



INJURY PREVENTION ADVISORY COMMITTEE  
Steering Committee  
**Term Limits 2018 – 2019**

**IPAC SC members**

Deb Goebert (Chair)  
David Kingdon  
Eric Tash  
Suzy LaFontaine  
Brigitte Abbot  
Jim Howe  
Mitch Roth  
Robyn Hasagawa  
Emily K. Roberson  
Krista Hopkins Cole  
Aimee Malia Grace

**Leadership**

Deb Goebert (Chair) .....(2<sup>nd</sup>-1 Year Extension, June 2019)

**Committee**

David Kingdon .....1<sup>st</sup> - 3 Year Term, June 2020  
 Jim Howe.....2<sup>nd</sup> -3 Year Term, June 2020  
 Eric Tash.....1<sup>st</sup> - 3 Year Term, June 2021  
 Suzy LaFontaine.....1<sup>st</sup> - 3 Year Term, June 2021  
 Mitch Roth.....2<sup>nd</sup> - 3 Year Term, June 2021  
 Robyn Hasagawa.....2<sup>nd</sup> -3 Year Term, June 2021  
 Emily K. Roberson .....1<sup>st</sup> - 3 Year Term, June 2021  
 Krista Hopkins Cole.....1<sup>st</sup> - 3 Year Term, June 2021  
 Aimee Malia Grace.....1<sup>st</sup> - 3 Year Term, June 2021



## **Injury Prevention Advisory Committee: Steering Committee Terms of Reference**

### **Background Information**

- The Injury Prevention Advisory Committee (IPAC) established in 1990 include representatives from public and private agencies, physicians and professionals working together to address the eight leading areas of injury, including drowning prevention.
- Original members of the IPAC - Steering Committee (SC) were involved with Injury Prevention Advisory Committee (IPAC) as founders.
- The SC was pulled together by the Program Director to act as ‘think tank’ and advocacy group for the Injury Prevention & Control Section (IPCS) Staff, helping to assure the program has a clear community-based connection
- The Steering Committee has been active for more than ten years

### **Guiding Principles**

- Maintain openness to multiple viewpoints and open dialogue
- Participate and contribute in engage in a constructive way
- Work collaboratively, as a team, with IPAC and the IPCS Staff

### **Role of the Injury Prevention Advisory Committee (e.g. an Injury Community Implementation Group [ICIG]).**

- Providing information on the effectiveness of existing state policies related to injury and violence prevention (IVP) and control.
- Reviewing surveillance data to help identify and prioritize injury and violence problems within the state
- Reviewing, identifying, and selecting appropriate evidence-based strategies
- Identifying implementation partners for identified policies and strategies
- Ensuring participation of members on other injury prevention control boards and commissions

### **Role of the Steering Committee**

- Provide guidance and direction for statewide injury prevention efforts
- Support program infrastructure by meeting with Department of Health (DOH) Director
- Provide initial feedback on IPAC agenda



## **Role & Responsibilities for the Steering Committee to Assure Policy Focus**

### **I. Branch Criteria**

- Use, but not limited to, coordinating with IPCS Staff, Hawaii Injury Prevention Plan (HIPP) and Core Violence and Injury Prevention (Core SVIPP) grant to identify and implement policy priorities;
- Consider all levels of policy to improve injury prevention, including regulatory, organizational and legislative, both City & County and State;
- Contribute knowledge, information and expertise relevant to community needs;
- Engage IPAC members and other potential stakeholders to develop action plan
- Oversight of implementation of plans and priorities to assure IPCS is focused on best practices in injury prevention
- Engage in leadership development to assure current and future champions to support and achieve its work, including policy priorities.

### **II. Core SVIPP Grant Criteria**

- Develop a structure with all relevant stakeholders (e.g. internal health department legislative liaisons and communications team/public information office, regional/statewide representatives of key governmental and non-governmental agencies, media outlets, private sector partners, education agencies, non-governmental public health organizations and other academic and practice partners and stakeholders) to be able to strategically assess policy and focus on state injury and violence priorities.

## **Roles of Injury Prevention & Control Section Staff**

- Engage IPAC & SC early in the exploration of opportunities and problem solving constraints and barriers so they can fulfill their value as a “think tank” and create greater opportunities for successful outcomes
- Regularly check with the SC and keep people apprised on progress of plans, etc.
- Identify alternatives and best practice models; strategize with the SC on the best options
- Communicate the status of priorities and initiatives on a regular basis
- Summarize and document agreements arrived at by the SC



### **Meeting Schedule**

Representatives of the Injury Prevention Advisory Committee (IPAC), and the Steering Committee (SC) from the Neighbor Islands will attend meetings on Oahu. We anticipate four trips for at least one member from the island of Kauai, Hawaii and Maui (12).

The Steering Committee will meet at 9AM to 11:30AM. The IPAC general assembly will meet at 12PM/ noon to 1:30PM. Both meetings will take place quarterly at the Rehabilitation Hospital of the Pacific, 3rd Floor Conference Room during the same day. The anticipated meeting dates are: October 21, 2016; January 20, 2017; April 21, 2017; July 21, 2017; and Friday, October 20, 2017

### **Steering Committee Membership and Governance**

The Steering Committee may have up to 9 members. Additionally, two DOH positions provide staff representation –Program Manager- Therese Argoud MPH, and Core SVIPP Grant Coordinator – Nicholas L Hines MPH. The Steering Committee may also have non-voting emeritus members.

Steering Committee members are asked to serve one staggered 3-year term, renewable for a second 3-year term, followed by a mandatory year off before being renewed again.

The Steering Committee members will select two leaders to serve as Chair and Vice Chair of the committee, each consisting as a 2 year term. It is *recommended* that the Vice Chair overlap with the Chair for at least 1 year and then be selected to serve as Chair. The Steering Committee is staffed by the IPCS Program Manager and other IPCS staff members as assigned by the Program Manager.



**Selection of the IPAC- Steering Committee members is based on the following criteria:**

**I. Branch Criteria (See *Recruitment Matrix*)**

- Interest in injury prevention
- Relationship with IPCS
- Skills and Knowledge: (Business/Finance, Child Development/Parenting, Communications/PR/Marketing, Gerontology, Government, Health Care, Insurance Provider, Justice System, Public Health, Public Policy, Transportation,
- Sector Affiliation: (Business, Community, Education, Military, Nonprofit)

**II. Core SVIPP Grant Criteria**

- Maintain ICIG and continue to mobilize support and build partnerships by: identifying, contacting and inviting potential key private, professional, voluntary and nonprofit injury prevention and control organizations, injury care providers, consumers, payers, media, State and Federal agencies, surveillance, research and academic institutions (such as Injury Control Research Centers - ICRC), and others to become members.
- Identify implementing organizations for each identified program or policy strategy. The implementing organization may be the state health department or partner, such as a community based organization, another governmental partner, university, or some combination of these entities. Identified implementing organizations must be included in the Injury Community Implementation Group (ICIG).

|                    |                  |                  |   |                  |                  |                           |
|--------------------|------------------|------------------|---|------------------|------------------|---------------------------|
| <b>2 Year Term</b> |                  |                  |   |                  |                  |                           |
| Co-Chair           | Co-Chair         | Chair            | Chair -Ends                                       |                  |                  |                           |
| <b>2 Year Term</b> |                  |                  |   |                  |                  |                           |
| Co-Chair           |                  | Co-Chair         | Chair   | Chair -          | Ends             |                           |
| <b>3 Year Term</b> |                  |                  | <b>(Renewable for 2<sup>nd</sup>) 3 Year Term</b> |                  |                  | <b>Mandatory Year Off</b> |
| Member A- Year 1   | Member A- Year 2 | Member A- Year 3 | Member A- Year 1                                  | Member A- Year 2 | Member A- Year 3 | Member A – 1 Year         |
| <b>3 Year Term</b> |                  |                  |   |                  |                  |                           |
| Member B- Year 1   |                  | Member B- Year 2 | Member B- Year 3                                  |                  |                  |                           |
| <b>3 Year Term</b> |                  |                  |   |                  |                  |                           |
| Member C- Year 1   |                  | Member C- Year 2 | Member C- Year 3                                  |                  |                  |                           |
| <b>3 Year Term</b> |                  |                  |   |                  |                  |                           |
| Member D- Year 1   |                  | Member D- Year 2 | Member D- Year 3                                  |                  |                  |                           |



| Core SVIPP Focus Areas               | Core SVIPP Strategies   | Implementing Organizations   |
|--------------------------------------|---|--|
| Child Abuse and Neglect              | Updating and instituting injury prevention education in HHVN Policy and Procedures manual.  | Maternal & Child Health Branch (MCHB), Hawaii Home Visiting Network (HHVN), and Keiki Injury Prevention Coalition (KIPC)   |
| Intimate Partner Violence            | Updating and instituting injury prevention education in HHVN Policy and Procedures manual   | (MCHB), (HHVN)   |
| TBI                                  | Youth, Parent and Coach – sport TBI education   | UH -Kinesiology and Reha Science, Hawaii Concussion Awareness Management Program (HCAMP)                                   |
| Motor Vehicle Crash Injury and Death | Utilize substance use and hospital data to inform revision to the Strategic Highway Safety Plan and Hawaii Injury Prevention Plan, related to implementing mass media efforts supporting underage drinking prevention, and maintaining the minimum legal drinking age 21. | Strategic Highway Safety Planning Core and Steering Committees (SHSP), and Hawaii State Department of Transportation (DOT) |

**Steering Committee Alignment with Injury Prevention Advisory Committee**

The Steering Committee will ensure transparency with IPAC by actively engaging IPAC as follows:

1. The Steering Committee annually identifies areas of focus and sets priorities, in the context of the HIPP plan, and Core State Violence and Injury Prevention (Core SVIPP) grant;
2. It identifies and organizes information on critical issues that needs to be on the IPAC agenda for broader discussion and input;
3. It shares with IPAC the status of the Steering Committee’s priorities and how they can be involved;
4. It identifies and shares current, relevant successes, results and trends in injury prevention;
5. It seeks to know, understand, and incorporate key issues identified by IPAC members;
6. With IPAC it engages in education, networking and support of programs and issues, as appropriate; and
7. It works collaboratively to develop resources to support injury prevention.