



Coordinating Committee Meeting
June 21st, 2013: 1-3 PM
Health in Common, 200-141 Bannatyne

Invitees:

Donna Turner, CCMB, PPHL Chair
Doreen Fey, IRHA, Incoming Chair
Jane Griffith, CCMB
- CLASP Working Group Chair
Carly Leggett, CCMB, PPHL Coordinator
(phone)

Madeline Kells, CCMB, minutes
Cathy Steven, HIC
Tannis Erickson, IRHA/CCMB
- YHS Working Group Chair

Regrets:

Nancy McPherson, Brandon RHA
- ARFS Working Group Chair
Heather Sparling, MB Health

- DARP Working Group Chair
Debbie Brown, HSFM
Alex Henteleff, WRHA

Agenda:

1. Welcome & Approval of agenda
2. Approval of Minutes from April 18th.
3. Chairs' Report - Doreen
 - a. AGM review - great location, room set-up was good.
 - i. Carly - got about 25 evaluations from the 50 attendees. Some liked/some disliked the space, comment about ensuring things stay on track time-wise/difficulty hearing. The guest speakers in the morning ran over and the group-work in the afternoon needed more time. Maybe having a time-keeper to track and manage the speakers a bit better? Presentations were great - very interesting to listen to. More networking time would be nice. Carly will finish up the report before next meeting. Madeline thanked the speakers and asked if we could post their presentations on the website. Have not heard back yet. Cathy will send her handouts from her talk to Carly.
 - b. Carly's position
 - i. She will be pulled away from PPHL, what tasks do we need the person to do - can we get what we need from another member? CCMB has funded this position so far, but budget constraints have made this difficult - *may* be able support part of the position if the work can be redistributed to other Partners. Position was supposed to be a .2EFT (1 day a week) - some weeks are more

pbarclay@ierha.ca).

- ii. Another task is updating the website - which Carly coordinated - if the working groups all connect with Mike Tutthill from Health In Common directly about updates to the website - that would be more efficient than have everything housed at CCMB. There is a members-only portal on the website that we haven't used but that could be used to store info currently housed at CCMB. The working groups have their workplans, but no minutes on the website. Only Membership and Coordinating Committee Minutes have been uploaded.
 - iii. Funding is challenging as many budgets have been cut. Who can use our data (or could use our data)? Ideally we need other members to contribute portions of this work as in-kind support. We could also ask members to throw in 'x' dollars into the pot to fund the position. If we are going to ask new (perhaps better funded) members to join then we need to be sure to sell the connection (i.e., the benefit to them) in joining the Partners. We need to look at the workplan for the coming year too - to be clear on what we're working toward.
 - iv. The administrative piece may not be that hard to redistribute, but we need a list of tasks so that we can see how to split it up. **Carly will forward the job description for her position as a starting point. Carly will also check into setting up a coordinator folder in the private space on the website for the incoming coordinator to use as a reference.**
 - v. **Request that the Working Group Chairs send their e-documents to Mike Tutthill to put on the members-only portion of the website.**
4. PPHL Facilitated Session - follow-up - Bohdanna Kinasevych
- a. At the last meeting we finalized the evaluation plan, a piece of which was a survey for members and stakeholders. Bohdanna has produced a survey for us to look at produced in Fluid Survey (Canadian version of Survey Monkey). Would an incentive (coupon) help w/participation rate? Shouldn't be necessary - say that 50,000 kids filled out a 45 minute survey - they should be able to take 5 mins to do this.
 - b. Keep the questions grouped so that the Coordinating Committee questions and PPHL mandate questions are together. "YHS Survey Development" is actually referred to as "Tools and Methods".

- c. Use the branching function of the survey tool so that if a participant checks off 3 working groups, then the remaining questions will refer to those 3 working groups.
 - d. Regarding the question about the PPHL website (being visually appealing) if everyone says that it is not appealing, will we have the resources to change it? There is a text box so that people can elaborate - and we can prioritize suggestions.
 - e. Last question - role of PPHL/Coordinating Committee - put earlier in survey.
 - f. What about adding questions about access to meetings? Should we ask about offering TeleHealth/webinars etc? Can we ask if travel to meetings is a barrier for them to attend? Is Webex available in the North? Yes they are using already for some meetings. Some people may not be able to install the software/need to involve their IT people. Could just ask what technology they have available to them to connect meetings. We will just ask if travel is a barrier to attending meetings - all participants should answer this question.
 - g. Also a note that you can be on a working group, but not a member, and you can be a member and not on a working group.
 - h. Bohdanna will make revisions to survey as suggested and send link for forwarding to all members (including all Working Group Members)**
 - i. Carly has working groups members lists, will send to Madeline to add to existing membership list to send to Doreen to mail out the link for the survey.**
 - j. The software will tabulate responses - but not do anything with the open-ended responses. We can review the results at September's meeting.
5. Meeting dates for 2013-2014 and membership (Doreen/All)
- a. Can we change the dates to be same day of the month (for example) - Coordinating Committee meetings, 1:30-3:30 PM on the 1st Thursday of every month? September 5th would be the first meeting date.
 - b. Do we need to have 2 full Membership meetings in addition to the AGM? Book one for now and then discuss 2nd meeting date later.
 - c. Madeline to send out email to Coordinating Committee to book the Coordinating Committee meetings for the 1st Thursday of every month (excl. December - September, January, March, April, June), from 1:30-3:30 PM. Madeline to send email out to the PPHL Membership to hold November 7th from 12-3PM for the 1st meeting (meeting after that would be February - unless we cancel - and the May AGM). All locations TBD for now. Ref. AGM, can we pick a date in May? Deferred.**
6. Working group reports
- a. Youth Health Survey –Tannis Erickson
 - i. Tannis Chairs the YHS WG which feeds into DARP and the KEWG and we need to ensure that these groups are on track to develop the tools and guidelines for people to use. Need to look at

- ii. The database has 43K scanned surveys, 28 school divisions (out of 37), plus a number of first nations and independent schools.
 - iii. Still no word on the funding (Debbie Nelson) for the provincial report- Tannis sent her the statement of work. We would be ready by mid-July. Asking for 40K - but we are not covering our real costs. Education wants some secondary analysis.
 - iv. Tannis is also a part of the DARP committee (representing CCMB), and noted that it's time to start looking at new data sharing agreements (DSA) between Healthy Child and the RHAs. However there is some clarity needed as to who 'owns' the responsibility of creating the DSA. DARP thought that it was CCMB responsibility; given the role of CCMB in holding the YHS data and experience with creation of the original DSA, Tannis arranged the current revision (i.e., effective 2013). However, there is also interest in organizing some guidelines about how the data could be used which is a broader PPHL function, as it will involve data managed by several Partners (e.g., Health Child Manitoba, CCMB, and Manitoba Health). While this could be taken on by DARP, the TOR for DARP are not conclusive as to who should be doing this type of work (coordinating DSA and guidelines), although the TOR do indicate that the Coordinating Committee can direct their activities as needed. The Coordinating Committee recognized that this situation identified a need to update the TORs. **We need to review the TORs for all the working groups to make sure they are up to date and clearly stated.**
- b. Adult Risk Factor Surveillance – Nancy McPherson
 - i. Carla Enns is attending the CSEB conference next week and will be referencing the work of PPHL and ARFS in her presentation.
 - ii. The group has not met recently.
 - c. CLASP - Jane Griffith
 - i. Haven't heard back about the CLASP they put in.
 - ii. **Jane would like to report on the SAYCW CLASP next meeting.**
 - d. DARP - Heather Sparling - defer.
7. Next meeting - Coordinating Committee meeting will be the 1st Thursday of every month starting with Sept 5th (from 1:30-3:30 PM), First full Membership Meeting will be November 7th (12-3 PM, lunch provided).