

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

January 31, 2019

Meeting Date: January 31, 2019, 1:00 P.M to 3:00 P.M.
Teleconference Line: 1-877-941-7889 | Conference ID: 7225627

Distribution

Executive Committee			Attendance
President	Stanley Ing	Chatham Kent Public Health Unit	✓
Vice-President	Jessica Deming	Region of Waterloo Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Lydia Cheng	Peel Public Health	✓
Member at Large	Jordan Robson	Algoma Public Health	✓
a1PHA Representative	Emma Tucker	Halton Region Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Vidya Sunil	HKPR District Health Unit	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	
2.0	Approval of Agenda	Moved by Vidya Seconded by Jessica Approved
3.0	Declaration of Conflict of Interests	None
4.0	Consent Agenda	Moved by Lydia Seconded by Suzanne Approved
4.1	<i>President Updates/Announcements</i> <ul style="list-style-type: none"> • Updates 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

4.2	<p><i>OPHA/aPHa Updates</i></p> <ul style="list-style-type: none"> • Updates 	
4.3	<p><i>Communications</i></p> <ul style="list-style-type: none"> • none 	
4.4	<p><i>Previous Meeting Minutes</i></p> <ul style="list-style-type: none"> • Executive Transition Meeting • Nov 11, 2018 Executive Meeting 	
4.5	<p><i>Updates from Committees and Workgroups</i></p> <ul style="list-style-type: none"> • Updates 	
5.0	<p>Business Arising from Minutes</p> <ul style="list-style-type: none"> • None 	
6.0	<p>Committee and Workgroup Reports</p>	
6.1	<p><i>Finance Committee</i></p>	
6.1.1	<p>Donation amount to MAS Consulting Membership Consultation Report (for reference)</p> <ul style="list-style-type: none"> • Erica, Vidya and Stanley worked on this project with consultant • Finance committee recommended at end of project to provide donation of \$1200 for 2018 services rendered • Fits within 2018 budget 	<p>Motion to provide \$1200 donation to MAS Consulting</p> <p>Moved by Jessica Seconded by Lydia Approved</p> <p>Lydia will submit payment</p>
6.1.2	<p>2018 APHEO Budget - Year End Summary</p> <ul style="list-style-type: none"> • Surplus in 2018 budget, increased conference revenue, decreased spending in other lines 	<p>Motion to approve 2018 Budget</p> <p>Moved by Vidya Seconded by Emma Approved</p>
6.1.3	<p>2019 APHEO Budget</p> <ul style="list-style-type: none"> • Based on previous year's budget lines • New lines for PHESC (TBD) – APHEO's role for consulting with PHESC • Cost savings based on in-kind resources, e.g. Skype for teleconferences • Software budget increase, introduction of Air Table. Looking to change survey software to offset this increase (potential switch from Simple Survey to CheckMarket) • Reduction of Travel Support to \$500 (from \$1500) as has not been used in recent years • Special projects <ul style="list-style-type: none"> ○ Allocate \$7500 of reserve to support incorporation. This is carry forward from the 	<p>Motion to approve proposed 2019 APHEO Budget</p> <p>Moved by Vidya Seconded by Emma Approved</p>

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

	<ul style="list-style-type: none"> ○ \$10,000 allocated in 2018. ○ Conference planner contract review ○ Strategic plan consulting 	
6.1.4	<p>Conference Planning Services – RFP</p> <ul style="list-style-type: none"> ● In progress 	
7.0	Standing Business	
7.1	<p><i>2019 Strategic Priorities</i> 2018 Updates</p> <p>2019 Strategic Priorities DRAFT</p> <ul style="list-style-type: none"> ● Summary of discussions from transition meetings ● Stanley linked our intended actions to 2016/2019 Strategic plan priorities ● 2019 Priorities list identifies coordinated activities that are APHEO Executive is committed to working towards through 2019 ● Recommendation from Kandace Ryckman @ Population Health Solutions Lab to develop a field guide for neighbourhood mapping <ul style="list-style-type: none"> ○ Kandace has engaged with several PHU/LHIN ○ Intent to get feedback from involved epis for developing a field guide reflecting what steps should be taken. ● Jordan identified no alignment to data advocacy for 2019 <ul style="list-style-type: none"> ○ No concrete projects at this time ○ Data advocacy as part of ongoing core indicator workgroup activities ● Intended as a communication tool, not a living document <ul style="list-style-type: none"> ○ Could be modified and re-distributed in response to emerging priorities through the year <p>2019 Priorities from Transition (Internal)</p> <ul style="list-style-type: none"> ● Both 2019 priorities and operational items ● Identifies draft timelines for specific activities ● PHESC <ul style="list-style-type: none"> ○ Stanley spoke with Robin Hearst (CAO for DLSPH @ UofT) re: APHEO consultation and support for PHESC development. A memorandum of understanding has been drafted and reviewed by finance committee. DLSPH is intending to provide financial compensation and recognition of APHEO contributions ○ Jessica and Jordan have reviewed several modules, potential for a call out to membership for review ○ Intend to wrap up by March ○ Intention to discuss sustainability with DLSPH at a later time ● Field Guide <ul style="list-style-type: none"> ○ Kandace happy for any APHEO support 	<p>Motion to approve 2019 Strategic Priorities</p> <p>Moved by Jordan Seconded by Lydia Approved</p>

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

	<ul style="list-style-type: none"> ● Strategic Plan <ul style="list-style-type: none"> ○ Process will be determined by committee ● Record Management <ul style="list-style-type: none"> ○ Has not started at this time ○ Need for an actual process in place to manage APHEO records ○ Start with an initial cleanup of current documents ○ Jessica will reach out to identified executive members shortly 	
7.2	<p><i>Incorporation</i> By-laws checklist Questions for Miller Thomson on by-laws checklist for consideration</p> <ul style="list-style-type: none"> ● Need to consider how to respond to the membership consultation before moving forward with incorporation ● No anticipation of incorporation affecting OPHA membership, other incorporated organizations (e.g. CIPHI) have OPHA membership 	
8.0	New Business	
8.1	<p><i>Revision to APHEO Constitution - Section 7 (Meetings)</i> Briefing Note</p> <ul style="list-style-type: none"> ● Proposes to amend constitution from three general meetings per year to “at least one” ● In line with practices of incorporated associations ● Intend to replace with monthly updates to APHEO through listserv based on executive committee discussions, and quarterly workgroup updates to executive (via secretary) ● Will require clear communication to workgroup and committee chairs what is expected from quarterly updates, as well as providing them appropriate lead time ● Suggestion that conference/workshop planning committee looks into teleconference so members not attending conference can still participate in AGM. Perhaps agenda-dependent. <ul style="list-style-type: none"> ○ This will be up to conference and workshop committee ○ Concern that AGM should be accessible to all members ● This will need to be reviewed by membership as it is a constitutional change. Be mindful of sending constitution for review by membership twice in a year (also for incorporation) ● Training/PD opportunities during GMs: <ul style="list-style-type: none"> ○ Looking into providing these opportunities outside of GMs, potentially using another platform such as Adobe Connect ● Often PD opportunities and other updates not timely 	<p>Motion to amend constitution from 3 general meetings per year to “at least one” meeting per year</p> <p>Moved by Ainslie Seconded by Jessica Approved</p> <p>Stanley will connect with Jessica around amendment, vote and communications</p> <p>Stanley: proposed amendment will be sent out to full members for vote as part of President’s communication to membership</p>

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

	relative to GMs	
8.2	<p><i>Response to Membership Consultation Report</i></p> <ul style="list-style-type: none"> ● There isn't currently enough buy in to support opening membership or creating a list of agencies to be included for memberships ● Response to report could be to change constitution to include epis at FN health authorities in eligibility for full membership, where they meet all other criteria <ul style="list-style-type: none"> ○ Unanimous agreement among executive ● Discussion around process for moving this forward ● Agreement to share with FNHA epis once voting is complete so that we have concrete information to share. ● Consider whether educational requirement remains appropriate <ul style="list-style-type: none"> ○ No consensus. 	<p>Stanley to connect with Jessica regarding the communications & amending constitution to include First Nations Health Authorities in eligibility for full membership and then circulate to exec for approval of amended wording (via email)</p> <p>To be considered at strategic planning discussion</p>
8.3	<p><i>2018 APHEO Annual Report</i></p> <ul style="list-style-type: none"> ● Vidya reviewing strategic planning updates from previous years – may connect with Suzanne and Emma and Jessica for support ● Timeline for completion by end of April 	<p>Ainslie to provide membership stats for 2018 (see previous years reports as guidance)</p>
8.4	<p><i>Public Health Training for Equitable Health Systems</i></p> <ul style="list-style-type: none"> ● See 7.1 ● Memorandum of Understanding between APHEO and PHESC/DLSPHC to clarify expectations and compensation 	
8.5	<p><i>Executive Folder Cleanup</i> Documents in Executive Folder</p> <ul style="list-style-type: none"> ● To be considered an example as part of records management – opportunity to create standardization ● Consideration of retention schedules ● Move this to consent agenda until we have updates from records management group 	<p>To be discussed at records management</p>
8.6	<p><i>CIWG data access issues for Exec discussion and advocacy</i> IntelliHEALTH lag in data</p> <ul style="list-style-type: none"> ● Concerns about lag in IntelliHEALTH access to data, e.g. population data available from CDP for 2018 but not IntelliHEALTH ● Mortality data available via Stats Canada but not IntelliHEALTH ● Difficult for PHUs when local data is being provided that they don't not have access to – difficult to answer questions <p>Geocoding to DA level</p> <ul style="list-style-type: none"> ● IntelliHEALTH does not yet have DA level data. Can we 	<p>Vidya to put together a document outlining who are we advocating to, what are the issues, who can enable change and post to executive folder.</p> <p>All to provide feedback</p> <p>Vidya to continue this discussion with CIWG and with Exec</p>

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

	<p>work with Ministry to centralize geocoding to DA level (in addition to postal code), to avoid duplication across PHU and to increase accuracy</p> <ul style="list-style-type: none"> ○ If we state the usefulness given OPHS requirements this may lend support to our request. ○ May be licensing considerations ○ Concerns about inaccuracies in PCCF ○ Consider instead advocating for the most up to date and accurate PCCF provided free of charge. ○ Some health units are using their own modifications of PCCF/PCCF+ <p>ICES Cohorts</p> <ul style="list-style-type: none"> ● PHU have put in requests directly to ICES at neighbourhood level ● Current data request process is inefficient ● This is critical data for public health ● Can this be centralized <p>Request for advocacy from APHEO Exec</p> <ul style="list-style-type: none"> ● Who do we advocate to? Consider Ministry re: IntelliHEALTH ● Call for some kind of correspondence letter ● Should we make requests one at a time or should we link them? They are linked to health equity, neighbourhoods and OPHS. Need to tie into current political priorities. ● Need to consider language in context of who is being advocated to (e.g. CMOH vs. MPP) ● Emma to inform ALPha about this advocacy. 	
<p>9.0</p>	<p>Policy Management P&P Work plan</p> <ul style="list-style-type: none"> ● Membership policy vote results not finalized but all motions preliminarily approved. ● P&P manual revised and linked in Work plan ● Carryover from 2018: Conference & Workshop Planning, Record Management ● New Policy: Investment of Funds ● Five existing policies eligible for routine review ● Two proposed policy votes to membership (June and Nov) <p>Next steps:</p> <ul style="list-style-type: none"> ● Focus on record management and conference & workshop planning. 	<p>Motion to approve work plan</p> <p>Moved by Lydia Seconded by Ainslie Approved</p> <p>Jessica to reach out to Jordan, Lydia and Ainslie</p>
<p>10.0</p>	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> ● Preference to have live minutes ● Preference to have background documents to support discussions (e.g. New Business, Standing Items) so exec can have the necessary background to have a fulsome discussion ● Consent agenda was well received but some additional 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

	clarification around what fits where would be helpful	
11.0	Next Meeting February 28, 2019 - 1:00 PM to 3:00 PM March 2019 - suggest changing date due to TOPHC	Ainslie to send Doodle poll to reschedule March meeting
12.0	Adjournment of Meeting	Meeting adjourned at 3:15 PM

I: Information | D: Discussion | M/R: Motion/Resolution