



Triple P Implementation Working Group
Notes February 23, 2011
9:00 to 11:30 p.m.
Leeds, Grenville and Lanark District Health Unit, Brockville Office

PRESENT: Angèle Charron, Peter Coughlin, Robyn Delaney, Marg Fancy, Esther Pigion, Keith McPhee,

REGRETS: Denise Kall, Kim Morrow, Michelle Murray, Tom Turner

1. Welcome

Robyn welcomed the members to the meeting

2. Approval of Agenda

The agenda was approved with the following additions:

Item 5.2 – Budget

Item 11 – Training update

Item 12 - Point of Information

3. Approval of the Meeting Notes of January 19, 2011

Meeting notes were approved as circulated. Discussion around the Healthy Communities grant proposal. Peter had concerns about why we needed to provide in-kind contributions. He asked that the Implementation Working Group be kept up to date regarding grant proposals. Keith explained the deadline was time sensitive and decisions needed to be made quickly by the Facilitator and the Chairs. He stated that we were obliged to establish that we could provide 10% (in cash) of the amount we were requesting. The proposal will eventually be placed on our website, to be available to be used as a model application. He also reported that it is very unusual to see a proposal with as many community partners named. The proposal will eventually be placed on our website, to be used as a model application.

4. Action items arising from previous meeting notes:

- Esther will take digital pictures of her presentation and email to the work group.
 - complete. Esther reported that the OEYC's have requested the display as well.
- Keith to post the Role of the Chair on the EKIOC website.
 - complete
- Angèle to approach Jessica Deschamps to assist the sub work group
 - complete. Jessica is interested but would like to discuss with Michelle. Angèle gave Jessica's business card to Peter and Robyn.

NEW ACTION: Michelle will call Jessica.

- Kim will ask Allan Hogan if he would like to participate in the data collection work group
 - deferred
- Jen will approach a VP to join the data collection work group
 - Robyn reported that she called Jen McMaster, who confirmed the name of the VP is Kimberly Melvin-Long (VP at Prince of Wales public school). Jen sent Kim's information to Peter, who in turn forwarded it to Robyn. Kim will participate in the Data Collection Task Group, along with Peter, Michelle and Jessica Deschamp-Baird (Data Analysis Coordinator for UCLG). Robyn also



extended an invitation to Kimberly to join the Triple P Implementation Working Group.

- Darleen will email the group the final copies of the Terms of Reference, Partnership Agreement, Role of the Chair, Facilitator Position Description.
 - complete
- Marg to make the Lead Table of EKIOC aware of the barriers to service delivery, i.e. capacity to deliver more level 3, 4 & 5, ability to provide transportation, child care, food/snacks to clients, logistical support for group organization and delivery.
 - incomplete – this will defer to their March meeting. Keith reported that the Lead Table is considering having Michelle and Robyn come to the March meeting to be introduced and to make a short presentation/update on the progress made by this working group.
- Michelle to determine with Marg what planning documents should be forwarded to EKIOC, eg. Logic model and/or Work Plan.
 - ongoing.
- Michelle to send out a template to group members to fill out with a quick turnaround for the Healthy Communities grant application.
 - complete
- Michelle and Marg to develop a budget submission for the EKIOC Lead Table to address service gaps identified in the CCCF application for funding for Level 4 and 5 service delivery.
 - Ongoing. This has to be discussed with the coordinating and planning group of the EKIOC.

5. Business resulting from previous meetings

5.1 Report – Knowledge Exchange Session (attachment) – Michelle
- deferred

5.2 Budget
- deferred

Peter referenced an item in the December 2010 notes, i.e. budget suggestions to be emailed to Michelle. He would like to have an update on this at our next meeting.

ACTION: Michelle will provide an update on budget suggestions submitted to her.

Keith noted that we need to look at budget for CCB and the Healthy Communities funding– and then review the suggestions that came in to establish if we have equity of service delivery – or if funding is required to ensure that one partner is not out of pocket. Michelle is challenged with a work plan that will function with \$55,000 and possible Healthy Communities funding of \$100,000 over 2 years. If the latter is approved, we will be able to fit both work plans into our service delivery.

Once the budget requests are presented to the Lead Table, they will make a decision as to how the dollars will be disbursed. There is a possibility of using the CCF funds if necessary, although the amount available is unknown. We are pioneers in this venture. The Lead Table has no history to refer to, as this is the first time so many partners are coming together regarding a funding proposal.

6. Update - Triple P Media Provincial Committee – Denise Kall

Robyn presented this update for Denise, who was unable to attend the meeting.



There is very little to report from the provincial media group as Denise was in Toronto and missed the last meeting. Michelle was not able to attend either.

Denise has asked for a summary – but doesn't have it yet.

Things are moving slowly right now – not sure what the reason is.

- We're still waiting for the completed media kit (posters, ads, etc)
- They have fixed a couple of things on the community micropages – but there is still work to be done
- We are waiting to hear of training times for the folks who will look after the micropages in each community
- We are expecting to get an order form for each community to complete for their local area (re posters, bookmarks etc) – when they received what we sent before, they realized there were no commonalities – so they will give us a standardized form to use

If anyone has questions, please let Denise know. She can take them to the committee's meeting next week. If the summary arrives from the committee chair she will send it along. Denise hopes to have more to report next month.

Keith questioned how flexible we will be in being able to post what we want on our local site. Chris Sample, the Health Unit's webmaster will be able to respond to this after his training. Keith suggests that we discuss what we want parents to be able to access locally when they refer to our local site. This will be an agenda item at our next meeting.

ACTION FOR ALL MEMBERS: Review the provincial website prior to the next meeting.

Peter suggested putting the website on our work plan as well. This is to be discussed when Michelle is present.

7. Update – HCF grant proposal - Michelle

- deferred. Robyn said we should have more info to report at our March meeting.

Keith was very complimentary to Robyn for all the research she did for this proposal. He asked if we could forward a copy of the Lit Search to TPI, as they have never seen such extensive work completed for a proposal.

8. Tip Sheets – Michelle

- deferred

Angèle had a few concerns regarding accessibility and inconsistency between the information on the Tip Sheets on the Triple P web page and the ones that are available to trained practitioners. A suggestion was made to rename to "Fact Sheets" on our own micropage if possible, to avoid confusion.

Esther reported that practitioners are unable to access Tip Sheets for children beyond JK. We need Tip Sheets for ages 6-12. Keith believes new ones are now available.

Keith also reported that the Tip Videos are very powerful with parents. A decision was made a few years ago that each agency would purchase their own videos. He suggested showing a clip from one of the videos at a future working group meeting. A couple of libraries now have the videos. Three years ago a grant was achieved to provide funding for parent groups within schools to purchase tip sheets and videos. So some school do have Triple P materials.

ACTION: Michelle to look into Triple P resources in schools.



Peter noted that as a working group we need to line up our needs with what is available from Triple P International. Michelle will work on this. Keith has experience in this area and can assist her.

ACTION: Darleen to get an updated inventory list from Jodi for Triple P Tip Sheets.

ACTION: Michelle will reconcile this list with the resources Triple P International has available.

9. School Council Meetings - Michelle

- deferred

Michelle plans to visit school council meetings to enlist parents to help.

10. MCYS Report – Fiscal 2010-11 YTD – Peter

Peter brought the information to everyone's attention, as this is the result of prior requests to the members for data. Keith questioned how the targets will be set in the future. Peter suggests that the data sub-group will have some input.

11. Training Update

Peter reported that the CYWS recently sent staff to Markham for training. As these employees had some concerns, Peter would like Michelle to follow up with Health Unit staff that attended the training, to establish if they had any issues. Esther stated some participants were told by Triple P representatives that they did not need certain prerequisites for certain levels. A suggestion was raised to offer Brockville as a site for future training..

ACTION: Michelle will provide a summary of the training attended by Health Unit staff.

ACTION: Michelle will also ask Triple P for the prerequisites for training.

12. Point of information

Kim and Peter will be meeting sometime in March to foster better operational links around Triple P. They will report back in due course.

13. Next Meeting: March 16, 2011, 9:00 to 11:30 in the Brockville Room, ground floor of the Brockville Health Unit.