



Coordinating Committee Meeting

Wednesday, December 1, 2010

Time 1:30 - 3:30 PM

Heart & Stroke Foundation of Manitoba
6 Donald Street, Executive Boardroom, 2nd floor

Attendees:

Donna Turner, CCMB
Doreen Fey, Interlake RHA
Linda Venus, CCS MB Division (incoming Chair)
Cathy Steven, HEALTH in COMMON
Debbie Brown, HSFM (Chair)
Catherine Hynes, NOR-MAN RHA (phone)
Jane Griffith, CLASP Chair
Heather Sparling, DARP Chair

Regrets:

Madeline Kells, CCMB (minutes)
Nancy McPherson, ARFS Chair
Tannis Erickson, YHS Chair
Jennifer Baker, RHA Central
Carly Leggart

Minutes:

- 1. Welcome**
- 2. Approval of agenda – approved as distributed**
- 3. Approval of minutes of September 7, 2010** –approved as circulated prior to the meeting

4. Strategic Plan Update

The Coordinating committee decided on the following recommendations in order to move forward:

1. Coordination: Follow-up with working groups ie: managing the business of PPHL and reporting to coordinating committees
2. Complete gaps in work plan
3. Reminders to committee members of tasks

4. Arrange joint orientation of Administrative support of current and incoming chairs.
(Madeline, Carol and Jan)
5. Evaluation of projected outcomes and scan every 1 ½ years
6. YHS knowledge exchange
 - CDPI Training Group
 - Physical Education Supervisors
 - Healthy Schools-based on evidence
7. Design work plan for documentation:
 - Add in duration of other outcomes
 - Bo to take plan and complete
8. Need a Manager to help working Groups:
 - Provide review of complete cycle that everyone is using; DATA etc.
 - Request work plan from all committees; evaluation of projected outcomes; gather DATA; using DATA; list what the committees are doing so there is documentation
 - Capture what is happening with the organizations that are connected with partners (not necessarily on PPHL Coordination Committee)
 - Documenting Practice/Policy change list
 - Consistently checking on these outcomes
 - Add in (take note of) intermediate and long term outcomes in work plan.
 - Ensure that what is happening is linked with groups affiliated with our processes and document (beyond our working groups)
 - May be one data collection and one knowledge exchange person rather than one person to handle everything
 - Carly should attend the next coordinating committee meeting

Action: Cathy Stevens and Debbie Brown will talk about the job description of coordinator by the next meeting.

5. Youth Summit Update-Cathy Stevens

Pinball Clemens gave a presentation. It was interesting. Not aware of follow-up after the workshop. No further information at this time.

6. Working Groups Update

a) Youth Health Survey – Cathy Stevens: Expert working groups are finished in terms of making revisions for the next youth health survey. The next tools and methods meeting will be in a few weeks for the working groups. There were new perspectives due to new people involved.

b) Adult Risk Factor Group –Catherine Hines:

There will be a meeting on Friday afternoon for the upcoming January workshop.
There will be more information after this meeting.

c) CLASP-Jane Griffith provided the following report:

There was a CLASP meeting held in Saskatoon last week with all the CLASP groups. It was very productive. Dr. Jane Griffith gave a presentation on what Manitoba is doing. Many of Healthy Child and Family First programs were there. Many people were surprised about what is going on in Manitoba. CLASPs on childhood obesity and healthy communities that Vibrant Communities and CDPI are very involved in. It was good to meet with other CLASP groups.

d) DARP –Heather Sparling provided the following report

There was a meeting held September 15, 2010. Carly's application was reviewed. The request for data was approved. Bo and Heather Struggled to find the Youth Health Survey tool online. It needs a search function. Reviewed and revised the Terms of Reference. Need another data sharing agreement. Survey form may need to be updated. Heather passed out the new TOR.

7. Next Meeting

The next meeting for the Coordinating Committee is on January 7, 2011