



Environment & Policy Setting

Meeting #7

Wednesday, May 15, 2013 • 2:00-4:00pm

Haslett Armory, Room 219, 122 William Penn Street, Dover

In Attendance:

John Mateyko, AIA / Northeast Sustainable Energy Association (NESEA)
Patti Miller, Nemours Health and Prevention Services (via telephone)
Connie Holland, Office of State Planning Coordination
Dorothy Morris, Office of State Planning Coordination
Dan LaCombe, DelDOT
Herb Inden, Office of State Planning Coordination
Kendall Sommers, DNREC
Andrea Trabelsi, Delaware Greenways
Karen Horton, DE State Housing Authority
Helen Arthur, Division of Public Health
Philip Franz, AIA—DE Chapter

Action Items:

- Please submit any comments/content for the Comprehensive Technical HIA report (sent out in 3 parts over the last few weeks) ASAP. If you plan to review the document and have additional feedback, content, edits to submit past this coming Monday, May 20, it **MUST BE RECEIVED** by June 11, at which time I will assimilate any last edits/comments and finalize the document. Please email Andrea if you plan to review the document and submit content/feedback beyond Monday, May 20.
- Andrea will be updating the Comprehensive Report between now and May 20 with the feedback and content received at and prior to the meeting, including attempting to blend the findings tables with the logic/pathways diagrams. She will share the latest version on May 20.
- Please review the Lessons Learned document (sent out with these meeting notes) and provide feedback/edits by June 11.

Notes:

Fort DuPont Health Impact Assessment

Comprehensive Technical HIA Report--

Andrea explained that the report that was sent out (in three documents, titled: “Sections 1 and 2_Intro Goals Methods”; “Section 3_assessment”; and “Section 4_Conclusions and Recommendations”) is designed to be a comprehensive documentation of the HIA process (the doc, as a whole is referred to as the Comprehensive Technical HIA Report, herein), hence its length and degree of detail. As such, it will be available to anyone who would like it, but will not be used for wide distribution. Rather, an executive summary document of about 4 pages in length and with more diagrams/graphics will be produced using the key content of the Comprehensive report and used for wider distribution and promotion purposes.

The group spent the majority of the meeting discussing the draft Comprehensive Technical HIA Report with regard to the following issues:

- **Confidence in our findings and evidence base**—the group discussed concerns related to our confidence in the conclusions presented in the report. In particular, we focused on the “Expected Health Impacts” diagrams found on pages ~56-70.

Andrea and Patti had briefly discussed prior to the meeting and summarized the issue: in general, our HIA had to rely on existing data and literature, which was not at a scale which seems to support drawing definitive conclusions. Andrea had gotten feedback from MDH peer trainers on this point. They recommended just making sure it is clear how the evidence base rankings are determined and recommended some definitions, which the group discussed. In moving forward, the group agreed to address this challenge by redefining the evidence base categories as follows:

High/Strong—many peer-reviewed articles confirming the connection

Medium/Moderate—one or two good studies

Low/Weak—insufficient evidence in the literature (MDH peer mentors had suggested: “no clear studies, but generally consistent with principles of public health”)

The group agreed that there are areas of health impacts for which we are more confident in the evidence base—particularly correlating obesity/chronic disease and the determinants of health examined in the HIA. On the other hand, the group decided that the findings relating to injuries need to be more conservative (i.e. less conclusive or more “uncertain”) because we do not feel confident in the likely health impacts. (Subsequent to the committee meeting, MDH Peer mentors recommended using a + and – sign and giving the reasoning behind each.) Andrea will update the table according to these guidelines and share out the updated report Monday, May 20.

- **Terminology**—“**Determinants of Health**” used in the “Expected Health Impacts” tables. Patti and Helen suggested that the term “Health Determinants” used as the column heading for the various health related factors examined under the HIA may not be the best choice. Not having an alternative term in mind, the group requested that Helen check with Rich K. or others at DPH for an alternative, more appropriate term to use.
- **Executive Summary Content**—Andrea passed around a sample HIA Executive Summary document produced by the MDH peer mentors (4 page, full color, heavy on graphics) as a possible model for the document we produce. The group liked the length and formatting, so Andrea will aim to have the executive summary be around 4 pages, similar to the example.

With regard to content, Andrea suggested that the document focus on featuring the HIA process in general and how it can be used in decision making in Delaware and using the Fort DuPont HIA as a case study features within the Executive Summary document (note: we won’t necessarily

title the document the Executive Summary. That's just how we're referring to it.). Group agreed with this approach as a good way to produce a document that helps us achieve the many goals we set at the beginning of the HIA.

- **Lessons Learned**—Andrea summarized a few of the lessons learned, which she has already cited in a draft lessons learned document. Andrea will edit that document and send it out for review by the committee (Attached in the email with which these notes are distributed). Please consider the key lessons or opportunities that this HIA process has presented and submit them to Andrea. The Lessons Learned is one of the most valuable deliverables of the HIA.

Aside from those issues, Andrea noted the timeline for completion of the Comprehensive Report (see below) as well as the remainder of the HIA documents, which includes the Lessons Learned section and the Executive Summary. Review, feedback, and any outstanding content for the Comprehensive Report is desired by Friday, May 17. If that deadline is not attainable, committee members are asked to please email Andrea no later than Monday, May 20 to let her know you will be reviewing and submitting additional content/comments/edits by June 11 (the final deadline).

Timeline for completion of HIA

May 19—edits to Comprehensive Technical HIA Report completed (will be the source of content for exec summary document)

June 11—final edits/feedback regarding Comprehensive Technical HIA report and content for executive summary due

June 18—draft HIA executive summary doc, sent to committee for review

June 28—feedback on executive summary doc due

July 9—final draft of executive summary complete

Andrea reiterated that review by committee members is critical for ensuring we have produced a sound, evidence-driven, objective, accurate document. She recommends that committee members focus their review on the sections of the report for which you have expertise and/or particular interest and to pay particular attention to the following:

- the “Section 3_Assessment” and “Section 4_Recommendations and Findings” documents are most important for review because they contain the assessment findings, conclusions, and recommendations (All committee members should pay particular attention to the final “Summary of findings” table toward the end of the report, too, which will likely be an input into the executive summary.)
- content complete? Is the material there and presented logically? Message and evidence clear?
- accuracy of content/citations? If you are familiar with better literature sources, please recommend the source. Also, if you have access to full journal articles or are familiar with a particular article and can verify that the citation is accurate and study is properly explained/linked to the logic in the article that would be very helpful. Andrea did not have access to all articles in their entirety and had to rely on abstracts for many of them.
- missing data / evidence / additional recommendations (see the final summary of findings table toward the end of the report).

Next Steps / Other

- Andrea, Connie, John M., and Phil F. summarized the presentation to Board of Architects, which Andrea and Connie gave May 1. The presentation was well received and prompted deeper discussion among the Board of Architects. The presentation contents seemed to be new

information to most of the members present and the content/data presented was viewed as valuable to their profession and the mission of their professional certification body (NCARB), which is to “protect the health, safety, and welfare of the public.”

- Andrea gave a brief update on the Healthy Community Recognition Program—7 municipalities applied and will be recognized at the June 11 Governor’s Council Full Meeting. Committee Members are welcome to attend.
- Summer meeting schedule—we will not plan to meet again regarding the HIA. Further HIA work will be done by email/phone. We might have a conference call as we wrap up the HIA work.
- Goals / Action items for next year—The next committee meeting, at which we will discuss goals for next year—will likely be in late July. Details will come closer to that time.

THANKS TO ALL WHO PARTICIPATED IN THE WORK OF THE E&P COMMITTEE THIS YEAR!!! We have accomplished a lot!!!