



Coordinating Committee Meeting  
March 23, 2012 1:30 - 3:30 P.M.  
CCMB Executive Boardroom, ON4017

*Invitees:*

Doreen Fey  
Jane Griffith, CLASP Chair  
Catherine Hynes (phone)  
Madeline Kells (Minutes)  
Carly Leggett  
Nancy McPherson, ARFS Chair

Cathy Steven (phone)  
Donna Turner  
Tannis Erickson, YHS Chair  
Heather Sparling, DARP Chair

*Regrets:*

Jennifer Baker  
Debbie Brown  
Mark McDonald

*Minutes:*

1. Welcome - Donna Turner
2. Approval of Agenda - Donna Turner - add workplan review as #4.
3. Approval of Minutes of Jan 23<sup>rd</sup> 2012 and follow-up on action items - Donna Turner – see minutes attached
  - a. 2.c - Selkirk school was provided permission to use the questions from the YHS they wanted.
  - b. 3.a - Donna did discuss with Dr. Dhaliwal - but PPHL is not a good fit for the Health Services Executive Tobacco Cessation Reference Group grants.
  - c. 3.b - funding from Minister Rondeau - see agenda item 5.a.
4. Workplan review -
  - a. Newsletter - flag yellow
  - b. **Carly to update workplan as discussed for next meeting so that a summary can be presented at the AGM.**
5. Funding - Donna Turner

- a. follow-up letter sent to Minister Rondeau and Deputy Minister Cindy Stevens by courier today.
- b. suggestions for funding -
  - i. MPI - community relations programs (\$5K grants) - **Madeline to retrieve information about applying for these grants.**
  - ii. MLCC - community sponsorships - they do not provide grants of any kind.
  - iii. Can make an 'ask' at the AGM - should also consider inviting organizations that offer funding (ones that would be a good fit for our work/interests).
- c. need for funding for the next round of the YHS
  - i. aprox cost \$1.2M per cycle (500K implementation, survey prep is in-kind etc)
- 6. May 11 PPHL AGM
  - a. AGM Invite briefing note - **Carly to send last year's invite to Madeline. Madeline to revise and send.**
- 7. Review of Briefing notes sent by Carly
  - a. Youth and Adult Risk Factor Surveillance - Ethics and Publishing
    - i. documentation has been submitted
  - b. News release YHS video
    - i. 500 copies ordered
    - ii. will eventually be on HIC website
    - iii. Other release plans - view during AGM
  - c. Youth Smoking Survey - next steps - Carly to draft letter for Donna to send to Steve Manske et al.
  - d. PHAC case book submissions - deferred
- 8. Working Groups Update
  - a. Tannis Erickson - Youth Health Survey (YHS)
    - i. Identifiers – discussions at Expert Meeting on March 16. Administrators' survey – will be scheduling an Admin Survey Meeting to continue discussions. Consent/other forms – Template documents will be created for RHA use. Scanning – results of investigation into scanning options & pilot scanning in NORMAN RHA.
    - ii. Data analysis & report production – planning underway at CCMB. KEWG overseeing the development of a report template based on the last Interlake report. Regional Implementation Team will be discussing content at April meeting
    - iii. Data ownership/sharing – DARP developing addendum to be reviewed by Regional Implementation Team in April. Frontier SD collecting data in their schools – thanks to Heather Lowe. Create new toolkit resources for the 2012 YHS. Create list of other organizations we need to communicate with regarding the 2012 YHS. Healthy Schools Newsletter through Andrea Lamboo-Miln
    - iv. MPETA Newsletter through Grant McManes.
  - b. Nancy McPherson - Adult Risk Factor Surveillance (ARFS) - deferred

- c. Jane Griffith - Coalitions Linking Action & Science for Prevention (CLASP)
    - i. YE CLASP project ends Mar.31st. Youth Excel CLASP intends to submit a renewal proposal for June 2012. Funding would start Oct.2012 and continue until Sept.2014. We have an opportunity to shape this renewal proposal. PPHL needs to consider how YE CLASP could support PPHL's work.
    - ii. Have received bridge funding for KE. This funding will support further KE. The funding is from April-Sept 2012.
  - d. Heather Sparling - Data Access Review Panel (DARP) - deferred
9. Next Meeting (Full Membership - AGM May 11, CC- April 24th)