

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

April 25, 2019

Meeting Date: April 25, 2019, 12:30 P.M to 2:00 P.M.

Teleconference Line: 1-877-941-7889 | Conference ID: 8140172

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	✓
aIPHA 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 12:33pm 	
2.0	Approval of Agenda	Moved by Jordan Seconded by Suzanne Approved
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Consent Agenda	Moved by Jessica Seconded by Lydia Approved
4.1	<i>President Updates/Announcements</i> Updates Monthly Updates to Membership	

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	<p>Stanley will be attending a meeting on April 27 (due to his upcoming role as Vice-Chair of the Board for a Community Health Centre) with local health service providers (hospital, long-term care, community health centre, family health team, mental health and addictions) to prepare for their Ontario Health Team submission. The meeting will have guest speakers from the Henry Ford Health System and Vancouver Coastal Health to speak on Accountable Care Organizations (US) and Regional Health Authorities (BC). The aim of this meeting is to identify what elements of each of these models can be incorporated into Ontario Health Teams.</p>	
4.2	<p><i>OPHA/aIPHa Updates</i> Updates</p>	
4.3	<p><i>Previous Meeting Minutes</i> Minutes</p>	
4.4	<p><i>Updates from Committees and Workgroups</i> Updates</p>	
4.5	<p><i>2019 Strategic Priorities</i> Updates on Strategic Priorities</p>	
4.6	<p><i>Children Count provincial Task Force - endorsement of recommendations</i> Endorsement letter submitted April 4</p>	
5.0	<p>Actions from Last Meeting - For Information Only - Please add your completed actions</p> <ul style="list-style-type: none"> ● Jessica to add the links to the recommendations - done ● Jessica to report approval to social media WG as well as concern from executive about item 3 - done ● Lydia and Suzanne to renew OPHA membership - done 	
5.1	<p><i>2018 Annual Report</i> ALL provide feedback to Vidya by April 10th Link to revised document</p> <ul style="list-style-type: none"> ● Report is with communications for design. Will be circulated back to exec for review after. 	
5.2	<p>Indigenous Cultural Safety Education/Training for APHEO Executive</p> <ul style="list-style-type: none"> ● ALL to fill in and identify relevant documents reviewed and trainings completed/in progress by April 22 	
5.3	<p><i>Feedback on Workgroup Templates</i></p> <ul style="list-style-type: none"> ● Proposed template sent out to WG chairs for feedback ● Proposed template for reporting WG updates 	

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6.0	Committee and Workgroup Reports	
6.1	<i>Conference/Workshop Planning Committee</i>	
6.1.1	<p>2019 proposed theme and objectives Theme: Strength in Numbers Objectives:</p> <ol style="list-style-type: none"> 1. Making epidemiological findings and data accessible to those who need it. 2. Improving the technical skills needed to excel in local epidemiology work. 3. Celebrate and share the innovations and successes of local epidemiologists and community partnerships in Ontario. 4. Strengthening the community of epidemiologists and persevering through change. <ul style="list-style-type: none"> ● WG met earlier in the week to review survey results. ● Ranked membership preferences from survey to identify objectives. 	<p>Motion to approve conference theme and objectives</p> <p>Moved by Emma Seconded by Ainslie Approved</p>
7.0	Standing Business	
8.0	New Business	
8.1	<i>2019 Ontario Budget</i>	
8.1.1	<p>Briefing Note: Impact of 2019 Ontario Budget on APHEO</p> <ul style="list-style-type: none"> ● Ongoing uncertainty about interpretation of certain aspects of budget, e.g. what is back office. ● Some information about potential budget formula has been shared but has not been officially released/confirmed by the Ministry. <p>Motions:</p> <ol style="list-style-type: none"> 1. A one year interim strategic plan be developed for 2020 and that any unused allocations in the 2019 budget for strategic planning be reallocated or earmarked for the following year. <ul style="list-style-type: none"> ● Further updates to be expected during the summer. 2. Incorporation efforts to be put as a pause until the changes to the public health system is implemented and the APHEO Executive has taken sufficient time to formulate next steps for the organization. Allocations for incorporation in the 2019 budget will remain in the reserve. <ol style="list-style-type: none"> a. Amended: Pause incorporation as outlined above, barring any major concerns arising out of discussion with Miller Thompson. 	<p>First motion: Moved by Jessica Seconded by Vidya Approved</p> <p>Action: Lydia to adjust budget to reflect this.</p> <p>Second motion (as amended) Moved by Jessica Seconded by Jordan Approved</p> <p>Action: Stanley to connect with Miller Thompson to inform them of pause and find out about implications and to report back to executive.</p>

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	<ul style="list-style-type: none"> ● \$7500 allocated in 2019 budget originally for this. ● Connect with Miller Thompson to understand implications of pausing incorporation, e.g. how long can we pause? <p>2019 conference Document: risks of scenarios</p> <ul style="list-style-type: none"> ● Conference and workshop planning to be a standing item on future Exec agendas (under 7.0) ● Possibly too early to make decisions. ● Consider polling registration about ability to attend (in June) ● Consider timing of opening call for abstracts ● Consider opening registration early, with the option of cancelling if necessary. Concerns about cost associated with cancelling/refunds ● Consider when potential sponsors should be contacted ● Conference and Workshop Planning committee will continue those discussions 	
8.1.2	Letter to Minister Elliott	
8.1.3	<p>Letters and Statements related to 2019 Ontario Budget Letters and Advocacy</p> <ul style="list-style-type: none"> ● ASPHIO ● aIPHa Position Statement <p>Statements and Comments</p> <ul style="list-style-type: none"> ● OPHA Comment ● Municipal Financial Officers Association of Ontario Summary ● aIPHa Summary ● OPA Response <ul style="list-style-type: none"> ● Dental association also working on a letter ● aIPHa: 2019 Public Health Restructure - Responses 	
8.2	<p><i>2019 OPHA Fall Forum Steering Committee Call</i> It's that time of year again! We are putting the wheels in motion for our next Fall Forum and invite you to put forward a representative from your constituent society to be part of our Fall Forum Steering Committee. As a member of this group, your representative will help us shape the content and ensure our event has relevance across the various public health disciplines. Please feel free to share the details below with interested members. We ask that you please send the name of an interested representative to MSanderson@opha.on.ca by Monday, May 6th. We will then be in touch around setting up our first committee meeting in mid-May.</p> <p>Event Details:</p> <ul style="list-style-type: none"> ● Fall Forum Date: Wednesday November 13th 2019 at the Chestnut Conference Centre in Toronto. ● Fall Forum theme: Our theme this year is on Health and 	Action: Suzanne to send call-out to APHEO membership

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	<p>Climate Change. We envision this cross-cutting topic as a powerful opportunity to draw audiences from various sectors while highlighting the role of public health in keeping people healthy in a changing climate.</p> <ul style="list-style-type: none"> ● What to expect as a Steering Committee Member: Your representative would be asked to join approximately one 1-hour meeting per month, and may be asked to help with other tasks depending on interest (i.e. sharing contact information for recommended speakers, reviewing plans and providing insight, participation in abstract selection process, and volunteering on the day of the event as a moderator) ● Perks to express our gratitude: As a member of our Fall Forum Steering Committee, your representative will be provided with one free ticket to the Fall Forum. ● Suzanne to send out a call for volunteers to membership, set a deadline (e.g. May 6). ● Exec will select rep from volunteers via email in advance of the OPHA deadline. 	
9.0	<p>Policy Management</p> <ul style="list-style-type: none"> ● P&P Work plan ● Conference and Workshop P&P for approval <ul style="list-style-type: none"> ○ CWP P&P - with tracked changes ○ CWP P&P - clean copy ● Request for more time to review P&P: all to review and email comments to Jessica. ● Jessica to follow up via email in one weeks time for approval. 	
10.0	<p>Meeting Evaluation/Overall Evaluation</p> <ul style="list-style-type: none"> ● As an Executive, how are we doing? What can we improve? ● Is there anything specific that you would like the President to start doing, stop doing, or continue doing? <p>Positive feedback</p>	
11.0	<p>Next Meeting May 30, 2019 - 1:00 PM to 3:00 PM</p>	
12.0	<p>Adjournment of Meeting Meeting adjourned at 14:05</p>	

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