



Coordinating Committee Meeting
Monday September 24, 2012, 1:30 - 3:30 PM
CancerCare Manitoba
Brandon Room, 4th floor
Dial in - 1-866-464-4026
Participant Code- 7563917157

Invitees:

Donna Turner, CCMB, PPHL Chair
Doreen Fey, IRHA, Incoming Chair
Carly Leggett, CCMB, PPHL Coordinator
Madeline Kells, CCMB, minutes
Cathy Steven, HIC (phone)
Tannis Erickson, IRHA/CCMB

- YHS Working Group Chair
Catherine Hynes, NOR-MAN RHA (phone)
Alex Henteleff, WRHA
Heather Sparling, MB Health (phone)
- DARP Working Group Chair

Regrets:

Debbie Brown, HSFM
Jane Griffith, CCMB, - CLASP Working Group Chair
Nancy McPherson - ARFS Working Group Chair

Minutes:

1. Welcome (back) and introductions to new Coordinating Committee
2. Approval of agenda - add review of minutes, and review of action plan document
3. Approval of minutes/action items from June meeting
 - a. **Carly to update the date completed and status columns where applicable. Done.**
 - b. **Madeline to send the Action plan document to the PPHL Membership for each Membership meeting as an FYI only. Done.**
 - c. **AGM Report - Carly to change date on front, remove green highlights and send web-link to all members. Done.**
 - d. **MB case study report article being drafted - Kate to send to Madeline to fwd to Committee. defer - still working on it.**
 - e. **Debbie to send PPS updates in the next two weeks, Madeline to send to group. Done.**
4. Chairs' Report- Donna Turner
 - a. Workplan review - Carly to makes changes as noted by group.
 - i. Ref funding, Patricia Caetano mentioned that there may be funds for ARFS. Also, it may be more relevant to have her on the working group instead of Nancy McPherson.
 1. Ref MPI grants - we should engage them early in the process of question development in the ARFS survey

rather than waiting until questions are finalized. Blue Cross/other insurance providers may also be a fit for the ARFS survey. Maybe Lotteries? **Carly will review these two possibilities and report back.**

- ii. Primary Prevention Syndicate is having a forum on Nov. 1st. **Donna will fwd the invitation when she receives it.**
 - iii. The Alliance hosted a nutrition labeling conference on Sept 11. Two MLAs attended, Rob Altemeyer, Kevin Chief, also some of Minister Rondeau's staff, and a representative from the Canadian Restaurant and Foodservices Association. The event received some press.
5. Membership changes ref RHAs - Donna Turner & Carly Leggett - too early to make any decisions. The organizational structure is not in place yet. Many VPs not hired yet. Changes not finalized. Wait until New Year possibly to re-structure the PPHL. For now, we will confirm that the current members will stay on and attend PPHL meetings. The YHS data sharing agreements we have in place can serve for the time being. **Add to the October 22nd agenda that each RHA should report on the status of the changes in their region.**
6. Working group reports
- a. Youth Health Survey –Tannis
 - i. Pilot is done, data is analyzed, and Carly is working on the report. The Tool has been finalized -versions in English and French and with/without sex health questions.
 - ii. All the letters and briefing notes regarding implementation are done.
 - iii. Student codes are new - will provide means to follow student over time and link the data with other data sets. There has been a lot of work/communication on how to handle the codes (privacy etc).
 - iv. Implementation with begin Oct 16.
 - v. Anyone wanting access to the data will have to apply to DARP, HIPC and HREB.
 - vi. There has been a lot of discussion about data ownership. The schools/RHA aid collection, and HCMO legislation allows the data to be collected, we analyze it, but who should be the owners of the data? It may be that we need some sort of LOU signed by all the involved parties (joint ownership). Ownership vs. custodianship - or, who is the guardian of the data? Further discussion needed.
 - b. Adult Risk Factor Surveillance – Carly for Nancy
 - i. Pilot work continues, Liz Harland is doing an environmental scan. Developing the Tool - using the YHS as a guide. Discussion about having Patricia Caetano on the planning committee.
 - c. CLASP2 – Tannis/ Carly

- i. Youth Excel CLASP was not refunded - the 3 that were are: The BETTER initiative, Collaborative Action on Childhood Obesity, and Healthy Canada by Design.
 - ii. There is apparently an anonymous funder who is reviewing the applications that were turned down - may be a source for phase 2 funding.
 - d. DARP – Heather
 - i. Received a second application this year for access to the data (Tannis/Jane) - application passed.
 - ii. After the RHA changes have finished, they will look at updating the data-sharing agreements. The existing agreements are sufficient for now.
- 7. Next Coordinating Committee Meeting, November 29th, 2012.
 - a. For the agenda of the October full Membership Meeting, be sure to include: round table discussion on the status of the RHA changes, update on the YHS process, Working Group reports.