
- Carly has finished the notes from the AGM and as soon as Debbie and Donna approve them she will send to the rest of the Coordinating Committee for approval by June 28th; once approved they will be sent out to the Full Membership and guest speakers and also posted to the PPHL website
- Debbie thanked Carly for all of the hard work
- Action: Book Canad Inns Fort Garry for next year –May- Carol; Carly to send out a formal “Thank You”, to the “out of province” guests, guest speakers and to Minister Rondeau

5. Strategic Plan- Donna Turner and Carly Leggett

- There may be changes on the strategic plan due to comments from the AGM
- Doreen would like to have a status report as to what is happening with the strategic plan

- The Coordinating Committee would like to see the working groups updated work plans. Keep actions and timelines updated. Also this will be helpful in initiating funding requirements and the evolution of the working groups
- Add column for updated task list plan and status list
- Add revision dates to the strategic plan with colours corresponding to the new information
- Carly will make the agreed upon changes to the strategic plan document
- For next meeting: updated work plan; working group member updates and call to action from the AGM.
- Late August early September would be the next meeting date and would be ideal to have everyone at the meeting in person, possibly September 15 for Full Membership

6. Funding Requirements and Planning-. Donna Turner

- The Federal Government and the Provincial Government continually update information for funds and service
- What areas need to be funded and then we will know where to look
- The resources column in the working plan will drive the funding
- Big On-Line: This DATA base has been investigated and is not suitable for PPHL at this time.
- ARFS: HSFM- Challenge Grant has been applied for and will know in the next 2-3 weeks if funding will be granted
- The Coordinating Committee agrees that CancerCare MB will host the funds.
- Cathy Steven suggests that there be a quarterly reporting of funds used and an update of funds available During the next fiscal year, the Coordinating Committee decided to begin a reporting of funds. Carly will work with Cathy at HIC to set this reporting up.
- In the future: Address the “in-kind” funds

7. Presently: report the actual designated funds for PPHL Working Groups Update

a) Youth Health Survey (YHS)– Catherine Hynes

- Appended to these minutes: Youth Health Survey Report
- An administrator survey is a part of the YHS with Department of Education chairing. The hope is for an administrative survey for policy
- There will be a translation of the YHS into French

b) Adult Risk Factor Group –Nancy McPherson:

- Funding application has been sent to HSFM Challenge Grant and waiting to hear back

c) CLASP-Jane Griffith provided the following report:

- Kate and Jane went to Waterloo for steering committee meetings. Updates and cross CLASP case studies were presented and others will now take a look at it. Each of three provinces have given their reports and may now have a more uniformed reporting format
- A National Forum is scheduled in September 2011

- A Health Innovations Conference is to be held in November 21, 2011. PPHL will present at this conference
- Action: Agenda for next PPHL Full Membership meeting: AGM REPORT and would like a presentation to catch everyone up on what CLASP has done. The Manitoba CLASP will present and would like feedback from the membership before making the presentation at the Health Innovations Conference in November, 2011
- There is a CPAC Conference in Ottawa in February, 2012

d) DARP –

- Waiting for ethics documentation before any release of data from the most recent application
- ACTION: Strategize how they will follow up with the current four applicants and ask if they have published

8. A. Membership

- Concerning school board membership: Currently three school divisions have representation on working groups. PPHL will invite these three school divisions to become members.
- Action: At the next Full Membership Meeting, discussion concerning school division membership will be placed on the agenda
- Action: Carly will send out a letter to invite Frontier School Division, Louis Reil School Division Frontier School Division, Louis Riel School Division and Hanover School Division PHL.

8. B. Schedule of Meetings

PPHL Coordinating Committee: Wednesday, August 24 1-430

PPHL Full Membership: Thursday, September 15th 12-4:00, for full membership meeting
October

9. OTHER

- Follow up on website: Carly will meet with the web designer within the next few weeks
- Add to meeting agenda for the August, 2011 Meeting: Members of Coordinating Committee, membership length

Meeting Adjourned at 3:45 P.M.

Appendix I : Youth Health Survey, below:

YHS Update for CHAN Meeting – June 8, 2011

A huge amount of work has been going on in preparation for the 2012 YHS. Thanks to all the members of the working groups and to their RHAs for allowing them to participate in this project. We are on our way to conducting the next provincial YHS in 2012!!

Below are some updates from each of the Task Groups that are part of the larger Working Group:

Tools

- Expert Groups for each main topic area (healthy eating, physical activity, tobacco/substance use, mental health, injury prevention, sexual health) met last fall (included youth in each group)
- Each expert group reviewed, chose and amended questions to best gather the information they felt was important
- Results of these consultations was forwarded to Tools Task Group for consideration in the development of next survey
- The Tools Task Group reviewed these results and forwarded on to Methods Task Group
- Tools Task Group has now been “sunsetting” – thanks very much for all your hard work

Methods

- Consists of broad representation from research, policy and practice
- Currently reviewing results of Expert Groups and considering which of the questions from the last YHS that we require to keep in the next survey
- Will develop & test the survey tool based on other methodology considerations
- Considering numerous options for this survey
 - Census of grades 6 to 12 students province-wide
 - Possible sub-sample for direct measures (height, weight, step-count)
 - Possible cohort for longitudinal analysis
 - Inclusion of identifiers

Knowledge Exchange

- Numerous activities involved in recently – some examples are:
 - Healthy Schools Conference panel discussion
 - How 3 schools/divisions used the YHS data
 - Developed Provincial Report Quick Facts 2-pager
 - Partnered with CDPI for Share & Learn in January
 - YHS video planning
 - Stories about how the data from the YHS has made an impact
- Future Plans
 - Distribution of 2009 Manitoba YHS Quick Facts

- Completion of the Manitoba Youth Health Survey Video: Schools Moving Towards Healthier Lifestyles – currently filming
- Identifying local champions
- Follow up to previous presentations
- Working towards consistent reporting of the next YHS

Administrative Survey

- New component for this survey
- Survey of school administrators to obtain school environment data
- Data will be used to help identify and analyze factors that contribute to the health behaviors of Manitoba youth
- Initial draft developed and forwarded to Methods Task Group for consideration

Other news

- Letters from PPHL to the school divisions will be sent soon (via the Dept of Ed) notifying them that we are planning for the 2012 YHS and encouraging their participation – as an FYI
- A more detailed presentation will be made to the RHAs through CHAN (probably at the fall CHAN meeting) to formally enlist their participation. At that time more details will be confirmed about the survey process and methodology. Stay tuned!!!