

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

# December 19, 2019

Meeting Date: December 19, 2019, 1:00 PM to 3:00 PM.

Teleconference Line: +1 (844) 589-6880 / +1 (647) 749-9098 | ID:812141418

## Distribution

Executive Committee			Attendance
<b>President</b>	Jessica Deming	Region of Waterloo Public Health	✓
<b>Vice-President</b>			
<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>a1PHA Representative</b>	Emma Tucker	Halton Region Public Health	X
<b>OPHA Representative</b>	Suzanne De Haney	Eastern Ontario Health Unit	✓
<b>Past President</b>	Vidya Sunil	HKPR District Health Unit	✓
<b>Incoming President</b>	Suzanne Fegan	KFL&A Public Health	X

## Minutes

Item	Agenda Item	Conclusion or Action
1.0	<b>Call to Order</b> <ul style="list-style-type: none"> <li>• Called to order at 13:06</li> </ul>	
2.0	<b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>• No additions</li> </ul>	Moved by Lydia Seconded by Vidya Approved
3.0	<b>Declaration of Conflict of Interests</b> <ul style="list-style-type: none"> <li>• None declared</li> </ul>	
4.0	<b>Consent Agenda</b>	Moved by Vidya Seconded by Lydia

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	<ul style="list-style-type: none"> <li>● LDCP report will be shared publicly / with membership, likely in January</li> <li>● LDCP recommendations may fold into APHEO modernization response</li> <li>● OPHA Modernization webinar: Suzanne attended the webinar. <ul style="list-style-type: none"> <li>○ There was a lot of feedback</li> <li>○ Reviewed all the sections of the survey with attendees</li> </ul> </li> </ul>	Approved
4.1	<i>President Updates/Announcements</i> <ul style="list-style-type: none"> <li>● <a href="#">Updates</a></li> <li>● <a href="#">Monthly Updates to Membership</a></li> </ul>	
4.2	<i>OPHA/aPHa Updates</i> <ul style="list-style-type: none"> <li>● <a href="#">Updates</a></li> </ul>	
4.3	<i>Previous Meeting Minutes</i> <ul style="list-style-type: none"> <li>● <a href="#">Minutes</a></li> </ul>	
4.4	<i>Updates from Committees and Workgroups</i> <ul style="list-style-type: none"> <li>● <a href="#">Updates</a></li> </ul>	
4.5	<i>2019 Strategic Priorities</i> <ul style="list-style-type: none"> <li>● <a href="#">Updates on Strategic Priorities</a></li> </ul>	
4.6	<i>2019 Provincial Budget and Public Health Modernization</i> <ul style="list-style-type: none"> <li>● <a href="#">Documents and Materials Related to 2019 Provincial Budget</a></li> </ul>	
5.0	<b>Actions from Last Meeting - For Information Only - Please add your <u>completed</u> actions</b> <ul style="list-style-type: none"> <li>● <b>Jessica</b> looped in Vidya on 2020 strategic planning</li> <li>● <b>Jessica</b> emailed John Cunningham re PHO teleconference support for GIS working group</li> <li>● <b>Jessica</b> drafted outline strategy re: modernization</li> <li>● <b>Jessica</b> and <b>Emma</b> sent letter to Jim Pine/ Alison Blair/ Dr. Williams</li> <li>● <b>Jessica</b> attached updated draft agenda to this meeting agenda</li> <li>● <b>Ainslie</b> to provide feedback about APHEO booth at OPHA Fall Forum <ul style="list-style-type: none"> <li>○ Not very much engagement</li> </ul> </li> </ul>	
6.0	<b>Committee and Workgroup Reports</b>	
6.1	<i>Conference/Workshop Planning Committee</i>	

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6.1.1	<p>Conference evaluation</p> <ul style="list-style-type: none"> <li>● Waiting for approvals to post conference materials online</li> <li>● Working group is reviewing draft conference evaluation report</li> </ul>	
6.2	<i>Finance Committee</i>	
6.2.1	<p>Statement of operations: <a href="#">Jan 1 - Nov 30</a></p> <ul style="list-style-type: none"> <li>● More registrations than expected this time of year as people sign up for 2020</li> <li>● Despite conference deficit, payment from PHESC means overall budget is not in deficit</li> <li>● Other Expenses: Miscellaneous - covers other teleconferences that don't fit into categories under teleconferences.</li> <li>● Consider using GoToMeetings for executive next year</li> <li>● Lydia will connect with Erica to discuss transition for treasurer role and changes to Statement of Operations templates.</li> <li>● OPHA membership: will need to further discuss in kind contributions for OPHA membership early in the new year</li> <li>● Website maintenance: Expenses higher than expected due to \$3,000 gold package which is a set number of hours of support, which usually lasts 18+ months. Should see us through the end of 2020.</li> <li>● Software expenses: waiting for invoices for AirTable, expect to pay around \$1,000 for this year when we receive them.</li> </ul>	<p>Moved by Vidya Seconded by Jessica Approved</p>
6.2.2	<p>2020-2022 Conference Planner meeting update</p> <ul style="list-style-type: none"> <li>● Co-chair for conference from each association</li> <li>● Starting process of venue RFP</li> <li>● Conference planner contract should be signed shortly</li> <li>● Aim to emphasize strengths of combined APHEO/OPHEN conference</li> </ul>	
6.3	<p><i>Website committee</i> - proposed changes review and discussion about what content from website needs executive approval.</p> <p><a href="#">Changes to the website headings</a>, specifically knowledge base. <a href="#">Changes to website responsibilities</a>, minor notes on potential webpages not being used.</p> <ul style="list-style-type: none"> <li>● Does not require executive approval. This type of change has not required approval previously.</li> <li>● Things that have financial implications require executive review</li> <li>● Significant changes to website that would affect APHEO's conduct of business would require executive approval</li> </ul>	

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	<ul style="list-style-type: none"> <li>• But content and restructuring can be at the discretion of the website committee</li> </ul>	
6.4	<p><i>Engagement committee</i> - flexibility in required executive liaison</p> <ul style="list-style-type: none"> <li>• Terms of reference explicitly state President or Past President needs to be on engagement committee</li> <li>• Jordan to continue on engagement committee (as VP)</li> </ul>	Action: <b>Jordan</b> to suggest group revise TOR to state that President or President's delegate as executive liaison
7.0	<b>Standing Business</b>	
7.1	<p><a href="#">Discussion Paper from Ministry of Health</a> <a href="#">Feedback Survey</a> (Google Doc for Executive) <a href="#">Letter to Jim Pine and Alison Blair</a></p> <ul style="list-style-type: none"> <li>• Follow up - requested RSVP by Dec 24</li> <li>• <a href="#">APHEO Public Health Modernization Response Strategy</a></li> <li>• Debrief on webinars <ul style="list-style-type: none"> <li>○ <a href="#">Minutes</a> from Webinar 1</li> <li>○ <a href="#">Minutes</a> from Webinar 2</li> </ul> </li> <li>• Calls to AB, BC and NS</li> <li>• Collation of feedback</li> <li>• 28-29 people attended Monday webinar, 10 on Wednesdays</li> <li>• Discussion was quite robust, many people feel the same way</li> <li>• Common themes: <ul style="list-style-type: none"> <li>○ centralizing some functions frees up capacity for local epidemiologists to do work that is more unique to the local context</li> <li>○ Moving information management/data cleaning/ etc centrally allows local epis to make more efficient use of their time</li> <li>○ Opportunity to reduce duplication for functions that could be completed provincially</li> <li>○ If things will be centralized, there needs to be engagement between public health units and centralized structures (PHO, ministries)</li> </ul> </li> <li>• Exec will not be using the survey document linked in 7.1 as a vehicle for providing feedback. Padlet, webinar, and collation of membership feedback will be opportunity for executive response</li> <li>• APHEO response should include what we think should be centralized, and the value of specific local capacity</li> <li>• Formally launched membership engagement last week</li> <li>• Reached out to people in AB, BC and NS for informal discussion about regionalization. Have heard back from NS, call is booked for early January.</li> <li>• Modernization team will not be attending APHEO transition meeting <ul style="list-style-type: none"> <li>○ Directed to provide feedback through alPHa</li> <li>○ Is there opportunity for alPHa to provide feedback from APHEO's perspective.</li> <li>○ Can our alPHa rep, and possibly our APHEO president, sit in on alPHa meeting with</li> </ul> </li> </ul>	<p>Action: <b>Vidya</b> to reach out to Andrew for perspectives and contacts at Alberta Health Services</p> <p>Action: <b>Jessica</b> to send reminder via listserv of Padlet and note that it is extended to January 3rd</p> <p>Action: <b>Vidya, Ainslie</b> and <b>Jordan</b> to connect offline to discuss collation</p>

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	<ul style="list-style-type: none"> <li>○ modernization team             <ul style="list-style-type: none"> <li>○ Will need to follow up with aPHA reps.</li> </ul> </li> <li>● Padlet to close Dec 24</li> <li>● Start collating information on the 27th</li> <li>● Vidya, Jordan and Ainslie volunteered to work on this between Christmas and New Years             <ul style="list-style-type: none"> <li>○ Consider best way to approach qualitative/theming</li> </ul> </li> <li>● Jessica will wrap it up when she returns to work</li> <li>● Given that Modernization team is not attending Transition meeting, this removes the rush on collating feedback             <ul style="list-style-type: none"> <li>○ <b>Decision:</b> keep Padlet open to January 3rd</li> </ul> </li> <li>● When do we want to have our response ready?             <ul style="list-style-type: none"> <li>○ Aim to have response ready for sharing with membership by mid-January</li> <li>○ This gives members the opportunity to echo APHEO's feedback in their health unit or individual feedback</li> <li>○ Aiming to have preliminary information available for the transition meeting on Jan 6th</li> </ul> </li> </ul>	
7.1.1	<p>Epidemiology Capacity Assessment for Ontario.  <a href="#">Planning Document</a>  <a href="#">Project Charter</a>  <a href="#">Definition of "Epidemiologist"</a></p> <p>Update - enumeration survey launch - open until December 13th - update,</p> <ul style="list-style-type: none"> <li>● Enumeration survey officially closed, software still open</li> <li>● Responses from 33 health units - Jessica and Megan are reaching out to outstanding health units             <ul style="list-style-type: none"> <li>○ Both First Nations Health Authorities are responding</li> </ul> </li> <li>● Public Health Ontario has elected not to submit a response</li> <li>● Feed the results into modernization response</li> <li>● Also provide a standalone report back to membership and to COMOH</li> <li>● Directions for Phase 2 unclear             <ul style="list-style-type: none"> <li>○ Hard to plan for without results from Phase 1</li> </ul> </li> <li>● Group meets next in January to discuss next steps</li> <li>● This should be added to Transition meeting agenda             <ul style="list-style-type: none"> <li>○ Invite new exec members to join</li> <li>○ Should this be directed by exec, or just involve exec?</li> </ul> </li> </ul>	
7.1.2	<p>Modernization Consultation with Membership  <a href="#">Padlet</a>          Webinars:         <ul style="list-style-type: none"> <li>● <a href="#">December 16</a></li> <li>● <a href="#">December 18</a></li> </ul>         Executive responses to Modernization survey: <a href="#">Feedback</a></p>	See 7.1

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	<a href="#">Survey</a>	
<b>8.0</b>	<b>New Business</b>	
8.1	<p><i>OPHA Fall Forum</i></p> <ul style="list-style-type: none"> <li>● <b>Ainslie</b> to provide feedback about APHEO booth at OPHA Fall Forum (see 5.0)</li> </ul>	
8.2	<p><i>2019/2020 APHEO Executive Transition Meeting</i> Scheduled for January 6 @PHO Review <a href="#">Draft Transition Meeting Agenda</a></p> <ul style="list-style-type: none"> <li>● Aim to send out pre-distributed material on December 24th</li> </ul>	Action: <b>Ainslie</b> to connect with Trevor and Justin to see if they can attend, and to see if we can switch back to the smaller room.
8.3	<p><i>2020 draft Interim <a href="#">Strategic Plan</a></i></p> <ul style="list-style-type: none"> <li>● Propose to keep some or all of 2019 pillars</li> <li>● Keep format of 1-pager for presenting interim strat plan</li> <li>● Consider reaching out to workgroup and committee chairs for feedback prior to providing completed interim plan to broader membership for feedback</li> </ul>	Action: <b>Jessica</b> to connect with Caitlyn about core indicators and modernization
8.4	<p><i>OPHA Monthly Newsletter - The Public Health Files</i> <a href="#">OPHA: The Public Health Files</a> Should this be shared, and in what way?</p> <ul style="list-style-type: none"> <li>● Suzanne will share this as a link on the listserv starting in 2020</li> </ul>	
<b>9.0</b>	<p><b>Policy Management</b> <a href="#">P&amp;P Work plan</a> Discuss <a href="#">Conflict of Interest P&amp;P</a> &amp; possibly approval? Members policy vote until new year</p> <ul style="list-style-type: none"> <li>● Jordan and Jessica met to discuss next steps for policies</li> <li>● Following membership vote, anticipate no policy review in 2020, unless there are ad hoc issues</li> <li>● Reviewed Conflict of Interest P&amp;P <ul style="list-style-type: none"> <li>○ Recommend to review policies from similar organizations</li> <li>○ Consider statement that in the case of a conflict of interest, the issue will be brought to exec for discussion</li> <li>○ As policy is written, we need a process to ensure that workgroups/committees are incorporating an opportunity to declare conflict of interest at all their meetings</li> <li>○ Can this be incorporated in the process for making recommendations for executive</li> <li>○ Bringing forward to January exec meeting for</li> </ul> </li> </ul>	

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	further discussion	
<b>10.0</b>	<b>Meeting Evaluation/Overall Evaluation</b> <ul style="list-style-type: none"><li>● 2019 executive has risen to the challenge of unexpected changes throughout the year.</li><li>● Kudos to all the exec members for their hard work!</li><li>● Let's keep up the great work in 2020</li></ul>	
<b>11.0</b>	<b>Call for Social Media Content related to Executive Meetings</b> <ul style="list-style-type: none"><li>● Exec transition meeting - photo op and etc.</li></ul>	
<b>12.0</b>	<b>Next Meeting</b> Transition Meeting: All Day January 6 at PHO.	
<b>13.0</b>	<b>Adjournment of Meeting</b> Meeting adjourned at 15:10	