

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

April 2, 2019

Meeting Date: April 2, 2019, 1:00 P.M to 3:00 P.M.

Teleconference Line: 1-877-941-7889 ID: 8020172

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 <ul style="list-style-type: none"> • Meeting was called to order at 1:02 P.M. 	
2.0	Approval of Agenda	Moved by Jessica Seconded by Lydia Approved
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • Jessica declares that she is on the task force for Children Count (item 8.5) and will abstain from voting 	
4.0	Consent Agenda	Moved by Vydia Seconded by Jessica Approved
4.1	<i>President Updates/Announcements</i> Updates Monthly Updates to Membership	

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	<ul style="list-style-type: none"> Ontario Public Health Evaluators Network (OPHEN) is looking to collaborate with APHEO 	
4.2	<p><i>OPHA/alpha Updates</i> Updates</p>	
4.3	<p><i>Previous Meeting Minutes</i> Minutes 2018 November AGM Minutes</p>	
4.4	<p><i>Updates from Committees and Workgroups</i> Updates</p> <ul style="list-style-type: none"> Jordan to arrange a subgroup meeting from website committee 	
4.5	<p><i>2019 Strategic Priorities</i> Updates on Strategic Priorities</p> <ul style="list-style-type: none"> PHESC modules to come out in the spring 	
4.6	<p><i>Quarterly updates from WG</i> 2019 Q1 Workgroup Updates</p> <ul style="list-style-type: none"> Q1 updates to be summarized/condensed and incorporated into President's update for dissemination to membership Social media committee to discuss how much detail (specifically analytics) is useful as part of quarterly WG updates 	
5.0	<p>Actions from Last Meeting - For Information Only - Please add your completed actions</p> <ul style="list-style-type: none"> Ainslie provided updates to WG chairs about changes to survey Jessica to download all survey data and user information from Simple Surveys before end of contract 	
6.0	<p>Committee and Workgroup Reports</p>	
6.1	<p><i>Finance Committee</i></p>	
6.1.1	<p>Statement of Operations</p> <ul style="list-style-type: none"> Jan 1, 2019 to Feb 28, 2019 Jan 1, 2019 to Mar 31, 2019 	<p>First Statement Moved by Ainslie Seconded by Stanley Approved</p> <p>Second Statement Moved by Jordan Seconded by Vidya Approved</p>
6.2	<p><i>OPHA - Renewal as a Constituent Society</i></p>	<p>Motion to renew OPHA membership online.</p>

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	<p>'Whereas, We consider it an opportunity to interact with leading public health stakeholders (thinkers, policy makers, practitioners) across Ontario to gain access to timely and relevant information; and</p> <p>Whereas, We would like the opportunity to contribute to (or influence) the development of the public health agenda/landscape in Ontario (through various roles including a position on the Fall forum steering committee, as potential members of subject matter expert work groups, and in our position on the OPHA Board of Directors); therefore</p> <p>Resolved, That we submit a renewal of our OPHA membership for one more year for April 1st, 2019 – March 31st, 2020, (online or on paper?) (through coordination between the Treasurer and the OPHA rep?) as a Constituent Society (CS) member.'</p> <p>(Please see January 2019 Board meeting notes for additional membership benefits.)</p> <ul style="list-style-type: none"> ● There have been some discussions at OPHA about changes to memberships. ● Renewal is \$2000 	<p>Moved by Jessica Seconded by Lydia Approved</p> <p>Action: Suzanne and Lydia to connect to coordinate application</p>
7.0	Standing Business	
8.0	New Business	
8.1	<p>2018 Annual Report Please provide feedback to Vidya by April 10th</p> <ul style="list-style-type: none"> ● In kind support from HKPR communications team to provide design support by May 15. ● Vidya is planning to connect with James about the communications list for the last annual report. ● Jordan has a partial list as well (e.g. MOH, schools with epi programs) 	<p>Action: Vidya will consolidate all comments and recommendations and circulate a second draft for feedback.</p>
8.2	<p><i>Indigenous Cultural Safety Education/Training for APHEO Executive</i> Suggestion brought forward by the Indigenous Engagement Workgroup Verbal update + discussion Key Documents and Trainings</p> <ul style="list-style-type: none"> ● Relationship with Indigenous Communities Guideline, 2018 ● Truth and Reconciliation Commission Calls to Action ● United Nations Declaration on the Rights of Indigenous Peoples ● PHESC - Indigenous Health Equity Series 	<p>Action: Stanley to connect with exec to find out what training everyone has completed/is completing.</p>

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	<ul style="list-style-type: none"> ● San'yas Indigenous Cultural Safety Training ● Indigenous Relationship and Cultural Competency Courses ● Where would funding for courses come from? ● Some exec are already doing or have done training courses (that come with a cost) through their health units <ul style="list-style-type: none"> ○ Vidya to send an email about the training at her health unit ● Consider that all (current and future) executive members should review certain key documents (OPHS Guidelines, TRC Calls to Action, UNDRIP) and have some level of training, whether it be from PHESC or ICES or other. Consider having a shortlist of recommended courses. 	
8.3	<p><i>Feedback on Workgroup Templates</i> Add a section/appendix for additional updates, e.g. social media stats Repeating information from previous reports and within sections. Consider just highlights from meetings (one list of bullets) Timing: wait until after end of quarter</p> <ul style="list-style-type: none"> ● Consider looking for less information, such as a few bullet points, from WG instead of the detailed information in the template <ul style="list-style-type: none"> ○ Committee Name and Chair ○ Purpose ○ Interesting updates, activities, products ● Consider an end of year summary for each work group? <ul style="list-style-type: none"> ○ A one-pager, synthesizing the accumulation of all the activities each year ○ Consider key highlights from WG in next year's annual report ● Instead, consider posting a rolling document containing all updates throughout the year, based on summarized content in President's update 	<p>Action: Stanley to work on developing a new format when he condenses the information. Action: Ainslie will feed this back to WG chairs for feedback. Action: Ainslie to create a template, with one section per WG to update each quarter. Include some document structure for hyperlinking to specific workgroups, etc. Action: Jordan to bring to website committee: is there enthusiasm to move things around to make workgroup and committee pages easier to find (improved navigation)</p>
8.4	<p><i>APHEO Membership for PHO</i> From Justin Thielman (PHO): Is it possible to purchase affiliate APHEO memberships for an organization, rather than an individual? Meaning we would purchase one or two 'PHO memberships' rather than memberships for specific people? PHO has a freeze on discretionary spending and paying for APHEO memberships is considered discretionary. However, an exception might be made for the PHO/APHEO liaison positions. And these would have to be 'PHO memberships' and not specific to specific people. The intent is just to have the liaisons access the accounts. If we have two PHO accounts, presently it would be Trevor's email attached to the one and mine with the</p>	<p>Action: Stanley to communicate back to Justin and Trevor</p>

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	<p>other and we would be the only staff able to log in. But if the liaisons are different people in the future, we would use the same accounts but change the email addresses (if that's possible). In practice, the PHO accounts would function the same way mine and Trevor's accounts function now, but the account names would be 'PHO 1' and 'PHO 2' (or something) instead of Trevor and Justin. I think the concern is that PHO staff who don't have their memberships paid for will feel that it's unfair that Trevor and I have our accounts paid for. So having PHO accounts for the liaisons (whoever they may be) is a way to avoid that.</p> <p><u>Policy</u></p> <ul style="list-style-type: none"> • PHO looking for generic PHO affiliate membership to be assigned to liaisons, but to be held by PHO as an organization and not the individuals. • OPHA has separate individual and organizational memberships. Organizational memberships are similar to Constituent Society • Membership policy 2.1 explicitly states that memberships are not transferable. • Concerns regarding mid-year PHO liaison transfers • Historically, mid-year transitions have not happened • Does this tie in to membership consultation? • Suggestion: PHO nominates their PHO APHEO Liaison for the calendar year. It's not transferable. • In the future, an organizational membership could be a possibility. At this point, it is not in line with our policy. • Note: there were 22 PHO members in 2018; to date, 6 have paid for 2019 memberships out of pocket 	
8.5	<p><i>Children Count provincial Task Force - endorsement of recommendations</i></p> <p>Endorsement Letter Children Count Task Force Recommendations Children Count Task Force Recommendations Summary</p> <ul style="list-style-type: none"> • Recommendations were released in 2018, and re-released in January 2019 (to current Ministers of MCSS, MoE, MOHLTC). • Children Count Task Force are working to disseminate recommendations to stakeholders and are looking for endorsement in the form of a letter of support. • A template letter of endorsement has been offered. • Several organizations have already endorsed or agreed to endorse the recommendations. A resolution is being prepared for ALPHA. • Reviewed the proposed letter as a group. Suggested to include a link to the recommendations hyperlinked in the letter. Discussed the list of individuals/organizations CC'd on the letter. No concerns 	<p>Motion to approve the endorsement letter for the Children Count task force (pending a link to the recommendations is included).</p> <p>Moved by Lydia Seconded by Jordan Jessica abstains from voting due to participation in LDCP Approved</p> <p>Action: Jessica to add the links to the recommendations</p> <p>Action: Ainslie to add finalized letter to official correspondence</p>
9.0	<p>Policy Management</p> <p>P&P Work plan</p> <ul style="list-style-type: none"> • 2019 Conference and Workshop Planning Policy & 	<p>Motion to approve revised Social Media Procedure as-is</p>

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	<p>Procedure to be reviewed for approval at the next APHEO Exec meeting</p> <ul style="list-style-type: none"> ○ If approved, the policy would then be sent out for a vote to membership ● Social Media Procedure (does not require membership approval, only executive): suggested changes to procedure by the Social media working group to reflect current practices <ul style="list-style-type: none"> ○ Consider making item 3 less prescriptive 	<p>Moved by Lydia Seconded by Stanley Approved</p> <p>Action: Jessica to report approval to social media WG as well as concern from executive about item 3.</p> <p>Action: Ainslie to link Conference and Workshop Planning Policy under Policy Management on next agenda</p>
10.0	<p>Evaluation of Meeting</p> <ul style="list-style-type: none"> ● Having everything compiled in one place is helpful 	
11.0	<p>Next Meeting April 25, 2019 - 1:00 PM to 3:00 PM</p> <ul style="list-style-type: none"> ● Ainslie to follow up and find out if she's available for next meeting ● Ainslie to send out a Doodle poll to see if there is a better time for everyone. If not, meeting will proceed without Ainslie 	
12.0	<p>Adjournment of Meeting</p>	<p>Adjourned at 14:55</p>

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