

**Association of Public Health Epidemiologists in Ontario**  
Executive Meeting - Minutes

## February 28, 2019

Meeting Date: February 28, 2019, 1:00 P.M to 3:00 P.M.

Teleconference Line: 1-877-941-7889 Conference ID: 469849

### Distribution

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

### Minutes

Item	Agenda Item	Conclusion or Action
1.0	<b>Call to Order</b>	
2.0	<b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>• Additions: 6.1.2 , expanded aPHA update</li> </ul>	Moved by Jessica Seconded by Ainslie Approved
3.0	<b>Declaration of Conflict of Interests</b>	None
4.0	<b>Consent Agenda</b>	Moved by Lydia Seconded by Jessica Approved
4.1	<i>President Updates/Announcements</i> <a href="#">Updates</a> <ul style="list-style-type: none"> <li>• Webinar with PHESC around Health Equity <ul style="list-style-type: none"> <li>○ Opportunity to review slides</li> </ul> </li> </ul> <a href="#">Monthly Updates to Membership</a>	

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4.2	<p><i>OPHA/aIPHa Updates</i></p> <p><a href="#">Updates</a></p> <ul style="list-style-type: none"> <li>● Teleconference with Dr Williams (CMOH) and aIPHA - COMOH, BOH, affiliate members in follow up to health system transformation announcement</li> <li>● Exclusion of public health from health system transformation was purposeful, supported by advocacy</li> <li>● Public health is to be held separate from the healthcare system - public health is important, but it is important to consider separately</li> <li>● Anticipate further information regarding public health in 4-6 weeks: potential fiscal changes, restructuring, governance</li> <li>● Anticipate official communication from CMOH and from aIPHA <ul style="list-style-type: none"> <li>○ There was an aIPHA executive ask for Dr Williams to communicate/share with aIPHA and its members about the position of public health in the context of these changes (as soon as possible)</li> </ul> </li> <li>● Dr Williams working closely with P. Donnelly</li> <li>● As system changes, call for public health to communicate gaps in health services (at a community level) as/ if they become apparent</li> <li>● Dr Devlin focus on health services, improvements to care, technology, hallway medicine</li> <li>● Leadership including CMOH, aIPHA executive working to advocate for public health</li> </ul> <p><a href="#">Summary of Proposed Health System Changes Compendium to Bill</a></p>	
4.3	<p><i>Previous Meeting Minutes</i></p> <ul style="list-style-type: none"> <li>● <a href="#">Minutes</a></li> </ul>	
4.4	<p><i>Updates from Committees and Workgroups</i></p> <ul style="list-style-type: none"> <li>● <a href="#">Updates</a></li> </ul>	
4.4.1	<p>Conference Planning Committee</p> <ul style="list-style-type: none"> <li>● <a href="#">Terms of Reference</a> (for approval)</li> </ul>	
4.5	<p><i>2019 Strategic Priorities</i></p> <ul style="list-style-type: none"> <li>● <a href="#">Updates on Strategic Priorities</a></li> </ul>	
4.6	<p><i>Executive Folder Cleanup</i> - no update.</p>	
5.0	<p><b>Actions from Last Meeting - For Information Only - Please add your completed actions</b></p> <ul style="list-style-type: none"> <li>● Ainslie provided Vidya 2018 membership stats summary for Annual Report</li> <li>● Jessica reached out to relevant exec members re: policy work</li> </ul>	

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6.0	<b>Committee and Workgroup Reports</b>	
6.1	<i>Finance Committee</i>	
6.1.1	<a href="#">Statement of Operations (Jan 1 - Jan 31, 2019)</a>	Moved by Stanley Seconded by Jordan Approved
6.1.2	<a href="#">Business case - CheckMarket</a> <ul style="list-style-type: none"> <li>● Simple Survey expiring in March</li> <li>● Proposal to switch to CheckMarket</li> <li>● May need to consider process for administration (one central account)</li> <li>● Determine if conference surveys were done through APHEO executive account (confirm with Mackenzie)</li> </ul>	<p>Motion to terminate Simple Survey contract on March 14 and create CheckMarket account to be shared with executive</p> <p>Moved by Stanley Seconded by Suzanne Motion Approved</p> <p><b>Jessica</b> to download all survey data and user information from Simple Surveys before end of contract</p>
7.0	<b>Standing Business</b>	
8.0	<b>New Business</b>	
8.1	<p><i>Results from Constitutional Vote</i> As of 12pm Feb 28: 50 / 138 full members voted (36% - Quorum met) 100% approval revision 1 (Membership criteria) 98% approval revision 2 (Meeting frequency) Vote closes tomorrow end of day - Both revisions will pass</p> <p>A comment re: meetings to consider “Not every epidemiologist has the opportunity to attend thus having it three times a year allows for a review and a voice.”</p> <p>-To discuss: how often should work groups and committees send updates to exec (in lieu of reports to general meetings)</p> <ul style="list-style-type: none"> <li>● Survey closes March 1</li> <li>● Survey response comment supports need to consider teleconference option at AGM/Conference</li> <li>● Consider proxy voting as an alternative to teleconferencing to ensure members not attending conference still have the opportunity to have a voice</li> <li>● AGMs were prompts for WG/Committees to share updates with exec to be shared with general</li> </ul>	<p><b>Ainslie</b> to communicate to chairs of WG/Committees re: reporting frequency and template feedback and survey changes</p> <p><b>Lydia</b> to review teleconference options and discuss with Chuck</p>

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	<p>membership. What is the replacement mechanism/frequency for this</p> <ul style="list-style-type: none"> <li>• Ainslie to communicate with WG chairs about reporting frequency as well as changes from SimpleSurvey to CheckMarket. Also call for feedback on template - do any chairs have changes/updates to suggest</li> <li>• Call for Updates from WG/Committees quarterly (last week of quarter) - call for updates in next few weeks, for review at March exec meeting (actually in April)</li> <li>• Consider revising the reporting template</li> <li>• Reviewed <a href="#">Social Media workgroup update</a> as an example of template</li> </ul>	
8.2	<i>2018 APHEO Annual Report</i>	Deferred
8.3	<p><i>APHEO Data Advocacy</i></p> <ul style="list-style-type: none"> <li>• <a href="#">CIWG Data Advocacy Request</a></li> <li>• Stanley connected with Caitlyn Paget to start discussion of what the roles of Exec and CIWG are - who does what and how</li> </ul>	<b>Stanley</b> to invite Caitlyn to an exec meeting to discuss further
9.0	<p><b>Policy Management</b></p> <ul style="list-style-type: none"> <li>• <a href="#">P&amp;P Work plan</a></li> <li>• Other NFP policy manuals often include a code of ethics in their policy manual - would describe conduct of members acting on behalf of or within the structure of APHEO</li> <li>• Exec (and much of membership) already belong to organizations that have codes of conduct or similar</li> <li>• Is a code of conduct a requirement under incorporation?</li> <li>• What would a process be if someone acted outside of the code of conduct? This would need to be considered as part of the policy.</li> <li>• Need to review how other associations have handled this</li> </ul>	Concept of code of ethics policy to be reviewed after incorporation
10.0	<p><b>Evaluation of Meeting</b></p> <ul style="list-style-type: none"> <li>• No comments.</li> </ul>	
11.0	<p><b>Next Meeting</b> April 2, 2019 - 1:00 PM to 3:00 PM</p>	<b>Ainslie</b> to follow up with Erica re: 2018 Fall AGM minutes and circulate to exec for approval before posting.
12.0	<b>Adjournment of Meeting</b>	Meeting adjourned at 2:05pm

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