

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

October 31, 2019

Meeting Date: October 31, 2019, 2:00 PM to 4:00 PM.

Teleconference Line: +1 (844) 589-6880 / +1 (647) 749-9098 | ID: 667148831

Distribution

Executive Committee			Attendance
President	Jessica Deming	Region of Waterloo Public Health	✓
Vice-President			
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Lydia Cheng	Peel Public Health	✓
Member at Large	Jordan Robson	Algoma Public Health	X
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"> • Call to order at 14:05 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • No additions 	Moved by Emma Seconded by Vidya Approved
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Consent Agenda	Moved by Vidya Seconded by Ainslie Approved
4.1	<i>President Updates/Announcements</i> Updates Monthly Updates to Membership	
4.2	<i>OPHA/aIPHa Updates</i> Updates	

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	<ul style="list-style-type: none"> ● OPHA advocacy priority table is looking for feedback from APHEO Executive by November 7. To be distributed by email. ● Discussion of topics to bring to aPHa panel at Board of Health section meeting. <ul style="list-style-type: none"> ○ As follow up, send link to APHEO website, such as https://www.apheo.ca/what-is-apheo 	
4.3	<i>Previous Meeting Minutes</i> Minutes	
4.4	<i>Updates from Committees and Workgroups</i> Updates	
4.5	<i>2019 Strategic Priorities</i> Updates on Strategic Priorities	
4.6	<i>2019 Provincial Budget and Public Health Modernization Documents and Materials Related to 2019 Provincial Budget</i>	
4.7	<i>Quarterly Update from WG Chairs</i> <ul style="list-style-type: none"> ● APHEO Quarterly WG Update - Q3 	
5.0	Actions from Last Meeting - For Information Only - Please add your completed actions <ul style="list-style-type: none"> ● Ainslie responded to email re: membership primary job functions ● Stanley shared OPHEN presentation with Exec ● Jessica connected with Jasantha about recognition at the conference 	
6.0	Committee and Workgroup Reports	
6.1	<i>Conference/Workshop Planning Committee</i> 2020 conference <ul style="list-style-type: none"> ● Lydia is working with conference planner ● APHEO is sole contractor with conference planner ● Will connect with OPHEN: possibly announce at 2019 conference that we are planning to hold a joint event in 2020 ● No location has been determined yet 	Action: Jessica to connect with OPHEN to confirm announcement of joint 2020 conference
6.1.2	Conference budget update <ul style="list-style-type: none"> ● ~70 registrations for conference ● Sponsorship from UofT DLSPH and Stata ● Recognition for Chuck for his work with APHEO conferences: \$50 gift card ● Recognition to conference/workshop planning committee for doing a great job in a challenging year! 	
6.2	<i>Finance Committee</i>	

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6.2.1	<p>Statement of operations:</p> <ul style="list-style-type: none"> ● Jan - Aug 2019 ● Jan - Sep 2019 <ul style="list-style-type: none"> ○ Uneven number for September statement under membership related to Paypal 	<p>Statement of Operations to Aug 31 Moved by Jessica Seconded by Vidya Approved</p> <p>Statement of Operations to Sept 30 Moved by Ainslie Seconded by Vidya Approved</p>
7.0	Standing Business	
7.1	<p><i>2019 Provincial Budget and Public Health Modernization</i></p> <p>Epidemiology Capacity Assessment for Ontario. Planning Document Project Charter Definition of “Epidemiologist”</p> <ul style="list-style-type: none"> ● Megan from Halton taking over as lead for this project ● Group met in October ● Goal to launch enumeration survey in late November, open for 3 weeks ● Engagement process with public health units <ul style="list-style-type: none"> ○ Emma will facilitate contact with Medical Officers of Health ○ Reach out to key epi contact at each health unit ○ General FYI to membership via listserv ○ Update to membership at AGM ● Likely key informant interviews ● May extend timelines 	<p>Action: Jessica to connect with Virginia McFarland re: analyst capacity question on Core Indicators and You survey</p>
8.0	New Business	
8.1	<p>AGM 2018 AGM Minutes 2018 General Meetings Page 2019 General Meetings Page 2019 Agenda</p> <ul style="list-style-type: none"> ● Announce 2020 executive ● Follow same format as 2018 ● Call out for agenda items to membership & sharing draft agenda with teleconference details ● Agenda to be sent out by end of day today ● Jessica and Vidya to put together slides for each action item on AGM 	<p>Action: Jessica and Vidya to put together slides for AGM and send to Justin and Trevor at PHO</p> <p>Action: Ainslie to publish 2018 AGM minutes and 2019 Q3 Workgroup updates and link in AGM agenda</p>

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8.2	<p><i>Nominations Committee Update</i> 2020 Exec Nomination Process Update and Approval</p> <ul style="list-style-type: none"> ● After much hard work, the 2020 Executive nomination process is complete ● Unanimous agreement that all proposed executive are members in good standing. Approved. <p>Transition Meeting</p> <ul style="list-style-type: none"> ● Doodle poll to schedule transition meeting ● Can request travel support for transition meeting if needed ● All to consider what they are transitioning to their successor: consider transition documents ● For discussion at next executive 	<p>Action: Vidya to send doodle poll to schedule transition meeting</p> <p>Action: Ainslie to draft transition meeting agenda for discussion at the next Executive meeting</p>
8.3	<p><i>CCHS Data Retraction</i> <u>Cchs Share File Subject To Retraction By Statistics Canada Globe & Mail Article</u></p> <ul style="list-style-type: none"> ● Consider as a topic for aPHa panel meeting <ul style="list-style-type: none"> ○ Federal policies impacting on local PH activities ○ Importance of partnerships ● No formal communication received on extension of retraction ● Not clear on what retraction implementation would look like 	
8.4	<p><i>APHEO website automated emails</i></p> <ul style="list-style-type: none"> ● <u>Link</u> 	<p>Action: Ainslie and Lydia to review & revise</p>
8.5	<p><i>OPHA Fall Forum</i> Discounted registration fees available to APHEO members as well as group rates. (i.e. Regular fee is \$329; 3+ people from same org = \$269 per person).</p> <p>'If APHEO wants to have a booth at the conference on November 13th, OPHA can give us free space and one free pass and would ask in return that we help them to promote the event (e.g. through twitter and other social media).'</p> <ul style="list-style-type: none"> ● Extend invitation to incoming Executive ● Consider bringing in a laptop, opportunity to click through the website at a booth <p>'Speed networking soirée' for students and new professionals on Nov 13th from 5-7p.m. (after the Fall Forum)</p> <ul style="list-style-type: none"> ● Has not yet been advertised. Opportunity to sit at a table as a professional with students ● Ainslie and Lydia attending Fall Forum 	<p>Action: Suzanne to email current and incoming Executive about Fall Forum Networking opportunity</p>

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9.0	Policy Management - No Update P&P Work plan <ul style="list-style-type: none">● Aim to distribute workgroup and conflict of interest P&Ps for exec review at November meeting.● Jessica has been drafting P&P management guide● Aim to have membership survey for policy review open following next Executive meeting, keep survey open for ~3 weeks<ul style="list-style-type: none">○ Aim to finalize P&Ps before end of year	
10.0	Meeting Evaluation/Overall Evaluation <ul style="list-style-type: none">● No comments	
11.0	Call for Social Media Content related to Executive Meetings <ul style="list-style-type: none">● OPHA Fall Forum & Speed Networking event (Suzanne to send content)● APHEO Conference & Social Activities & Speed Networking event #2019APHEOCON● 2020 Executive (after conference and after transition meeting)	
12.0	Next Meeting November 28, 1:00PM - 3:00PM <ul style="list-style-type: none">● Emma unavailable Transition Meeting TBD	
13.0	Adjournment of Meeting Meeting adjourned at: 15:24	