

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

June 26, 2019

Meeting Date: June 26, 2019, 2:30 P.M to 4:00 P.M.

Teleconference Line: 1-877-941-7889 | Conference ID: 9012394

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	x
Member at Large	Jordan Robson	Algoma Public Health	✓
aPHA Representative	Emma Tucker	Halton Region Public Health	x
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Vidya Sunil	HKPR District Health Unit	x

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Meeting called to order at 14:33 	
2.0	Approval of Agenda	Moved by Jessica Seconded by Suzanne Carried
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Consent Agenda	Moved by Jessica Seconded by Jordan Carried
4.1	<i>President Updates/Announcements</i> Updates Monthly Updates to Membership	

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4.2	OPHA/aIPHa Updates Updates	
4.3	Previous Meeting Minutes Minutes	
4.4	Updates from Committees and Workgroups Updates	
4.5	2019 Strategic Priorities Updates on Strategic Priorities	
4.6	2019 Provincial Budget and Public Health Modernization Documents and Materials Related to 2019 Provincial Budget Documents and Materials Related to 2019 Provincial Budget	
5.0	<p>Actions from Last Meeting - For Information Only - Please add your completed actions</p> <ul style="list-style-type: none"> ● Emma to follow up with ALPHA about Epidemiology webpage ● Jessica/Jordon to bring exec suggestions to next Social Media WG meeting - done ● Stanley to include explicit mention of materials we have collected around the budget in the President's Update <ul style="list-style-type: none"> ○ to be completed ● Stanley to connect with Caitlyn Paget about joining a future Exec meeting (re: data advocacy) <ul style="list-style-type: none"> ○ to be completed 	
6.0	Committee and Workgroup Reports	
6.1	<i>Conference/Workshop Planning Committee</i>	
6.1.1	<ul style="list-style-type: none"> ● Abstract submission process now open, deadline July 19, potential for extension ● Lydia will check on submission volume ● Option to submit abstract ideas as opposed to formal abstract ● Proposed session around public health climate / capacity review ● To discuss conference content at next Exec meeting, such as: <ul style="list-style-type: none"> ○ Public health climate/ capacity review ○ AGM ○ Our story of public health epidemiology in Ontario ○ Strategic plan ● Considerations for speakers: <ul style="list-style-type: none"> ○ PHESC ○ NCCMT: Health Equity, SDOH ○ Indigenous Engagement ● May need an exec to stand in as part of chair role for Jordan 	Action: Stanley to include link to conference website in presidents update

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	<ul style="list-style-type: none"> • May have a land acknowledgement, is there someone from the community (Mayor, MOH,) who would do that? - consider reaching out to Indigenous Engagement workgroup • Conference webpage is live: https://www.apheo.ca/2019-conference-workshop 	
6.2	<i>Finance Committee</i>	
6.2.1	Statement of Operations: Jan 1 - May 31, 2019	Moved by Ainslie Seconded by Jordan Carried
7.0	Standing Business	
7.1	<p><i>2019 Provincial Budget and Public Health Modernization</i></p> <p>Epidemiology Capacity Assessment for Ontario.</p> <ul style="list-style-type: none"> • Planning Document • Potential to have something related to this at the conference • Next steps to be finalized at an upcoming meeting and brought back to exec • Consider PHAC as stakeholder 	
8.0	New Business	
8.1	<p>Curating the evolution of local public health epidemiological practice in Ontario</p> <ul style="list-style-type: none"> • Initial meeting was held on June 20 • A webspace to be developed to showcase documents, reports, photos, etc. • Form to be developed for APHEO members to submit • Something to be planned at the conference - yet to be determined • Move to 4.4 Committee & Workgroup Updates for future meetings 	Action: Ainslie to add this project and records management to 4.4: Committee & Workgroup updates
8.2	<p><i>GoToMeeting</i></p> <p>APHEO OPHEN GoToMeeting Payment Agreement</p> <p>GoToMeeting Information Sheet for Organizers</p> <ul style="list-style-type: none"> • APHEO now has access to GoToMeeting • Stanley put together an info sheet for meetings <p><i>Transition from Vesta Networks to GoToMeeting</i></p> <ul style="list-style-type: none"> • Exec meetings will continue being hosted on Skype for Business • Can view schedule by logging in and selecting Schedule from GoToMeeting • Can schedule recurring meetings • Communication to workgroup chairs: <ul style="list-style-type: none"> ○ Multiple meetings cannot be booked at the same time 	<p>Action: Ainslie to draft an email out to workgroup chairs (Stanley to send).</p> <p>Action: Stanley to confirm with Lydia when Vesta account closes.</p>

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	<ul style="list-style-type: none"> ○ suggest book early to avoid conflicts ○ For committees that use PHO teleconferencing, this does not affect your teleconference booking process. (BORN, Rural, CIWG) ○ Messaging to go out after President's Update 	
8.3	<p><i>APHEO email spoofing proposed solution</i></p> <ul style="list-style-type: none"> ● See 4.4 ● Remove executive emails from public facing email, rely on Contact Us form, Secretary to forward to appropriate party. ● Opportunity to revisit if this becomes unmanagable ● [off topic]: Jessica to cover for Ainslie with secretary emails while she's out of office. 	Action: Jordan to work with Website committee to implement this
9.0	<p>Policy Management P&P Work plan Motion to approve Travel & Incidental Expenses and Investment of Funds P&Ps</p> <ul style="list-style-type: none"> ● ALL to review in advance of meeting ● Revised Travel & Incidental Expenses as a group: meal allowances, mileage <p>Motion 1: Approve Travel & Incidental Expenses Policy & Procedure, dependent on amending meal reimbursement to align with Toronto Public Health</p> <ul style="list-style-type: none"> ● Reviewed Investment of Funds P&P, minor revisions ● Purpose is to provide guidance for the organization with the investment of funds <p>Motion 2: Approve the Investment of Funds P&P as per revisions made during meeting</p>	<p>Action: Jessica to reach out to TPH to see what their meal reimbursement policy is</p> <p>Motion 1: Moved by Stanley Seconded by Ainslie Carried</p> <p>Motion 2: Moved by Stanley Seconded by Jordan Carried</p>
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 we should stop? ● Is there anything specific that you would like the President to start doing, stop doing, or continue doing? 	No comments
11.0	<p>Call for Social Media Content related to Executive Meetings</p> <ul style="list-style-type: none"> ● Conference Call for Abstracts ● Second report from Premier's Council - on twitter ● Field Guide for Neighbourhood Mapping from Population Health Solutions Lab ● Indigenous Engagement Resource Page 	
12.0	<p>Next Meeting July 25, 2019 - 1:00 PM to 3:00 PM</p> <ul style="list-style-type: none"> ● Vidya, Jessica & Stanley unable to attend 	Action: Ainslie to send doodle poll for following week
13.0	<p>Adjournment of Meeting Meeting adjourned at 16:00</p>	

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