



## Healthy Connecticut 2020 State Health Improvement Plan

### Environmental Risk Factors and Health ACTION Team Meeting NOTES

**Date:** July 28, 2015

**Time:** 1:30-3:30

**Location or Conference Call Number:** CT State Laboratory, and Go-To-Meeting

**Conference Call Access Code:**

<https://global.gotomeeting.com/join/525627773>

Dial +1 (224) 501-3412

Access Code: 812-192-789

Audio PIN: Shown after joining the meeting

Meeting ID: 812-192-789

**Attendees (Please list all who participated):** Andrea Boissevain, Francesca Provenzano, Judy Dicine, Bob Girard, Meghan Menke, Marco Palmeri, Edith Pestana, Christopher Roy, Kristin Sullivan, Ryan Tetreault, and Carolyn Wysocki

Agenda Items	Time	Discussion	ACTION Items and person responsible
<b>Welcome</b>		Members attended in person or dialed in through Go-To-Meeting. The go-to meeting was recorded. Attendees online (M. Palmeri, B. Girard, E. Pestana, and C. Wysocki) indicated that they had difficulty hearing all people in the room. The conveners indicated that they would repeat what was stated by members in the room, so that they could fully participate.	
<ul style="list-style-type: none"> <li>Discuss and review CT DEEP's input for</li> </ul>		Andrea Boissevain opened the meeting. Andrea summarized the work accomplished during the prior Action Team meeting to bring all members up-to-date on current tasks and responsibilities.	

<p>objectives 4 and 5</p>	<p>Andrea asked Bob Girard to provide Action Team members with a summary of his responses for the Step 1 worksheet. His findings for the Step 1 process were projected on the screen/wall so that Action Team members could follow the discussion. (Action Team members had not received information on the Outdoor Air Quality Objectives before voting on priority objectives for this meeting.)` Members wanted the opportunity to hear the status of Outdoor Air work in CT to determine if those objectives were ready for current action planning phases.</p> <p>Bob Girard discussed his findings for the Step 1 process for Outdoor Air Quality (Objective Env-4, and Objective Env-5), including limitations. Bob’s explanation to the group highlighted that the Outdoor Air Quality objectives were at a point where they were not ‘developmental’ and should be considered in the survey of Action Team members’ votes for the top 3-5 objectives that should be the focus of the members’ efforts moving forward.</p> <p>During the discussion Action Team members asked questions or for further clarification on items discussed by Bob Girard. Answers were provided. Of note was a lengthy discussion about what is meant by ‘Evidence-Based Practices’ and sources of data for outdoor air quality measures. There was discussion about potential strategies and partnerships/coalition that could be developed or enhanced for the Objective Env-5 (awareness for air quality).</p>	
<ul style="list-style-type: none"> <li>Review Prioritization (Survey)</li> </ul>	<p>Andrea Boissevain developed a ‘survey monkey’ poll for voting on the top 3-5 priorities prior to the meeting. The findings of that poll were shared with Action Team members. Further clarification was provided to team members about the prioritization process, and utilizing the Step 1 worksheet to assist team members in selecting the objectives that were of highest priority.</p> <p>In light of Bob’s outdoor air quality information, team members were asked if they preferred discussion immediately, or if they wanted to take another poll online. Team members were asked to take 3 minutes to absorb Bob’s information, as it may change their minds as to the top priority objectives.</p> <p>The group decided to re-vote at the meeting. F. Provenzano marked committee members’ votes, and tallied them. Based on votes, two top priorities were identified (1) Env-1; childhood lead poisoning, and (2) Env-5public awareness of the presence</p>	

		<p>and risks of poor air quality days, <u>and all remaining objectives had the same number of votes</u>. Committee members were asked to revote on the remaining objectives to cull down the list of objectives; Env-4: improve outdoor air quality, and Env-6: housing code standard enforcement.</p> <p>The top 4 objectives selected by Action Team members were Environmental Objectives 1, 4, 5, and 6. The group was in consensus with the final decision made collectively by all Action Team members.</p>	
<ul style="list-style-type: none"> <li>• Begin assessing evidence-based strategies for each objective</li> </ul>		<p>F. Provenzano raised question about existing strategies listed in the State Health Improvement Plan (particularly for the Childhood Lead poisoning Prevention objective). She would like to engage partners for completing the Step 3 process. As written F. Provenzano indicated that the strategies, as written, are more DPH-centered and do not include broader partners in housing and weatherization, as examples. F. Provenzano will be engaging partners for Step 3 of this process; she asked for acceptance from Action Team members.</p> <p>Discussion about the Step 2 Evidenced-based Resources for strategies began. F. Provenzano shared the childhood lead poisoning prevention evidenced-based resources with team members.</p> <p>Questions were asked about the Step 2 process:          -Action Team members were asked to send evidence-based resources to the designated person for each of the four top priority objectives (Fran-lead poisoning, Bob-2 for AQI, and Judy-housing code enforcement).          -After completed, Judy and Bob will send Francesca the completed Step 2 forms, and then Francesca will share with all committee members.</p> <p>Bob Girard raised concerns about tight timeline and deadline for Action Teams to complete the Action Agenda by September 30, 2015. He indicated it was difficult to complete the work between meetings. (He was not the only member who had expressed concern about the timeline for this project.)</p> <p>Andrea asked members for their input and sharing evidence based resources with to designated team members for completing Step 2. Several team members were not clear about what evidence-based resources meant, and how they would be applied to</p>	<ul style="list-style-type: none"> <li>• F. Provenzano to complete Step 2 for Childhood Lead Poisoning Prevention</li> <li>• B. Girard to complete Step 2 form for Outdoor Air objectives (2 objectives)</li> <li>• J. Dicine to complete Step 2 for Housing Code Enforcement</li> </ul> <p>Bob and Judy (to provide their finalized Step 2 process documents to Francesca before next meeting) to share, after completion, with all Action Team Members.</p> <p>August 10, 2015 COB was designated as deadline for providing finalized document to Francesca Provenzano. The documents would then be shared with all action team members on August 12<sup>th</sup>. (Finalized step 2</p>

		<p>the action team process, or how they would be completed in a short time.</p> <p>Andrea, Francesca, and Judy provided further explanation and guidance to team members on the purpose of evidence-based resources and their significance. (Many of the listed resources on the top of the template Step 2 form were not relevant to EH measures, and so created some confusion.)</p> <p>Andrea indicated she would assist Bob with evidence-based resources for the Outdoor Air Quality/Awareness. Carolyn requested that we use terms consistently to reduce the level of confusion. Andrea recommended the term “Sources for Evidence-Based Strategies” to clarify what references should be included in the Step 2 form. This helped to clarify the issue for action team members.</p>	<p>documents were not sent to F. Provenzano by August 17<sup>th</sup>—as indicated by team members during the meeting on 7/28/15 the timeline was too short.</p>
<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Overview for Step 3</li> </ul>		<p>Overview for Step 3 was not covered during the meeting. Discussion and explanation of the Step 2 process was needed for action team members.</p>	
<p>Adjourn</p>		<p>Next Meeting Date/Time: August 11<sup>th</sup> 9-10AM conference call scheduled for sharing the Step 2 documents with team members was delayed until August 19<sup>th</sup> 10-11AM.</p> <p>As indicated during the meeting, action team members were unable to complete the Step 2 process in such a short time, so more time was needed to complete their work.</p>	<p>The designated action team members for each of the priority objectives will present their final Step 2 documents during the August 19<sup>th</sup> meeting.</p>