Minutes, Healthy Eating and Active Living (HEAL) PWT Subcommittee, Sept. 27, 2011
(Items needing action are underlined)

Present in person:
    Wendy Wolfe, Jo Swanson, Valerie Adams, Holly Gump
Joined by polycom:
    Jessica Spence, Rachel Williams, Mary Lee Bourbeau
Joined by conference call (polycom still problematic):
    Mary Breyette
Not able to attend:
    Brenda (District Educators retreat), Guin (maternity leave, due Oct. 14), Krista (maternity leave and job has changed so is resigning from committee), Debbie (urgent 4-H planning mtg with her staff), Susan Prier (no word from Lisa Buenau, Kim Gardener)

Introductions
Valerie Adams, new state 4-H leader, was introduced by Jo Swanson and everyone introduced themselves.

Our Name and Acronym
Our new PWT subcommittee name is Healthy Eating and Active Living – abbreviate as HEAL or not? We decided that it was OK to use HEAL as an acronym, but we agreed that we would not use the acronym instead of the full name, just as an abbreviation as appropriate. [note: if we do become a PWT again instead of subcommittee, we will need to add “Youth” back into our title, so should re-visit this acronym question, Y-HEAL?]

DDR
Somehow this made it back to the State Office. Who wants to take custody of it on behalf of the Healthy Lifestyles PWT? Contact Adam.

Update from State 4-H: Jo Swanson and Valerie Adams
3 priority areas for 4H and supporting positions on campus:
  • Healthy lifestyles: one full time position
     ○ Awaiting approval of the job description before it can be released - plan to post in November. Jo will be filling in until the new person is hired. Ideally the person will have expertise in nutrition and youth development.
  • Science, Engineering and Technology (SET): one full time position
     ○ Nancy Schaff hired
  • Citizenship: One half-time position, position description to be flushed out and announced after the Healthy Lifestyles position is filled. This is an area we are doing but it is not overt—it is embedded in the work we do.

Jo said that campus 4H is ramping up communications and visibility, and Valerie shared that campus is working to increase support to 4H educators in the counties. CALS and Human Ecology work with 4H, but want to expand to other schools at Cornell. Currently they are going through a logic model process at the campus level and at the county level and comparing goals between the two. They want to identify complimentary goals. Valerie said there is often a short
turnaround time for grants, etc. Once we go through the logic model process we will be better positioned to respond quickly when grant opportunities arise. Jo later shared that Mike Duttweiler is doing a training on value statements, and that Celeste sent Jo a draft of value statements for healthy living - one sentence and a description. It will be tied to the logic model.

Some counties have already started work on logic models and going through the CORE process. Rachel said when going through the process, you find the items in your program you want to evaluate. You don’t have to evaluate every aspect of your program. This should be emphasized so that counties aren’t overwhelmed about the thought that they have to evaluate their whole program. After going through the CORE process counties are supposed to do a lit review on tools for measuring the outcomes they’ve identified. The Netway has a link to evaluation tools.

National 4H is also moving towards evaluation. Wendy participated in the national 4-H process of identifying and reviewing evaluation tools for youth. These are now posted on the national web site. Wendy thinks that these tools are very general.

National EFNEP is finally going to have youth evaluation tools in their data system. Wendy is actively serving on this committee, which had only 2 weeks to select the questions to be added from a compiled list based on validated tools and such. They identified 20-25 questions for each of the age categories (K-2, 3-5, 6-8 and 9-12 graders), focusing on behavior and skills questions for each of 5 topic areas based on the EFNEP CNE logic model. NYS will likely be involved in testing the new tools over the next year.

Valerie mentioned 2 federal curricula - she will forward the names of the curricula to our committee.

Valerie added that they will be tweeting soon—to share updates more quickly.

There was a discussion about sharing 4H success stories more systematically. CCE nutrition programs already require success stories when doing quarterly program reports.

**Choose Health Officers update** – Jo Swanson
The materials have been delivered to the people who ordered them. The materials will be posted on the web site - pdfs of Officer and Leaders Guides, the calendar, the logic model. Sally did a wonderful job of putting together a training webinar, Powerpoint and other materials from that are also available on the web site. Eventually the evaluation plans will be posted as well. Jo thanked Paul Treadwell for his assistance on this project.

**Choose Health Action Teens (CHAT) and CHFFF youth curriculum update**: Wendy CHFFF, the new youth nutrition curriculum “Choose Health: Food, Fun, and Fitness,” is final (and Wendy is working to get it approved for use in ESNY). CHAT Facilitator Guide is being revised, almost ready for review by those with experience doing CHAT. Evaluation tools for teens are also ready for use (ones for younger youth are coming as part of the national EFNEP initiative).

**Training for 4-H Educators who want to teach CHFFF**: Wendy and full group
Need to develop a training on the CHFFF curriculum for 4-H educators who want to use it directly with 8-12 year old youth as opposed to through Choose Health Action Teens or CHAT, which has a 3-day training already. At our last meeting, this committee agreed to take the lead on developing this training. We decided to postpone actual development until we can meet in person, but discussed that this should be a train the trainer, with at least one key educator in each region identified who has experience with CHFFF, who would then be trained and then train others in their region. Mary agreed to be the train the trainer for North Country, Jessica for Western, and Rachel for Finger Lakes. Linda Early was suggested for Capital region, Jerome and Carly (Orange Co.) for Southeast, which includes LI and NYC, and Debbie and Peg (Madison) for North Central. Wendy said she would get a list of 4-H regions and see who has used CHFFF or been trained in CHAT and share before our next meeting.

As part of the CHAT Facilitator Guide, Wendy and Sally have developed a detailed teen training, which includes training on facilitation skills, youth development, etc. as well as teach-backs of the CHFFF curriculum. This might be helpful for development of the new training for educators.

Further discussion on the CHFFF training: Discussion also included the idea of inviting all educators to these regional CHFFF trainings, offering it at one of their regional trainings, making it hands-on including games and food prep, and using the PWT $2,500 to support the training - cover materials, mileage etc. The idea of sending the curriculum to the 4H educators in advance of the training was suggested, but Wendy would like the training to be required before using the curriculum, so didn’t think this a good idea because some might start using the curriculum without the training. Wendy also noted that there is some concern from nutrition educators about the idea that 4H educators teach nutrition without appropriate background. Jo suggested requiring counties to have a working relationship between 4H and nutrition to use CHFFF. Valerie suggested making a very simple survey for the counties to find out who would like to attend the training. Have the PWT put together a brief description of the training and what’s in it for them. Wendy suggests breaking the training into a webinar beforehand and then a face-to-face. We did not address the question of trained educators then training adult volunteers. [Also to discuss more later: For the facilitation skills part, recommend that educators take Reaching Not Just Teaching or its new 1-day version “From Presentation to Facilitation.” And plan outline, timeline, work groups etc.]

Planning for the Future: All, with Jo and Valerie still present
After a discussion of our broadened PWT and the challenge of finding a campus co-chair now that it is so broad (a campus co-chair needed to get the $2,500 PWT money as well as just needed in general), we discussed the idea of the 3 subcommittees becoming 3 PWTs instead – which is what we are all acting like right now, since each has campus and county leadership and there is basically no communication between the 3 subcommittees. Then we’d be more able to find campus partners with our more focused work. Jo and Valerie both supported this idea, and thought that having 4 PWTs under 4-H (our 3 along with SET) would be great for the 4-H program and the new emphasis on translational research and campus-county connections. Valerie suggested we talk to the larger group. She and Jo think it should be a fairly easy process for the two new subcommittees to apply to be new PWTs. Our HEAL subcommittee would then continue as a PWT since that’s been the focus all along, but would likely change our name to
show how more clearly what our focus is. We decided to ask the larger PWT to discuss splitting the subcommittees into 3 PWTs. [Note: The leaders of the 3 subcommittees, along with Barb Stevens and other leaders of the overall PWT steering committee that was being formed, met by conference call, joined by Jo Swanson and Jennifer Tiffany, on 10/17 and agreed with this general idea – next step was that each committee would discuss with their membership before a final decision on or before a Dec. 12 call for the same group.]

Next meeting date: November 7, 10-3 at CCE-Seneca County to work on CHFFF Educator Training
Mary by Polycom, see if Brenda can attend in person [Rachel, Jessica, Mary Lee and Holly (?) will be there in person]
Invite Jerome/Carly and Linda to join by Polycom as potential regional trainers?
Invite reps from each 4H region?

Held over to our next meeting:
- Other goals and objectives over the next year besides CHFF training?
- Leadership structure, working groups?
- Volunteer to chair the next meeting?
- Planning for sustainability of Choose Health initiatives – Jo?
- Communication

Other topics and issues for next full group meeting:

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Membership
As we become a PWT again, should we examine our membership and open it up to new members, e.g. to try to get 4-H and nutrition representation from each region, and perhaps DOH or other outside stakeholders? Shall we also check in with each member about staying on (especially those who did not respond about last meeting), and set up membership terms and other structure? See guidelines SET uses unofficially. And we’ll need a co-chair, and perhaps secretary and treasurer...

Our official members are: Wendy (Chair for now), Debbie, Mary Lee, Jessica, Rachel, Krista, Holly, Brenda, Lisa, Mary, Guin, Susan, Kim (plus Jo or her replacement). Krista is resigning due to a change in her job responsibilities when she returns from maternity leave.