



Coordinating Committee Meeting
Tuesday, March 22, 2011 1:30 - 3:30 PM
Heart & Stroke Foundation of Manitoba
6 Donald Street, Executive Boardroom, 2nd floor

Attendees:

Dr. Donna Turner, CCMB
Debbie Brown, HSFM (Chair)
Cathy Steven, HIC
Dr. Jane Griffith, CLASP Chair
Doreen Fey, Interlake RHA
Kate McGarry, CLASP
Tannis Erickson, YHS Chair

Via Telephone

Catherine Hynes, NOR-MAN RHA
Jennifer Baker, RHA Central,
Carly Leggart, CCS
Nancy McPherson, ARFS Chair

Regrets:

Linda Venus, CCS MB Division (incoming Chair)
Heather Sparling, DARP Chair

Legend:

CCMB: CancerCare Manitoba Foundation Inc.
HSFM: Heart and Stroke Foundation of Manitoba
HIC: Health In Common
CLASP: Coalitions Linking Action & Science for Prevention
ARFS: Adult Risk Factor Survey
CCS: Canadian Cancer Society
DARP: Data Access Review Panel
CDPI: Chronic Disease Prevention Initiative
YHS: Youth Health Survey

1. Welcome

2. Approval of agenda

Ms. Debbie Brown added to the Agenda a short discussion concerning The Addiction Foundation of Manitoba

3. Approval of minutes of January 7 and February 3, 2011 meetings (minutes attached):

The Chair asked for a motion to approve the minutes of January 7, 2011

Motion

It was moved by Nancy McPherson

Seconded by Tannis Erickson

That the meeting minutes of the Coordinating Committee of PPHL, held January 7, 2011 be approved.

Carried

Approval of February 3, 2011 meeting minutes were deferred to the next full membership meeting to be held September 2011

4. Coordinating Committee work plan/strategic plan
 - This item was deferred until a later date.
5. Upcoming AGM plan including review of Terms of Reference
 - AGM will be held: Friday, May 27 at Fort Garry, Canad Inns
 - Donna approached Dr. John Kerner and he is not available as the guest speaker for the AGM.
 - CLASP: The AGM brings an opportunity to bring in people that CLASP has been in touch with over the last year; Ontario, Agency for Health Promotion and Health Protection; Saskatchewan and Nunavut would also like to come here and discuss what others are doing. The AGM would be an opportunity to hear from the whole membership.
 - ARFS: Make sure that information is being shared. Case study findings; someone to speak about the over-arching support, should be someone that was involved in the beginning; other working groups should be there; ask them to share what they are doing as well; have discussion panels; create an accounting of deliverables of CLASP work group to share in the morning; invite CLASP partners from New Brunswick and PEI, this might be a good panel piece and include all provinces.
 - Next step after presentation of report on case study: Call to action, then have opportunity to give feedback with recommendations.
 - Have other organizations from Ontario, Nunavut, PEI; New Brunswick share about what is happening in their areas.
 - CLASP would be the theme for the day: then sharing of the other working groups
 - Same time frame as last year: 9:00 AM-3:00 P.M.
 - Debbie, Linda and Carly to create a draft agenda
 - Invitations per member? Up to 5 persons per organization.
 - Cross CLASP that can be presented: Kate will present on Manitoba. Ontario, Saskatchewan and Nunavut will present after.
 - CLASP will support the travel expenses.

- Update section with working groups as well
 - Have an update on Primary Prevention Syndicate
 - CDPI is also something that would be good to report on. Connect to tell the story, understanding where PPHL fits.
 - Invite other Canadian partners and Canadian participants: Carly will send out the invitations. Carly and Kate will work on the invitations with Jane's help and find out who is available and then the official invitation will come from Debbie Brown.
 - Debbie Brown will contact Nancy Allan to do the introduction, she is very enthusiastic. Want to connect with schools as part of the working group updates for PPHL membership to hear how schools are using the data.
 - TERMS OF REFERENCE Review: The committee agreed to make the addition of a Vice Chair position to act in the absence of the Chair. Vice chair to be elected through the Coordinating Committee after the AGM. The only responsibility of the Vice Chair. Vice Chair will not move into the Chair position. Past Chair position to remain the same. This will need to be approved at the AGM. Debbie will draft the change and put it forward to the committee with Linda's approval.
 - There is still money held at HIC for the year.
 - HSFM will support ½ cost of AGM and HIC will be asked if they can support the other half of cost.
6. PPHL Coordinator Position (position description attached)
- The Coordinating Committee thanked CancerCare Foundation for providing support for the coordinator position
 - Carly Leggart will be taking this position one day per week
7. PPHL and PPS (Primary Prevention Syndicate) Meeting Update
- PPS and PPHL will be meeting soon.
8. Working Group Updates:
- a) YHS
- Tannis Erickson reported the following:

- YHS is sub-divided into several different working groups: Over-arching Working Group; Knowledge Exchange Tools and Methods Group; and a Group that is looking at a school based administrative survey that will be a companion document to the next Youth Health Survey tool.
- Knowledge Exchange Tools: responsible for the expert working groups consultations on the actual questions in the tool and they have sent it for additional consultation at the Department of Education. Will send the document as it is now to the overarching working group and then get the methods piece.
- Knowledge exchange working group met on March 17th and a report is forthcoming.
- The school based administrative survey group will be meeting on March 25.
- Need to create a time-line for the working groups.
- There are core questions that are used to compare findings from other surveys; expert working groups add modules as needed for different groups.
- We will ask healthy eating questions; need to make sure they are reliable questions and the methods working group will have the final say for the survey questions
- Education is well involved in the school based administrative survey group, Paul Paquin, Manitoba Education, is chairing the group.

b) ARFS-Adult Risk Factor Survey

Nancy McPherson reported the following:

- Working group met once since January; mapping out next phase of initiative
- May and June meetings are scheduled
- Looking to expand group and would like someone from each RHA to participate.
- Topic of ARS: funding opportunities how to tie in with Community Health Assessment Network (CHAN) money; there are a lot of questions around the CHAN (Rob Schaffer) money funding. CHAN has had a recent change in leadership.
- We have a good idea about where the regions are and phase two is moving forward at this time.

- The survey will be distributed; distribution locations will be a mix between work place, and community
- ARS would like to request support from the Coordinating Committee to help with the funding proposal.
- Carly is going to follow up on the Challenge Grant opportunity with HSFM. Need to create a letter from Coordinating Committee to give permission to apply for a Challenge Grant. The letter of registration is due by April 15, 2011 and the full application is due June 1, 2011.
- Need to identify other funding opportunities. Who is going to take the lead on this? Healthy Living needs to be the support. This should be a separate agenda item for the next Coordinating Committee meeting. After a decision is made we can formulate a plan to go forward.
- Need funding to move forward and need to know how much money there is need for in each area
- Are there new partners and should they be on the invite list for the AGM?
- Jane will send Debbie the list including the government departments that have a vested interest

c) CLASP-Coalitions Linking Action & Science for Prevention

Kate McGarry reported the following:

- In the last 6 months there was another provincial forum held February 8, 2011 and CLASP partnered with Healthy Schools Conference which funded about 50 teachers to cover substitute teacher costs.
- Purchased the Health Promoting Schools Administrative Guides. There are extra copies and Kate will bring them to the AGM
- AIM 1: minimal data sets, tobacco is getting ready to start up again; physical activity: Carly, Paul and Kate attended in Toronto and are still working on this project
- AIM 2: met with PEI and New Brunswick and will be presenting at the Community University Expo in Waterloo in the early part of May to present data and will also present at the National Forum in the fall.

- Provincial case study is creating a call to action
- Potential CPAC received a renewal and there may be funds renewable for the CLASP project. Looking to do both, call for new funding and a renewal for funding to see where we want to go in the future with CLASP
- An evaluation is available on line for the CPAC. CLASP are mentioned, and reported in white paper on-line. It is unclear where the money will go during the next five years. First Nations/ Matee/Inuit will be a focus.

d) DARP- Data Access Review Panel

Nancy McPherson reported on behalf of Heather Sparling

- Heather was not able to attend the meeting
- Reviewed request for funding
- With the new *Youth Health Survey* are we sending out a new letter of understanding? Need to revisit this; having an ethics sub-group or have the methods group work on this
- Reminder that if you are using data for publication, let us know ahead of time.

Other: The Addictions Foundation of Manitoba has a new CEO, Yvonne Block. She is interested in PPHL and Debbie is meeting with her soon.

9. Next Meeting April 11, 2011, 1:30-3:00 PM

10. AGM: May 27, 2011, 8:30 AM-3:00 P.M.

11. June 16th meeting date will be changed. Carol will send out a "Doodle" poll to see what dates would work, as Linda Venus is not available on June 16 and she is the incoming Chair and will be Chairing that meeting.