



Coordinating Committee Meeting
Friday, January 7, 2011
Time 1:30 - 3:30 PM
Heart & Stroke Foundation of Manitoba
6 Donald Street, Executive Boardroom, 2nd floor

Attendees:

Jennifer Baker, RHA Central (Via Telephone)
Linda Venus, CCS MB Division (incoming Chair)
Cathy Stevens, HEALTH in COMMON
Debbie Brown, HSFM (Chair)
Catherine Hynes, NOR-MAN RHA (Via Telephone)
Jane Griffith, CLASP Chair
Tannis Erickson, YHS Chair
Donna Turner, CCMB
Nancy McPherson, ARFS Chair (Via Telephone)

Regrets:

Doreen Fey, Interlake RHA
Carly Leggart
Heather Sparling, DARP Chair

Minutes:

1. Welcome: The meeting began at 1:38 P.M.
2. Approval of agenda – Agenda was amended and approved as follows:
Debbie Brown added to the agenda: An invitation to PPHL for the Youth Excel CLASP conference in February was sent to Debbie Brown via email. Debbie Brown will discuss at the end of the meeting.
3. **Approval of minutes of December 1, 2010** –Amended and approved as follows:
Under the heading: **d) DARP** - Third sentence, the word struggled had a capitol “S”.
This has been corrected.
4. **Strategic Plan Approval-Cathy Steven**
 - a) **Coordinating committee Work Plan**
 - Logic Model changes were made by Cathy Stevens and presented to the committee
 - Work Plan is tied to the Logic Model and is for the general membership’s information.
 - Changes to the Logic Model have been approved by the Coordinating Committee
 - The next step for the Logic Model is for the entire membership to approve the changes made.
 - Work Plan outcomes now coincide with the Logic Model.
 - The Work Plan is for two years; for short term outcomes.

- The Work Plan is for the Coordinating Committee to make sure that certain steps are accomplished and overseen with an objective to the outcome.
- Need to designate which years on every page to be clear of projected time line objectives.
- THE ACTIVITIES column is not complete and will need to be completed at a later date after the new coordinator fills it in.
- Cathy suggested that after today's meeting, the new coordinator will take the draft and the suggested changes from the meeting and then fill in the changes.
- The Coordinating Committee would like to make sure that there is always transparency with the full PPHL membership and therefore the Work Plan and Logic Model changes will be shared with the membership through email as it is for their information. If anyone has any questions or comments, they will be advised to contact Debbie Brown.
- Job Description for Coordinator:
 - The Job description for the PPHL Coordinator was distributed by Cathy.
 - Carly is the best prepared to be able to step into this position.
 - She has a great handle on ARFS and the Youth Health Survey.
 - Carly will be asked to track the time she will be working for PPHL.
 - Jane will speak to Carly early next week and will need to start attending the Coordinating Committee meetings and will attend the General Membership Meeting in February.
 - One day a week is a good place to start.
 - The coordinator will also be responsible for writing grant requests.
- PPHL will send a formal thank you to Cancer Care and the Foundation for all of their support
- Debbie and Linda both thanked Cathy for the extensive work and time she spent putting the details together for the Work Plan/Logic Model and the Job Description for the Coordinator.

5. Working Groups Update

a) Youth Health Survey –Tannis Erikson:

- The expert groups are in place.
- There are groups looking at methodology, knowledge exchange, ethics, and also an administrative tool that will be sent out to school principals. The hope is to have a draft of this tool soon.
- There are a number of persons involved and now many organizations are being represented. To name a few: the French RHA; Frontier School Division; Ecole St. Boniface; Healthy Child Manitoba.
- The cost for each region has not been determined for the Youth Health Survey.

- Methodology is still in development.
- The next CHAN meeting is set for February 7th.
- This committee needs to have a funding strategy and include an “ask” with the Department of Education.
- The Risk Factor Surveillance Symposium will be held January 26th. Debbie Brown will emcee and the Honourable Jim Rondeau, Minister of Healthy Living, Youth and Seniors will be providing greetings from his department.
- Donna will introduce Mr. John Garcia, if needed.
- 80 people have registered to attend with 5 from Saskatchewan and 2 possibly from the Saskatchewan First Nations CLASP.

b) Adult Risk Factor Group –Nancy McPherson:

- There will be a better understanding of the cost for the Adult Health Survey (AHS) after the January 26th workshop.
- This workshop will be to look at a regional level and identify what the existing resources are along with identifying where the gaps are.
- The Coordinating Committee will discuss this at the February 23rd meeting, when more information is available.

c) CLASP-Jane Griffith provided the following report:

- Case studies still ongoing
- Tannis, Kate and Jane went to a cross CLASP meeting in November and found that they all have much in common.
- \$5,000 from CLASP was given to Healthy Schools which will assist some teachers in attending the Healthy Schools Conference.
- PPHL has received an invitation from Steve Manski, University of Waterloo, to select a representative to give a keynote address at the Ontario Youth Excel CLASP February 16 and 17 that will be held in Toronto. The cost for travel and lodging for the PPHL representative will be covered by the Ontario CLASP. They are interested in how PPHL worked to develop and implemented the YGS.
- PPHL will send confirmation that a PPHL representative will be in attendance. The representative will be chosen at a later date.
- Nunavut has requested the YHS information and plans to use the same type of approach, with a focus of looking at their youth through an anti-poverty perspective.

d) DARP –

- Heather was not available to give an update

Membership Meeting Agenda (February 3, 2011) - Debbie Brown

- The Logic Model has some changes in it that will need to be approved by the entire PPHL membership.
- Debbie Brown has been called to national HSFM meetings and will not be able to attend.
- Linda Venus will be chairing the meeting in Debbie's absence.
- There will be an update of the working groups.
- For the Agenda: Working groups update; discuss the updated Logic Model
- The meeting is scheduled for 12-3 and lunch will be provided.
- The real purpose is information sharing and if there are other issues that need to be discussed.
- A Primary Prevention syndicate update is necessary.

6. Primary Prevention Planning Council Update-Ms. Debbie Brown

- Debbie Brown passed around the Primary Prevention Syndicate's (PPS) Positioning Statement and read it aloud to the committee for the members that were attending via telephone.
- PPHL is currently participating in the PPS Central Planning Table and sharing information concerning surveillance throughout Manitoba.
- Nancy Mac Pherson suggested that PPS join PPHL rather than PPHL fitting into the PPS.
- Some Coordinating Committee members have concern with PPHL participation in PPS. It is agreed that someone from PPS attend the next PPHL full membership meeting to explain what PPS is doing differently than PPHL. Debbie Brown will see if Wendy Bulloch is available to participate in the PPHL general meeting on behalf of PPS.

7. Coordinating Committee Next Meeting: February 23, 2011

- Will need to discuss what Carly will do.
- Carly will be invited to the next meeting.
- Will discuss a strategy for funding.
- If there are other items that you would like to discuss at the next Coordinating Committee, meeting please let Debbie Brown or Linda Venus know.

3:56 Adjourned