

**American Public Health Association (APHA)
Community Health Planning and Policy Development (CHPPD) Section Action Teams**
Monday, August 16, 1:30 – 2:30 pm EDT

Present: Shana Alford, Padma Arvind (program co-chair), Amy Carroll-Scott (Chair-Elect), Roy Grant, Danielle Greene, Priti Irani (chair), Tammy Pilisuk, Ijeoma Nwachuku (program co-chair), Eloisa Reynault (APHA Transportation and Public Health Manager), Winston Tseng (section councilor), Stanton Wolfe.

Next meeting: Tuesday, September 21, 2010; 12:30 – 2:00 p.m. EDT, and then Monday, October 4, 2010, 12:30 – 1:30 pm EDT

Item	Discussion	Action
Welcome, Intro Agenda review	Priti welcomed the group and reviewed the charter. Asked feedback on charter	
Charter Clarification	<p>Tammy asked clarification on the charter...and what is the lofty goal. Priti said it to align section member to community health planning and policy development priorities.</p> <p>How were the three issues for the team selected? Team 1: engaging members on specific tangible issues: was related to getting members to be specific about their interests. Members want to be engaged but don't know how.</p> <p>Team 2: Improvement in invited session process/quality. Is an operational improvement project. Identified through informal feedback.</p> <p>Team 3: Transportation and Public Health. Was one of the projects identified the survey, and could fit under the hottest topics which are: Community health improvement, social determinants of health, built community, health care/certificate of need. It was selected based on the fact that one member seems very interested and APHA has resources to support.</p> <p>All three issues are very different: broad, operational and topic specific, and it would help us test the improvement methodology, and see what comes of it. Priti agreed with Stanton that everyone on the team was feeling lost at this first meeting</p>	
Charge for all three teams	<p>Answer these three fundamental questions: (1) What are we trying to accomplish? (2) How will we know that the change is an improvement?, and (3) What changes can we make that will result in an improvement? Charge for Team Contacts: Coordinate answer to the three fundamental questions, and set some basic groundrules.</p>	Have at least Aim Statement defined before Annual Meeting in case there needs to be work done at the Annual meeting

<p>Questions raised by three teams</p>	<p>Team 1</p> <ul style="list-style-type: none"> • Amy suggested that sending out more emails would be helpful. • Shana said having pre-existing projects for members to latch on to would be helpful. • Priti said that these were two hypothesis, and to test it out and see if it is true. There were experienced team members who would be able to inform about the section's existing projects, a lot of which are linked to the annual meeting. • Winston suggested offering training for students. Asked what percent of students were part of section? • Priti suggested interventions e.g. training should be linked to "aim statement. Also said that of the 98 members who completed survey, 20% were students, and 80% were not students; 40% were new members. • Priti also suggested group may decide to open up the outreach to members who did not complete survey if they decide <p>Team 2</p> <ul style="list-style-type: none"> • Should there be two review processes: one for regular, and the other for invited? Will that be confusing? • How many invited sessions should there be? It will shut out some regular session presenters, and what would be acceptable for section? • How should quality of invited sessions be described/measured? • For invited sessions, should there be a two part process: review process, and submission process? <p>Team 3</p> <ul style="list-style-type: none"> • Ijeoma said she was interested in issue. As neither Karyn or Eloisa were present, Priti suggested postponing the discussion. 	
<p>Resources to Review</p>	<p>Resources to review</p> <ul style="list-style-type: none"> • Presentation made at May meeting and posted at http://www.apha.org/membergroups/sections/aphasections/chppd/benefits/chppd_minutes.htm • IHI's Improvement Model: The Model for Improvement, developed by Associates in Process Improvement, is a simple yet powerful tool for accelerating improvement. The model has two parts: Three fundamental questions, which can be addressed in any order, and the Plan-Do-Study-Act (PDSA) cycle to test and implement changes in real work settings. The PDSA cycle guides the test of a change to determine if the change is an improvement. The three fundamental questions are: (1) What are we trying to 	<p>Please review resources to understand process</p>

	<p>accomplish? (2) How will we know that the change is an improvement?, and (3) What changes can we make that will result in an improvement.</p> <p>http://www.ihl.org/IHI/Topics/Improvement/ImprovementMethods/HowToImprove/</p> <p>IHI Breakthrough Series White Paper : http://www.ihl.org/IHI/Results/WhitePapers/TheBreakthroughSeriesIHICollaborativeModelforAchieving+BreakthroughImprovement.htm</p>	
<p>Team Contacts, Members, Emails</p>	<p>Team 1: Engaging members on specific issues Contacts: Amy Carroll Scott, Winston Tseng Other Members: Russ McIntire, Feon Cheng, Stanton Wolfe, Janet Pru-Bettger, Lauri Andress, Veronica Uzoebo, Shana Alford, Shawn Kimmel, Michelle Johnson Emails: amy.carroll-scott@yale.edu, wtseng@pacbell.net, rkmcinti@indiana.edu, cheng.feon@gmail.com, swolfe@uchc.edu, janetpr@nursing.upenn.edu, landress1@gmail.com, vuzoebo@health.nyc.gov, alfordsb@sbcglobal.net, umemotoa@marchofdimes.com, skimmel@umich.edu, Michelle.D.Johnson@va.gov</p> <p>Team 2: Improvement in invited sessions Contacts: Padma Arvind, Tammy Pilisuk Other members: Roy Grant, Danielle Greene Emails: padma.arvind@co.middlesex.nj.us, Tammy.Pilisuk@cdph.ca.gov, rgrant@chfund.org, dgreene@health.nyc.gov</p> <p>Team 3: Transportation and Public Health Contacts: Karyn Warsow, Priti Irani Other members: Ijeoma Nwachuku, Eloisa Raynault, Tony DeLucia, Herbert Jamieson Emails: warsowreverence@yahoo.com, pri01@health.state.ny.us, Ijeoma.Nwachuku@methodisthospital.org, Eloisa.raynault@apha.org, DELUCIA@mail.etsu.edu, herbjamie1@yahoo.com,</p>	
<p>Resources and budget</p>	<ul style="list-style-type: none"> • Team members want to set up conference call, please send Priti the date and time • Survey monkey tool is available through Priti or Amy • Section has “Insider Wiki” http://chppdweb.wetpaint.com/ for members to use • Propose budget items...will need to be voted on by section council 	
<p>Next conference</p>	<p>Agenda and Handouts are usually posted a week before the conference call. If later, they are posted on the wiki (http://chppdweb.wetpaint.com/). It is preferable</p>	<p>Teams can share their “Aim Statements” at the Tuesday, September</p>

calls	if written aim statements are shared for comment	21, 12:30 – 2:00 pm EDT Monday, October 4, 12:30 – 1:30 EDT
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Notes by Priti Irani