

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

December 17, 2020

Meeting Date: December 17, 1:00 PM - 2:00 PM

Teleconference Line: Google Meets

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	X
alPHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 13:02 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • No additions 	Minutes approved by Jessica
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Finances December 2020 Statement of Operations <ul style="list-style-type: none"> • Can expect to see change in billing from Lifeline in 2021 related to GSuite. • Consideration of whether Google Meet can or should replace GoToMeeting. Would require cancelling joint 	

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	<p>subscription with OPHEN.</p> <ul style="list-style-type: none"> • Try out Google Meets for a month or two 	
5.0	<p>2021 APHEO Executive ACTION: Jessica to reach out to former treasurers to fill the role.</p> <ul style="list-style-type: none"> • Stanley Ing will ask if York Region will support him to fill the Treasurer role. If not, he may be willing to support outside of his role with York • Jessica has also reached out to Lydia Cheng. 	ACTION: Jessica to follow up further with Stanley and Lydia
6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> • 	No update.
7.0	<p>Conference Updates</p> <ul style="list-style-type: none"> • To revisit in the New Year. 	No update.
8.0	<p>Google Workspace (formerly GSuite) Account Draft Documentation</p> <ul style="list-style-type: none"> • Set up email forwarding from gmail • Direction for exec to then sign into Gmail to respond 	ACTION: Ainslie to set up email forwarding from Google Workspace to individual work accounts.
9.0	<p>Update from OPHA Board Meeting/AGM</p> <ul style="list-style-type: none"> • Last meeting was on October 26. • Reviewed role of OPHA. 	
10.0	<p>APHEO and the Community Data Program (CDP)</p> <ul style="list-style-type: none"> • Forum discussion regarding partnership of some kind with CDP • Add link to forum post • Consider exploring further when COVID-related workload is reduced • There may be a strategic angle to forming a relationship with the CDP. • To be revisited in the future, Marc Lefebvre suggested he was willing to follow up. 	
11.0	<p>COVID-Related Meeting minutes from COVID epi teleconference</p> <ul style="list-style-type: none"> • Meetings continue to be useful for members. • The next meeting (Jan 1) is cancelled for the holiday. 	
12.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> • Meeting adjourned at: 13:30 	ACTION: Ainslie to send out a Doodle poll for meeting times in the New Year.

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November 26, 2020

Meeting Date: November 26, 1:00 PM - 2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	X
a1PHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	X
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 13:06 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • No additions. 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None to declare. 	
4.0	Finances Statement of Operations Jan 1- Nov 25 2020 <ul style="list-style-type: none"> • No expected new expenses before the end of the year, other than GoToMeeting. 	Motion to Approve: Ainslie Seconded: Jessica Motion Carried.

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5.0	<p>2021 APHEO Executive Filling the Treasurer Role</p> <ul style="list-style-type: none"> • Erica going on leave in April • Treasurer role is usually busy up until April with membership renewals, then again in November. Potential workload related to a future conference. • Suggestions: <ul style="list-style-type: none"> ○ Splitting the role among existing exec members ○ recruiting a new member ○ Reach out to recent treasurers <p>Consider also filling the member at large role?</p> <ul style="list-style-type: none"> • To be discussed at a future meeting, pending the success of filling the treasurer role. 	ACTION: Jessica to reach out to former treasurers to fill the role.
6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> • 	Nothing to discuss.
7.0	<p>Conference Updates</p> <ul style="list-style-type: none"> • To revisit in the New Year. 	No update.
8.0	<p>Google Workspace (formerly GSuite) Account</p>	
9.0	<p>Update from OPHA Board Meeting/AGM</p>	No update.
10.0	<p>COVID-Related Meeting minutes from COVID epi teleconference</p> <ul style="list-style-type: none"> • Meetings continue every 2 weeks with ~20-40 attendees. • PHO continues to attend sporadically. 	
11.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> • Meeting adjourned at 13:30 	ACTION: Ainslie to send out updated meeting invite for Dec 17.

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October 29, 2020

Meeting Date: October 29, 2020, 1:00 PM - 2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	X
alPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	
Past President	Jessica Deming	Region of Waterloo Public Health	X

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 13:03 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • No additions 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Finances 2020 Statement of Operations (Jan 1 - Oct 28 2020)	
5.0	2021 APHEO Executive <ul style="list-style-type: none"> • 	Nothing to discuss

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6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> Postpone reaching out to workgroups until things stabilize. 	
7.0	<p>Conference Updates</p> <p>ACTION: Exec to put out feelers for interest in social event.</p> <p>ACTION: Suzanne to send message to membership next week to gauge enthusiasm and call for volunteers.</p> <ul style="list-style-type: none"> No feedback from membership, no volunteers to plan Consider paring down to a one-hour lunch time social late Nov/early Dec Consider an asynchronous event, e.g. meme competition. Jordan and Suzanne to discuss outside of meeting. 	
8.0	<p>Google Workspace (formerly GSuite) Account Business Case Proposal</p> <ul style="list-style-type: none"> Consider that we may recoup some of the costs in reduced GoToMeeting Are there privacy concerns? APHEO document libraries are already stored on Google servers. Limited private information would be saved through here. Fewer vulnerability points for email security compared to individual PHU email. <p>Provide 1-week feedback period for dissent from exec members via email</p>	<p>Motion to approve: Jordan Seconded by: Suzanne F. Carried, pending 1-week time frame for dissent via email.</p> <p>ACTION: Ainslie to send email to exec with opportunity to dissent.</p>
9.0	<p>Update from OPHA Board Meeting/AGM</p>	Deferred.
10.0	<p>COVID-Related Meeting minutes from COVID epi teleconference</p> <ul style="list-style-type: none"> Jordan to follow up with PHO about attending next COVID Epi Teleconference. Add alpha update as standing item on exec agenda. 	
11.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> Adjourned at 14:00 	

Association of Public Health Epidemiologists in Ontario
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September 24, 2020

Meeting Date: September 24, 2020, 1:00 PM - 2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	Regrets
alPHA Representative	Sarah Collier	Toronto Public Health	Regrets
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> Called to order at 13:00 	
2.0	Approval of Agenda <ul style="list-style-type: none"> Added comment to 11.0 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> None declared 	
4.0	Finances 2020 Statement of Operations	
5.0	2021 APHEO Executive ACTION: Jordan to finalize P&P, add to P&P Manual and communicate to membership	Completed.

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	<ul style="list-style-type: none"> Additional policies to be put to vote when APHEO is restarted. 	
6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> Postpone reaching out to workgroups until things stabilize. 	
7.0	<p>Conference Updates</p> <p>ACTION: Suzanne F to share draft communication with exec for review, then share with membership</p> <ul style="list-style-type: none"> No volunteers as of yet Update to be sent in next week to membership formally calling for Volunteers <ul style="list-style-type: none"> Call out for interest in deconstructed conference vs. social event. Consider capacity concerns re: second wave Consider possibly postponing to next spring Consider a 1-hour social event this fall <ul style="list-style-type: none"> Virtual escape rooms? Virtual board games? Jack box games? Keep talking and nobody explodes Quiz: who said what from within the executive as an icebreaker. Volunteers to organize? Consideration: during work hours or outside of work 	<p>ACTION: Exec to put out feelers for interest in social event.</p> <p>ACTION: Suzanne to send message to membership next week to gauge enthusiasm and call for volunteers.</p>
8.0	<p>OLIS Data Advocacy</p> <p>ACTION: Sarah to reach out to Anne Arthur to raise issues to the provincial table.</p> <ul style="list-style-type: none"> Remove from agenda for now. 	No update
9.0	<p>GSuite Account</p> <p>ACTION: Ainslie to follow up with Lifeline about email issue.</p> <ul style="list-style-type: none"> Benefit of continuity of communication for secretary, treasurer accounts Benefit of GSuite over free gmail is ability to send from @apheo.ca <p>https://gsuite.google.ca/intl/en_ca/</p> <ul style="list-style-type: none"> May help with incorporation Ainslie to investigate if you can have one account and send from multiple address masks. Look for business proposal template in APHEO document. It is here (JD): <p>https://www.apheo.ca/membership/documents/2760</p> <ul style="list-style-type: none"> Example business case proposal (GoToMeeting): 	<p>ACTION: Ainslie to put together a use case. Refer to Lydia's use case for GoToMeeting as an example.</p>

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	https://www.apheo.ca/membership/documents/3240	
10.0	OPHA Membership ACTION: Suzanne de H to coordinate OPHA membership as discussed <ul style="list-style-type: none">● Suzanne submitted the OPHA memberships as discussed.● OPHA Board meeting/AGM on October 26 (virtual).	
11.0	COVID-related ACTION: Suzanne F to follow up with Kristen W for an update from Ministry COVID WG <ul style="list-style-type: none">● Group did not get off the ground -- has been delayed. No update. Question from JR: Provincial Table Representation. <ul style="list-style-type: none">● School surveillance working groups out of Healthy Populations and Education table as command structure for the province -- do we know if there is any Northern or Rural representation on any of these● APHEO has not been approached to join these groups.● Wondering if there was any epi representation Question: is there a provincial working group related to mitigating harms? <ul style="list-style-type: none">● No one is aware.	
12.0	Adjournment of Meeting <ul style="list-style-type: none">● Meeting adjourned at: 14:00	

Association of Public Health Epidemiologists in Ontario
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August 27, 2020

Meeting Date: August 27, 2020, 1:00 PM - 2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	Regrets
alPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> Called to order at 13:05 	
2.0	Approval of Agenda <ul style="list-style-type: none"> No additions Reminder to Ainslie to post the minutes. 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> None declared 	
4.0	Finances Statement of Operations (August)	
5.0	2021 APHEO Executive ACTION: Jordan to circulate proposed revisions to procedure in new template.	Motion to approve revised P&P: Moved by: Jessica

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	<p>Updated P&P in new format Current P&P Manual Draft</p> <ul style="list-style-type: none"> Reminder that if any exec member is unable to continue in their role, to communicate to Suzanne and/or Jessica 	<p>Seconded: Ainslie Passed</p> <p>ACTION: Jordan to finalize P&P, add to P&P Manual and communicate to membership</p>
<p>6.0</p>	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> Continue to extend shutdown -- wait to see what happens as schools re-open. Consider sending a survey to WG chairs in late Sept or October to see whether anyone has capacity to resume activities For membership update, communicate plans regarding connecting with WG chairs and virtual conference. Suzanne to draft membership update, for sending in mid-September 	
<p>7.0</p>	<p>Conference Updates</p> <ul style="list-style-type: none"> Suzanne prepared a draft communication related to deconstructed conference and topics: <ul style="list-style-type: none"> COVID-19 successes and challenges Series of webinars (3-5?) Social event AGM (?) Include call for volunteers / expression of interest from membership <ul style="list-style-type: none"> If we have sufficient interest and capacity, here is what we are proposing. Require support from outside of Exec committee to organize. 	<p>ACTION: Suzanne F to share draft communication with exec for review, then share with membership</p>
<p>8.0</p>	<p>Modernization update</p> <ul style="list-style-type: none"> Remove from agenda 	
<p>9.0</p>	<p>2019/2020 Annual Reports</p> <ul style="list-style-type: none"> Propose: postpone to next spring. Remove from agenda, will revisit in 2021 or when shutdown is over. 	
<p>10.0</p>	<p>OLIS Data Advocacy</p> <p>ACTION: Sarah to reach out to Anne Arthur to raise issues to the provincial table.</p> <ul style="list-style-type: none"> Health units want to be able to see test results for neighbouring communities -- consider challenges of students who attend schools across health unit boundaries Unsure how access will change with CCM integration. Jordan/Jessica to raise at APHEO epi teleconference to understand what is possible from OLIS. 	

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	<ul style="list-style-type: none"> • Sarah to raise under scope of school planning once we have an idea of what we're looking for. 	
11.0	<p>COVID-related</p> <ul style="list-style-type: none"> • Kristen Wheeler invited to participate in Ministry workgroup on behalf of APHEO • Add ministry workgroup updates to agenda. • secretary@apheo.ca email has been blocked by SMDHU IT department. • Ainslie to connect with Lifeline to set up a new email address, e.g. secretary2 	<p>ACTION: Suzanne F to follow up with Kristen W for an update from this WG</p> <p>ACTION: Ainslie to follow up with Lifeline about email issue.</p>
12.0	<p>OPHA membership</p> <ul style="list-style-type: none"> • Accidentally dropped from the agenda. • No update on whether there will be a Fall forum and therefor a fall forum volunteer to receive the 5th membership • APHEO Memberships to go to: VP, President, alPHa rep, OPHA Rep and Past President. 	<p>ACTION: Suzanne de H to coordinate OPHA membership as discussed</p>
13.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> • Ainslie to revise next meeting to 1 hour. • Thank you for joining us. • Adjourned at 14:00 	

Association of Public Health Epidemiologists in Ontario
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July 30, 2020

Meeting Date: July 30, 2020, 1:00 PM -2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	Regrets
Member at Large	Heather Pimbert	York Region Public Health	Regrets
αPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	Regrets
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> Called to order at 13:08 	
2.0	Approval of Agenda <ul style="list-style-type: none"> No additions 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> None declared 	
4.0	Finances Statement of Operations July 2020 <ul style="list-style-type: none"> Unexpected expense related to governance review from lawyer. 	Motion to approve: Ainslie Seconded: Jessica Carried
5.0	2021 APHEO Executive ACTION: Jordan to lead amendments to P&P related to AGM and executive extension for next exec meeting.	ACTION: Jordan to circulate proposed revisions to procedure in new template.

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Policy + Procedure

- To use version in approved P&P manual for revision.
- Procedure 2:
 - No business meeting will take place without at least 30 days notice to the members. An annual general meeting is required before the end of the calendar year in which the public health emergency is declared over, or within 90 days of the end of the emergency if a business meeting was not held in the previous calendar year due to the emergency. The Executive may opt to prepare for the business meeting and collect updates from representatives. The business meeting may be cancelled up to 24 hours before the meeting.
- Note that the intent here is to remove the requirement, not to prevent anyone from organizing an AGM as appropriate.
- Append a 5th procedure for executive committee, regarding nomination of the next executive committee and extending term during emergency.
- Procedure 5: APHEO Executive Committee
 - If a public health emergency is in effect, the formation of a nomination committee will be suspended and the terms for the executive committee do not expire until the next Annual General Meeting is held.
- Based on alPHa documentation.
- Consideration of consultation with working group chairs to confirm this direction.
- Policy does not require revision.

Ontario Emergency information

- declaration of emergency is revoked?, but several emergency orders are still in place
- Consider: is Health Unit IMS different than provincial state of emergency
- Perhaps need direction from Ministry of Health regarding expectations of public health activities and OPHS requirements
- Is there capacity in any PHU for dedicating epi time to APHEO? Probably not.

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	<ul style="list-style-type: none"> ● Policy does not explicitly require a declared state of emergency, but empowers us to react to public health emergencies. <ul style="list-style-type: none"> ○ “A public health emergency is defined as: a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property.” ● Propose: revise wording in procedure to reflect a public health emergency, not a declared emergency. <p>Current P&P Manual Draft</p> <ul style="list-style-type: none"> ● Will send out communication when we update this, provide opportunity for any feedback/ questions/ concerns to be directed to President 	
6.0	Extending APHEO Shutdown and/or Process of Restarting <ul style="list-style-type: none"> ● No update at this time. 	
7.0	Conference Updates <ul style="list-style-type: none"> ● Suzanne has drafted an outline, to be circulated via email. ● Another email update from exec to be circulated in late August with proposal for conference, P&P updates, AGM, and shutdown/re-start progress. ● GoToMeeting is fine to host a virtual event ● Jasantha is on board with idea of virtual conference but will be on mat leave. 	
8.0	Modernization update <ul style="list-style-type: none"> ● 	
9.0	2019/2020 Annual Reports <ul style="list-style-type: none"> ● 	
10.0	OPHA Membership <ul style="list-style-type: none"> ● Considerations for 5th membership? ● Propose: reserve the membership for Fall Forum volunteer. 	
11.0	OLIS Data Advocacy <ul style="list-style-type: none"> ● Sarah connected with Anne Arthur - not able to report on cases that are not within your health unit, but you can view cases from other health units. ● Concerns with bordering communities. 	

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	<ul style="list-style-type: none">• PHO may be able to provide some additional information.• Note for APHEO Epi meeting tomorrow: as needed may propose having weekly meetings again.	
12.0	Epidemiology Capacity Assessment Project Summary Full Report <ul style="list-style-type: none">• Feedback was received earlier in 2020, but implementation was delayed by COVID.• Context of ECA was pre-COVID.• Suggestion of re-assessing capacity again in a post-COVID context.• Thanks to Jessica and Megan and the ECA working group for the hard work!	
13.0	COVID-related <ul style="list-style-type: none">• Announcement of full classes for schools in Ontario in the Fall.	
14.0	Adjournment of Meeting <ul style="list-style-type: none">• Adjourned at 14:00	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

June 25, 2020

Meeting Date: June 25, 2020, 1:00 PM -2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	Regrets
alPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 13:07 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • No additions • Minutes approved 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Finances Statement of Operations Jan 1 - Jun 24 2020 <ul style="list-style-type: none"> • Approved 	
5.0	Conference Updates <ul style="list-style-type: none"> • Potentially hold virtual conference in November? 	ACTION: Suzanne to draft framework for

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	<ul style="list-style-type: none"> ● No feedback from membership from Suzanne’s June update regarding conference. ● Consider how our event would also feed into our AGM and executive elections: see 7.0 ● Send membership survey out to gauge interest, to form working group and to determine timing. ● Timing: aim for October/November ● If half day is too much, consider even an hour for recognition. ● How are other organizations’ virtual conferences going? ● Alternative: conference series with 2 hours a month, e.g. guest speakers, learning sessions, data viz. <ul style="list-style-type: none"> ○ Allows more opportunity to attend/participate for those with scheduling commitments ○ “APHEO’s Deconstructed conference” ○ Opportunities for break-out discussions. ○ Will need one encompassing session for kudos ○ AGM? ○ Consider highlighting one person for kudos each session. ● Or multiple sessions across the same week in different formats: social media, email scavenger hunt, webinars, trivia: opportunity for social connection. “Celebration of epi” ● Need to call for volunteers for core logistics group <ul style="list-style-type: none"> ○ Spreads out work. ○ Consider pulling in PHO for assistance: e.g. technology support. ○ GoToMeeting may be able to support hosting. ● Next steps: <ul style="list-style-type: none"> ○ Send call out for volunteers. ○ May need to actively reach out to specific members. ○ Refine ideas/framework. <ul style="list-style-type: none"> ■ over the course of X time period, 3-5 learning opportunities, 1-2 social activities, an AGM. 	<p>conference/conference series. Jordan will support.</p> <p>ACTION: Jordan to review GoToMeeting capability.</p> <p>ACTION: Jordan to follow up with Jasantha about the last APHEO learning session/general meeting.</p> <p>ACTION: Suzanne to reach out to PHO liaisons about potential support.</p>
<p>6.0</p>	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <p>ACTION: Suzanne F to send out mid-June communication to membership</p> <ul style="list-style-type: none"> ● Continue at least until the emergency is declared over. ● Suzanne’s June update did include a for participation in APHEO activities among those with time. <p>ACTION: Jessica to connect with James to follow up on APHEO social media account.</p> <ul style="list-style-type: none"> ● No response to call out for social media volunteers. ● Jessica has taken lead on Twitter account for time being. 	<p>ACTION: Ainslie to move 7.0 and 6.0 ahead of conference updates in next agenda.</p>

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	<ul style="list-style-type: none"> ● Jessica will check in with group again in a few months. 	
<p>7.0</p>	<p>2021 APHEO Executive ACTION: Jessica to follow up with Sarah and Suzanne about aPHa and OPHA board decisions</p> <ul style="list-style-type: none"> ● OPHA AGM is being moved to the Fall. No change to date to nomination process. ● 2020 aPHa AGM planned to be postponed. Waiting on declaration of emergency to be lifted before moving forward. <ul style="list-style-type: none"> ○ Not required to hold an AGM during a declaration of emergency, but required to hold one within 90-120 days of end of declaration. ● SF reviewed constitution and P&P. Nominations must be in 30 days before AGM, nomination committee must be struck before that. ● APHEO Constitution and P&P do not currently cover the scenario of a long-term pandemic, consider whether revision is necessary. <ul style="list-style-type: none"> ○ Suspension of activities during emergencies does not specifically address what to do for long term emergencies ○ Do we need to (a) change the constitution or (b) have a membership vote. ● Do we need to have a membership vote on extension of exec committee and amendments to relevant policies. <ul style="list-style-type: none"> ○ Likely less work to do this than to strike a nomination committee ● Propose that Jordan, as VP, to update operations during an emergency piece of policy to support extension of executive in situation of a longer-term pandemic. <ul style="list-style-type: none"> ○ Blanket statement to provide flexibility. ○ 90 - 120 days time period. ○ Clarify that this does not represent an indefinite extension. ○ Sarah to share what aPHa has worked on. ○ See provincial acts related to old and new non-profit legislation. New legislation has not yet been enacted. ● If it's just updating the procedure, it requires exec approval. If change are made to the policy, it requires a membership vote. <ul style="list-style-type: none"> ○ Messaging needs to be clear that this is in response to challenges we've encountered during the enactment of the emergency response policy. 	<p>ACTION: Jordan to lead amendments to P&P related to AGM and executive extension for next exec meeting.</p> <p>ACTION: Sarah to share relevant aPHa motion with the exec group.</p>

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

	<ul style="list-style-type: none"> ○ Opportunity for membership to voice concerns. ○ Consider that we may have to be more active in messaging around voting and leave vote open for longer. ● Jordan to bring draft to next exec meeting. 	
8.0	Modernization update <ul style="list-style-type: none"> ● No update. 	
9.0	2019/2020 Annual Reports <ul style="list-style-type: none"> ● No update ● Suzanne and Jessica will follow up 	
10.0	OPHA Membership <ul style="list-style-type: none"> ● Change in by-law for constituent societies struggling to meet fee: option to apply for reduction in membership fees. 4/10 CS and 1 organizational membership has been renewed to date. ● OPHA Advocacy: anti-black and anti-racism activities. Question: if there is one thing that we can do, what would it be? ● Public health heroes campaign: article about PHO leadership campaign. 	
10.0	COVID-related <ul style="list-style-type: none"> ● No update. 	
11.0	OLIS Data Advocacy <ul style="list-style-type: none"> ● Concerns about inability to access provincial data. ● This especially an issue for accessing data outside of your health unit (e.g. border communities) ● There is a provincial look-up feature, but it only allows you to look for 20 lines. ● Request from membership to lobby ministry for support for OLIS ● New Salesforce platform will be OLIS-integrated ● Anne Arthur from TPH sits on the provincial table. Sarah will follow up with Anne. ● alPHa representatives met with Jane Philpott re: data systems we are using. Sarah will share the accompanying letter with APHEO membership. <p>2017/2018 CCHS:</p> <ul style="list-style-type: none"> ● Question about access was raised by membership ● Still involved in legal proceedings ● StatsCan has access, but has not been shared with health units at this time. 	ACTION: Sarah to reach out to Anne Arthur to raise issues to provincial table.

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

12.0	Adjournment of Meeting Ainslie will send out calendar invite Adjourned at 14:00	Next meeting July 30, 1-2pm
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Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

May 29, 2020

Meeting Date: May 29, 2020, 1:00 PM -2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	Regrets
alPHA Representative	Sarah Collier	Toronto Public Health	Regrets
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	Regrets
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 13:00 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • Minutes approved • No additions to agenda 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • None declared 	
4.0	Finances <u>Statement of Operations Jan 1 - May 28/20</u> <ul style="list-style-type: none"> • Insurance and memberships will be due in June • Miller Thompson letter being forwarded to Erica. Erica will update contact address. 	

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> ● Previous action: Erica has not yet reached out to WG chairs about GoToMeeting. Will send out contact when APHEO restarts WG meetings. 	
<p>5.0</p>	<p>Conference Updates</p> <ul style="list-style-type: none"> ● Planning for virtual event/gathering 2020 - at most half a day. Professional development + recognition + facilitated discussion ● Gauge membership interest ● What topics would be relevant ● Submit COVID innovations, nominate others who have provided excellent/helpful work <ul style="list-style-type: none"> ○ Celebration of all the hard, awesome work that is being done by APHEO members ○ Get Engagement and Social Media committees: could have social media feature on activities by members/PHU ○ Focus on recognition 	
<p>6.0</p>	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> ● Suggestion that APHEO remains officially shut down until the provincial state of emergency is lifted ● However, if there are epis with capacity to do APHEO-related work we can encourage them to connect and move forward with any tasks, e.g. core indicator ● In mid-late June, communicate to membership that we remain on hiatus until provincial state of emergency is lifted, however, as we progress in the new normal there is no preclusion for doing APHEO if there is capacity and enthusiasm. ● Suggest priority areas that people could work on: <ul style="list-style-type: none"> ○ Virtual event 2020 ○ COVID-resources ○ Facilitated discussion among APHEO members as an informal / interim evaluation of COVID response to contribute to APHEO's role in advocacy in response to a future provincial evaluation report. Making sure to document what is going well, what is not. <ul style="list-style-type: none"> ■ For potential discussion at virtual event ■ Documenting experiences so that we don't forget them ○ Social Media <p>Communication:</p> <ul style="list-style-type: none"> ● we remain on hiatus until provincial state of emergency has lifted 	<p>ACTION: Suzanne F to send out mid-June communication to membership</p> <p>ACTION: Jessica to connect with James to follow up on APHEO social media account.</p>

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	<ul style="list-style-type: none"> We acknowledge it's hard to be involved in APHEO activities, but if you do have time, here are some ways you can get involved. Priority areas above. Exec will support crafting the message via email 	
7.0	<p>2021 APHEO Executive</p> <ul style="list-style-type: none"> Normally, past president initiates process and communication with membership in August. Would current exec be willing and/or able to stay on for another year. What kind of approval/support do we need from membership for this. No current protocol for executive nominations during shutdown alPHa rep is not up for renewal this year, but OPHA rep is probably up for renewal. All other exec positions are one year renewal Concern that we may not have nominations if we did hold a nomination process - could leave empty executive positions Consider challenge of switching treasurer information with the bank: currently requires in-person meeting with TD. Consider delaying nominations process and then having an expedited process later in the fall. Look at what alPHa and OPHA are planning for their 2021 executive. Consider: not actively recruiting but encouraging people to volunteer. Unless there are vacancies that need to be filled. To discuss further in June, then communicate proposed plans to membership following the June meeting. 	ACTION: Jessica to follow up with Sarah and Suzanne about alPHa and OPHA board decisions
8.0	<p>Modernization update</p> <ul style="list-style-type: none"> See discussion above about capturing people's COVID experiences, challenges, what works well This discussion can be part of populating a future modernization response when the time comes. 	
9.0	<p>2019/2020 Annual Reports</p> <ul style="list-style-type: none"> Consider a biannual report 	
10.0	<p>OPHA Membership</p> <ul style="list-style-type: none"> Renewal in June 	ACTION: Suzanne F to follow up with Suzanne de H about OPHA Membership renewal

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10.0	COVID-related <ul style="list-style-type: none"> • No additional comments 	
	Adjournment of Meeting Meeting adjourned at 14:00	Next meeting June 26, 1-2pm

April 24, 2020

Meeting Date: April 24, 2020, 1:00 PM -2:00 PM

Teleconference Line: GoTo Meeting

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	X
Vice-President	Jordan Robson	Algoma Public Health	X
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Treasurer	Erica Sawula	Thunder Bay District Health Unit	X
Member at Large	Heather Pimbert	York Region Public Health	Regrets
aPHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	X
Past President	Jessica Deming	Region of Waterloo Public Health	X

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 13:00 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • 	

Association of Public Health Epidemiologists in Ontario
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4.0	<p>Finances <u>April 2020 Statement of Operations</u></p> <ul style="list-style-type: none"> ● Increase in GoToMeeting-related charges. ● To send out communication: <ul style="list-style-type: none"> ○ (1) use the +1 long distance number instead of the 1-8XX number as feasible ○ (2) ensure that meetings are closed ● Erica will continue to monitoring GoToMeeting bills 	<p>ACTION: Erica to send out communications to workgroup chairs. Jessica/Jordan to raise this at the next COVID epi meeting.</p>
5.0	<p>Conference Updates</p> <ul style="list-style-type: none"> ● Draft budget has been created ● Currently on hold - not ready to look at dates for 2021 conference yet 	
6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> ● As long as we are in declared provincial emergency we're not going to restart non-essential activities ● aIPHa board meeting discussed how do we get back to the new normal and what does it look like ● Suggest that APHEO's discussion on this be deferred until we have some provincial direction ● Consider setting a list of critical APHEO functions, prioritize what will need to be re-activated and how to accomplish that ● Exec should aim to keep meeting once a month (next: end of May, short discussion) to revisit this and determine whether we are in a position to make any decisions, hold status quo until then 	
7.0	<p>2021 APHEO Executive</p> <ul style="list-style-type: none"> ● Consider, if possible, continuing current exec until 2021. For further discussion in the future. ● Normally nominations/renewal process for executive would start in July/Aug ● There will need to be communication to membership about direction on this 	
8.0	<p>ECA Report <u>Project Charter</u> <u>Draft enumeration survey report</u> <u>Draft ECA recommendations</u> <u>ECA meetings - minutes</u></p> <ul style="list-style-type: none"> ● Currently on hold, but: ● ECA project group reviewed in March ● Sent to other reviewers in March. Feedback has not been received / has not been reviewed. ● Considerations that ECA report was written in a "pre-COVID" time. There may be important revisions in light of current situation 	

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	<ul style="list-style-type: none"> ● Was pushing to meet modernization deadline, but that is currently on hold. ● To come off agenda 	
9.0	<p>Modernization update</p> <ul style="list-style-type: none"> ● There has been limited communication from province. No clear direction 	
10.0	<p>COVID-related</p> <p>COVID-19 MOH/DLSPH Evidence Synthesis Table</p> <ul style="list-style-type: none"> ● Should/How should this be shared with membership? ● Post to APHEO COVID forum as an FYI <p>Recognition: APHEO has been incredibly helpful as a network and community to support collaboration and problem solving.</p> <p>Annual reports:</p> <ul style="list-style-type: none"> ● add to agenda for next month ● Plans for 2019 report ● Consider 2020 report as a "COVID-edition" 	
	<p>Adjournment of Meeting</p> <p>Meeting adjourned at 13:45 Next meeting May 29, 1-2pm</p>	

Association of Public Health Epidemiologists in Ontario
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March 23, 2020 - Cancelled

February 28, 2020

Meeting Date: February 28, 2020, 1:00 PM - 3:00 PM
Teleconference Line: 1-866-518-0785 Conference ID 851502

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	✓
aPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 13:05 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • 	
4.0	Consent Agenda	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

4.1	<p><i>President Updates/Announcements</i></p> <ul style="list-style-type: none"> • Updates • Monthly Updates to Membership 	
4.2	<p><i>OPHA/aIPHa Updates</i></p> <ul style="list-style-type: none"> • Updates 	
4.3	<p><i>Previous Meeting Minutes</i></p> <ul style="list-style-type: none"> • 2020 minutes 	
4.4	<p><i>Updates from Committees and Workgroups</i></p> <ul style="list-style-type: none"> • Updates 	
4.5	<p><i>2019 Provincial Budget and Public Health Modernization</i></p> <ul style="list-style-type: none"> • Documents and Materials Related to 2019 Provincial Budget 	
5.0	<p>Actions from Last Meeting - For Information Only - Please add your <u>completed</u> actions</p> <ul style="list-style-type: none"> • Sarah sent out aIPHa modernization response via APHEOlist 	
6.0	<p>Committee and Workgroup Reports</p>	
6.1	<p><i>Conference/Workshop Planning Committee</i></p>	
6.1.1	<ul style="list-style-type: none"> • Call out for workshop members was sent in February <ul style="list-style-type: none"> ○ Additional APHEO members volunteered ○ Will connect with OPHEN to fill out committee • RFP for vendor was put out by Bond Associates • Core planning committee (Heather, Erica, Jordan, OPHEN reps [treasurer and co-chair]) meet next week to review vendor applications • Considerations: <ul style="list-style-type: none"> ○ transit accessibility ○ budget: in addition to APHEO/OPHEN costs, consider impact of hotel room costs, attendees who might be paying out of pocket ○ location: possibly GTHA, as the last conference was out of the GTHA • Conference planning committee will decide on a menu, to be approved by Executive • Will need to have a discussion about cost sharing expectations with OPHEN 	

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6.2	<i>Finance Committee</i>	
6.2.1	<p>Statement of operations:</p> <ul style="list-style-type: none"> ● January 1 - February 28, 2020 <p>Updated 2020 Budget</p> <ul style="list-style-type: none"> ● 2020 Budget Allocations ● Finance committee met mid-February to review 2020 proposed budget as proposed by Lydia at transition meeting ● Modifications: <ul style="list-style-type: none"> ○ Using reserve money (\$1500) to pay for lawyer contract review ○ Added \$5000 to conference budget from reserve on considerations of new conference planner, first joint conference, potential conference deficit ● Modifications were approved by Finance Committee 	
6.2.2	<p>2020-2022 Conference Planner meeting update (Bond Associates)</p> <ul style="list-style-type: none"> ● Contract has been reviewed by lawyer, signed ● Bond Associates is working on conference planning as per expectations 	
7.0	Standing Business	
7.1	<p><i>2019 Provincial Budget and Public Health Modernization</i> APHEO Response to Public Health Modernization</p> <ul style="list-style-type: none"> ● Response was submitted on deadline ● Deadline was extended ● No plans to revise response ● Have been asked to provide ECA report to Jim Pine (by the end of March) <p>February 20 Modernization Meeting</p> <ul style="list-style-type: none"> ● Sarah attended in person, Suzanne F attended via teleconference ● 1.5 hour meeting with alPHa affiliate associations ● APHEO's 3 key points were presented (able to present first) <ul style="list-style-type: none"> ○ Successful meeting ● Modernization team (Allison and Jim) looking for specifics <ul style="list-style-type: none"> ○ What to do about duplication ○ What is "local": it's dependent on topic ● Allison and Jim attended alPHa meeting afterwards as well, opportunity for a Q&A <ul style="list-style-type: none"> ○ Question from alPHa membership: will Ministries be modernizing alongside public health units? ● There is ongoing communication between the 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

	modernization team and the Ministry. There may be a final report made publicly available as well.	
7.1.1	<p>Epidemiology Capacity Assessment for Ontario.</p> <p>Project Charter</p> <p>Draft enumeration survey report</p> <ul style="list-style-type: none"> ● Working on finalizing report, editing recommendations and creating a 1-2 page summary ● Aiming for release Mar 31 (to share with PH Modernization team) ● Salary range (Table 5, Table 8) based on grid for positions (requested from Health Units). Presenting lowest and maximum salaries in province. ● Suggest that Exec review draft report with a political lens ● Consideration of sharing the report with MOHs as an FYI in advance of release to Modernization team <p>Draft ECA recommendations</p> <ul style="list-style-type: none"> ● NEW - rough draft ● Alignment with APHEO PH Modernization response <p>ECA meetings - minutes</p>	
8.0	New Business	
8.1	<p>2020 draft Interim Strategic Plan</p> <p>Draft one-pager</p> <ul style="list-style-type: none"> ● Draft 1-pager developed as visual summary of strategic plan discussions ● Consider re-ordering bars to reflect the shape of the APHEO logo ● Response to modernization: remove word consultation from intent ● Next steps: <ul style="list-style-type: none"> ○ Exec provides feedback ○ Revise ○ Share with work group/committee chairs <ul style="list-style-type: none"> ■ Ainslie will share list of work group/committee chairs ○ Finalize ○ Share with broader membership 	ACTION: All to provide feedback to Jordan on draft one-pager by Friday, March 6
8.2	<p><i>CCHS Advocacy</i></p> <ul style="list-style-type: none"> ● Suzanne F contacted Elsa Ho who directed her to Nam Bains. Awaiting further response ● Sarah contacted StatsCan <ul style="list-style-type: none"> ○ StatsCan was contacted by Barbara Yaffe around concerns with accessing CCHS ○ There was a meeting with Ministries, where decisions were made 	

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	<ul style="list-style-type: none"> ○ We should be receiving communication from the Ministry around those decisions shortly ● aPHa will be following up with the Ministry ● 2018 CCHS data has been published on Health Indicators, but not received by PHU yet ● Sarah will continue to follow up 	
8.3	<p><i>Vital Statistics Advocacy</i></p> <ul style="list-style-type: none"> ● Main issues: <ul style="list-style-type: none"> ○ accessing intellihealth ○ intellihealth training ○ data updates ○ data issues ○ geographic allocation ○ communication from IntelliHEALTH ● Marc Lefebvre put out a call out for information about vital stats via list serv <ul style="list-style-type: none"> ○ Jessica D, Liz Corson and John Barbaro and Marc connected with Ministry to discuss Vital Stats and broader IntelliHealth issues ○ John Hill (Health Analytics Branch, manager) & Lauren Churcher ○ Vital Stats transition to Health Data Branch, who is responsible for the rest of IntelliHEALTH ● Follow up meeting among APHEO exec and others to discuss <ul style="list-style-type: none"> ○ Draft email requesting consultation, on behalf of membership, as a starting point 	
8.4	<p><i>PHO Teleconference Line</i></p> <ul style="list-style-type: none"> ● PHO has provided a dedicated Vesta Teleconference line for APHEO to use for CIWG meetings. ● CIWG Chairs are to contact APHEO Secretary to schedule meetings ● CIWG teleconference scheduling management through APHEO Website Calendar 	
9.0	<p>Policy Management</p> <p>P&P Work plan</p> <p>Discuss Conflict of Interest P&P & Work Group and Committee Administration P&P</p> <p>Members policy vote once these last P&Ps are approved by the Executive.</p> <ul style="list-style-type: none"> ● Jessica completed review of all P&P in 2019 as VP ● Exec has provided feedback on all outstanding policies, except for Conflict of Interest and Work Group & Committee Administration ● Challenge with Conflict of Interest: enforceability <ul style="list-style-type: none"> ○ All workgroup and committee to include an explicit statement about COI in Terms of Reference ○ When it's rolled out, ask WG&Committee chairs to add this to their next agenda to discuss ● Indigenous Engagement WG requested to add a 	<p>Motion to Approve Conflict of Interest P&P: Suzanne F Seconded by: Sarah Motion Carried</p> <p>Motion to Approve Workgroup & Committee Administration P&P: Ainslie Seconded by: Heather Motion Carried</p> <p>ACTION: Jessica and Jordan to meet and prepare for membership vote</p>

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	<p>comment about territorial acknowledgement to Conference/Workshop P&P.</p> <ul style="list-style-type: none"> ○ Procedures don't require a membership vote. ● After membership vote: maintenance mode with P&P review every 3 years or in response to changing needs. 	<p>ACTION: Erica to work with Alanna on wording, and get Indigenous Engagement WG approval for wording on Conference P&P</p>
10.0	<p>Meeting Evaluation/Overall Evaluation</p> <ul style="list-style-type: none"> ● Thanks to Exec members for their hard work and long hours contributing to Modernization and ECA. 	
11.0	<p>Call for Social Media Content related to Executive Meetings</p> <ul style="list-style-type: none"> ● Membership vote for P&P ● ECA Report (when it's ready) ● 1-page Strat plan summary (when it's ready) 	
12.0	<p>Next Meeting March 27, 2020 1:00 PM - 3:00 PM</p> <ul style="list-style-type: none"> ● Ainslie to send out a doodle poll to reschedule 	
13.0	<p>Adjournment of Meeting Meeting adjourned at 14:35</p>	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

January 31, 2020

Meeting Date: January 31, 2020, 1:30 - 3:30

Teleconference Line: 1-866-596-5283 Conference ID: 7656683 (enter when prompted)

Distribution

Executive Committee			Attendance
President	Suzanne Fegan	KFL&A Public Health	✓
Vice-President	Jordan Robson	Algoma Public Health	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Erica Sawula	Thunder Bay District Health Unit	✓
Member at Large	Heather Pimbert	York Region Public Health	✓
a1PHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	✓
Past President	Jessica Deming	Region of Waterloo Public Health	✓

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 14:45 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • 	
4.0	Consent Agenda	
4.1	<i>President Updates/Announcements</i> <ul style="list-style-type: none"> • Updates • Monthly Updates to Membership 	

Association of Public Health Epidemiologists in Ontario
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4.2	<p><i>OPHA/aIPHa Updates</i></p> <ul style="list-style-type: none"> • Updates 	
4.3	<p><i>Previous Meeting Minutes</i></p> <ul style="list-style-type: none"> • Minutes from Transition Meeting • 2019 minutes • 2020 minutes 	
4.4	<p><i>Updates from Committees and Workgroups</i></p> <ul style="list-style-type: none"> • Updates 	
4.5	<p><i>2019 Provincial Budget and Public Health Modernization</i></p> <ul style="list-style-type: none"> • Documents and Materials Related to 2019 Provincial Budget 	
4.6	<p><i>Quarterly WG Updates</i></p> <ul style="list-style-type: none"> • 2019 Q4 	
5.0	<p>Actions from Last Meeting - For Information Only - Please add your <u>completed</u> actions</p>	
6.0	<p>Committee and Workgroup Reports</p>	
6.1	<p><i>Conference/Workshop Planning Committee</i></p>	
6.1.1	<p>Conference evaluation</p> <ul style="list-style-type: none"> • No feedback from outside the committee has been received 	
6.2	<p><i>Finance Committee</i></p>	
6.2.1	<p>Statement of operations: January 1-30, 2020 2020 Budget Allocations</p> <ul style="list-style-type: none"> • Ongoing challenges with access to bank accounts • Lessons learned: complete all transition in person at transition meeting in Toronto • Consider long term strategy: flag as logistical challenge for future transitions 	
6.2.2	<p>2020-2022 Conference Planner meeting update</p> <ul style="list-style-type: none"> • see 4.4 	

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> ● Response and write-up was very comprehensive and helpful ● Sent to Bond Associates and posed additional questions about extending cancellation and cancellation fees. Should receive a response by Monday ● Has not yet been a formal call out for a 2020 committee ● Fangli has reached out to be part of the committee for 2020 	
7.0	Standing Business	
7.1	<p><i>2019 Provincial Budget and Public Health Modernization Meeting immediately prior to exec meeting</i></p> <ul style="list-style-type: none"> ● APHEO Response to Public Health Modernization (DRAFT) ● Minutes from discussions ● Discussion Paper from Ministry of Health ● Letter to Jim Pine and Alison Blair ● APHEO Public Health Modernization Response Strategy <ul style="list-style-type: none"> ○ Debrief on webinars <ul style="list-style-type: none"> ■ Minutes from Webinar 1 ■ Minutes from Webinar 2 ○ Calls to AB, BC and NS <p>alPHa consultation with Jim Pine & modernization team:</p> <ul style="list-style-type: none"> ● Note that some PHU consultations have been postponed in response to coronavirus ● Jim Pine discussed emerging themes, then opened up to contributions from alPHa members ● Discussion point: Voluntary amalgamation is more successful than forced amalgamation ● Jim Pine has been giving verbal feedback throughout the process <p>alPHa is willing to host our response letter on their website</p> <ul style="list-style-type: none"> ● When completed, Sarah will share with alPHa 	<p>Action: Sarah to send out alPHa response via APHEOlist</p>
7.1.1	<p>Epidemiology Capacity Assessment for Ontario.</p> <p>Project Charter Draft enumeration survey report ECA meetings - minutes</p> <ul style="list-style-type: none"> ● Focus on where is the future of public health epidemiology and what are the emerging issues, skills, etc. that will continue to impact public health epidemiology in Ontario in the future 	
8.0	New Business	

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8.1	<p>2020 draft Interim Strategic Plan</p> <ul style="list-style-type: none"> ● No update ● Proposed end product: 1-page visual ● Jessica will connect with Stanley to see if he has 	Action: Jessica and Suzanne F to get together to discuss in next few weeks
8.2	<p><i>Scheduling 2020 Exec Meetings</i></p> <ul style="list-style-type: none"> ● Last week of month, not Thursdays, not Friday mornings ● Will book a standing meeting, that can be moved, if necessary, for specific months. 	Action: Ainslie will send out doodle poll after this meeting.
8.3	<p><i>CCHS Advocacy</i></p> <ul style="list-style-type: none"> ● Question from membership about whether APHEO will engage in advocacy ● Reach out to usual contacts at the Ministry who send out the CCHS share files ● Then consider advocacy or inquiry back to PHO or the Ministry ● Sarah is in touch with StatsCan: will feedback any updates ● Ongoing legal issues ● Ask Ministry: what's your plan B? What are other opportunities to access the data? 	Action: Suzanne to email Elsa with CCHS to request an update from Ministry
9.0	<p>Policy Management P&P Work plan Discuss Conflict of Interest P&P & Work Group and Committee Administration P&P Members policy vote after modernization response</p> <ul style="list-style-type: none"> ● Jessica and Jordan have been working on revising the final two policies. ● Aim to discuss at February meeting ● Goal to have membership vote in the early part of the year ● Once complete: set up a rotating schedule to review ~1/3 of policies each year to ensure they're up to date 	
10.0	<p>Meeting Evaluation/Overall Evaluation</p> <ul style="list-style-type: none"> ● Efficient use of time to combine modernization meeting with exec meeting 	
11.0	<p>Call for Social Media Content related to Executive Meetings</p> <ul style="list-style-type: none"> ● Share APHEO response to modernization (when complete) ● Retweet alPHa response to modernization 	
12.0	<p>Next Meeting TBD</p>	
13.0	<p>Adjournment of Meeting Meeting adjourned at 15:35</p>	