

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

November 23, 2021

Meeting Date: November 23, 3:00 PM - 4:30 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	✓
Vice-President	James Macintosh	Brant County Health Unit	X
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Stanley Ing	Toronto Public Health	✓
Member at Large	Vacant		
alpha Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Alison Rothwell	Halton Region Public Health	X
Past President	Vacant		

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> Called to order at 15:05 	
2.0	Approval of Agenda	No changes
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances Statement of Operations (November 2021) ACTION: Stanley to look into options for investing (e.g. GIC), reviewing past actions. <ul style="list-style-type: none"> Deferred to new year. 	Move to approve SOO by Ainslie Seconded by Erica Passed
5.0	Modernization APHEO COVID-19 Response Successes and Failures APHEO Modernization Response	

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	<p>ACTION: Erica to review and re-brand documents and re-distribute to exec group</p> <ul style="list-style-type: none"> ● survey has been open for ~1 week ● good engagement in live session last week. ● Erica will send out reminder that survey closes next week. ● Erica will consolidate responses, ready for providing a response when appropriate. ● Aim to have draft recommendations 	
6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> ● Still shut down. 	
7.0	<p>2022 Executive Committee Nomination Process</p> <ul style="list-style-type: none"> ● Scheduling Transition Meeting 	
8.0	<p>Conference Updates</p> <p>ACTION: Erica to notify Bond Associates there will be no 2022 conference</p> <ul style="list-style-type: none"> ● Complete. ● Consider negotiating another contract with them in the future when we are in a position to hold an in-person conference. ● Remove from agenda. 	
8.1	<p>APHEO-OPHEN Virtual Social Date: December 14, 2021 Allocate up to \$500 for social from Miscellaneous fund.</p> <p>ACTION: Erica and Steph will follow-up with OPHEN about social activity</p> <ul style="list-style-type: none"> ● Erica to send out a save the date email with a link (from OPHEN) ● OPHEN will contribute \$200 ● APHEO & OPHEN contribution will be spent on fees for games (e.g. virtual escape rooms) and prizes (e.g. small e-cards) 	<p>ACTION: Erica to provide a budget for expenses.</p> <p>Motion to approve \$500 for the APHEO/OPHEN social, pending budget Moved by Stanley Seconded by Ainslie Passed</p>
8.2	<p>APHEO PHO Workshop</p> <p>ACTION: Steph to organize a follow-up call with PHO and Erica to discuss a workshop</p> <ul style="list-style-type: none"> ● Erica connected with PHO ● TOPHC will be two half-days in the spring ● If we can provide one or more reviewers and an advisor that will help ensure epi content ● Erica will put a call out to the listserv for volunteers <ul style="list-style-type: none"> ○ 4-5 hours in December/January for reviewers ○ ~1 hour/month for advisor ● PHO is interested in targeted epi learning sessions, but hasn't had great uptake in the past. <ul style="list-style-type: none"> ○ To promote, Erica will poll membership to get content ideas 	<p>ACTION: Erica will pull a call-out to listserv for volunteers for reviewers and advisor</p> <p>ACTION: Erica to poll listserv for content ideas for lunch-and-learns</p>

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	<ul style="list-style-type: none"> ○ Detail-oriented hands-on sessions (e.g. how to use Panorama) were well-received as ideas. ○ ~1 hour sessions (at whatever time of day). ● Hopefully with virtual half-days, there will be bigger uptake for epis 	
9.0	<p>Update from OPHA or aIPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> ● <p>aIPHa</p> <ul style="list-style-type: none"> ● 	Deferred
10.0	<p>APHEO Approach to Letters of Support</p> <p>P&P Workplan</p> <p>ACTION: all Exec members to provide feedback on P&P & Constitution by <u>November 12</u></p> <p>Updated 1.6 Executive Committee Nomination Process – Policy and Procedure</p> <p>Updated APHEO Constitution</p> <ul style="list-style-type: none"> ● Ontario Not-For-Profit Act is now being enforced, this will have implications for incorporation. ● Will need to review and determine how to bring us into compliance -- may need to hire someone to get us there. 	<p>Defer P&P</p> <p>ACTION: Erica to review: https://www.ontario.ca/page/rules-not-profit-and-charitable-corporations#:~:text=As%20of%20October%2019%2C%202021,changes%20to%20their%20governing%20documents</p>
11.0	<p>CIHI Resource Opportunities for Public Health Epis</p> <p>CIHI resources HDabere PHUsuggestions</p> <p>ACTION: Steph to draft content for new CIHI content page</p> <p>ACTION: Stanley to create web section and upload / link the recording</p> <p>ACTION: Steph to respond to Harshani suggesting she connect directly with membership, and reformat the list.</p>	Complete
12.0	<p>FSA as Health Unit Level of Geography</p> <p>Renate van Dorp is lead. Any progress?.</p>	No update
13.0	<p>Covid Recovery and Equity working group (and potential collaboration with OPHEN)</p> <p>Liz Corson is lead. Any progress?</p> <ul style="list-style-type: none"> ● remove from agenda 	Ongoing. No update
14.0	<p>GoToMeeting</p> <p>ACTION: Stanley to ensure GoToMeeting does not auto renew</p> <ul style="list-style-type: none"> ● Term is spring to spring. Will not renew next spring. ● Effective cancellation date June 11, 2022. ● An event has been added to the calendar in April 2022 to remind exec to discuss renewal. ● GoToMeeting Instructions: https://docs.google.com/document/d/1rj7l_eH_h4IL2rXd6EqGBQugyBuxwPAi8haF5fwCCpl/edit#heading=h.gjdgxs 	ACTION: Erica will connect with Liz Corson to move Wide Effects to GoToMeeting.

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15.0	<p>Durham request to present COVID modeling - Dec 3rd Proposing a presentation and demo for Dec. 3 for APHEO from 1:00 to 2:00 pm</p>	<p>ACTION: Ainslie to organize with Durham.</p>
16.0	<p>Google Meet Administration APHEO Exec responsibility for administering google meet - boundaries?</p> <ul style="list-style-type: none"> ● Attendees have to be manually admitted. ● Consider rotating Friday meeting hosting responsibilities around exec members ● Consider using GoToMeeting for other meetings while we still have the service. 	
17.0	<p>COVID-Related Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference</p>	
18.0	<p>Adjournment of Meeting Next Meeting: TBD December meeting scheduled for Dec 28 (stat holiday) - reschedule to earlier in December, skip December meeting, or replace with a transition meeting (TBD)</p> <ul style="list-style-type: none"> ● Once the nomination committee is complete, Ainslie will coordinate a transition meeting based on availability. 	<p>ACTION: All to prepare transition documents for incoming committee.</p> <p>Meeting adjourned at 15:50</p>
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● APHEO and the CDP ● CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data ● Advocacy for DOPHS transition into CCM <p>2021 Priority Setting</p> <ul style="list-style-type: none"> ● 2021 APHEO Priority Setting Activity ● 2020 Interim Strategic Plan Brainstorm and Draft 1-pager ● Priority setting activity results <p>Mini-ECA (Epi Capacity Assessment)</p> <ul style="list-style-type: none"> ● Defer until September <p>Survey for PH Mental Health</p>	

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October 26, 2021

Meeting Date: October 26, 3:00 PM - 4:30 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	✓
Vice-President	James Macintosh	Brant County Health Unit	X
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Stanley Ing	Toronto Public Health	✓
Member at Large	Stephanie Hughes	City of Hamilton Public Health Services	✓
alPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Alison Rothwell	Halton Region Public Health	X
Past President	Vacant		

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 15:05 	
2.0	Approval of Agenda	No Additions
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances October 2021 Statement of Operations <ul style="list-style-type: none"> • Website invoice paid after statement of operations was issued, will be reflected next month. • Expect to continue • Surplus may be used in the future for incorporation or to contract report writer for position papers. Otherwise should consider investing. • Suggestion to move a portion of surplus into GIC 	ACTION: Stanley to look into options for investing (e.g. GIC), reviewing past actions. Motion to approve October Statement of Operations Moved by Erica Seconded by Sarah Motion Passed

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<p>5.0</p>	<p>Modernization APHEO COVID-19 Response Successes and Failures APHEO Modernization Response ACTION: Erica to review and re-brand documents and re-distribute to exec group</p> <ul style="list-style-type: none"> ● Erica distributed revised documents. No feedback received. ● Consultation on Nov 19 (COVID-19 epi call), expand meeting to 2-3:30, with 30 minutes for covid epi and 1 hour for lessons learned ● Erica to connect with Jessica re: checkmarket. ● Survey will open earlier remain open for a week after consultation: Nov 8 - Nov 29 ● Will also include link to padlet ● Concerns about conflicting with 5-11 vaccine rollout. 	
<p>6.0</p>	<p>Extending APHEO Shutdown and/or Process of Restarting ACTION: James to start the nomination process for 2022 executive. ACTION: All to consider potential indicators for re-starting APHEO and activities</p> <ul style="list-style-type: none"> ● James has reached out to listserv to start nomination process ● APHEO will remain in shut down 	
<p>7.0</p>	<p>Conference Updates ACTION: Steph to reach out to tophc@oahpp.ca to discuss epi-centric workshop at virtual TOPHC conference</p> <ul style="list-style-type: none"> ● Steph spoke with PHO reps about an epi workshop at TOPHC ● Not possible for Fall 2021, as fall workshops have already passed ● Open to working together. ● Option 1: develop something for 2022 TOPHC conference in March <ul style="list-style-type: none"> ○ challenge of half-day workshop requiring a fee ○ Is it possible to do a separate fee for the half-day workshop and have APHEO subsidize it? ○ Is there a skeleton program? ● Option 2: learning exchange (lunch and learn?) <ul style="list-style-type: none"> ○ January/February ○ Content - seminar or panel to be developed in advance. <p>OPHEN has express an interest in a 2-3 hour social meet this fall (~early December)</p>	<p>ACTION: Steph to organize a follow-up call with PHO and Erica to discuss a workshop</p> <p>ACTION: Erica and Steph will follow-up with OPHEN about social activity</p> <p>ACTION: Erica to notify Bond Associates there will be no 2022 conference</p> <p>Shari Bricks, Managing Director 1370 Don Mills Road, Suite 300, Toronto, Ontario, M3B 3N7 (416) 441-0400 Ext. 2003 sbricks@bondexec.com</p>

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	<ul style="list-style-type: none"> • purely social, e.g. breakout rooms for games and etc. • Erica and Steph are willing to help out • Set up as a come-and-go 	
8.0	<p>Update from OPHA or aPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> • No update <p>aPHa</p> <ul style="list-style-type: none"> • No update 	
9.0	<p>APHEO Approach to Letters of Support</p> <p>P&P Workplan</p> <p>ACTION: James to finalize Approach to Letters of Support P&P</p> <p>ACTION: James to draft changes to constitution and nomination process P&P</p> <p>Updated 1.6 Executive Committee Nomination Process – Policy and Procedure</p> <p>Updated APHEO Constitution</p> <ul style="list-style-type: none"> • Constitution changes will need to go to a membership vote 	<p>ACTION: all Exec members to provide feedback on P&P & Constitution by <u>November 12</u></p>
10.0	<p>Advocacy: Advocacy for Vaccine Data Linkage with StatsCan</p> <ul style="list-style-type: none"> • No progress to report 	To be removed from agenda
11.0	<p>Advocacy for DOPHS transition into CCM</p> <p>Draft Advocacy letter</p> <p>ACTION: Ainslie to connect with Danielle to discuss progress / capacity</p> <ul style="list-style-type: none"> • Transition has been pushed to 2022 	To be removed from agenda
12.0	<p>CIHI Resource Opportunities for Public Health Epis</p> <ul style="list-style-type: none"> • Harshani has shared recording from first webinar • Steph to share recording with Stanley so he can try to post to website. <p>CIHI resources HDabere PHUsuggestions</p> <ul style="list-style-type: none"> • Harshani looking for support to determine which data products would be of use at a PHU level. • Most products are available at LHIN or provincial level, not at PHU level • Ainslie and Erica have volunteered to review document as well • Consider reviewing in context of core indicators, gaps, and data sources • If CIHI wanted feedback from broader membership, they can connect directly with APHEO membership. • Also strongly recommend a format more conducive to providing feedback, e.g. a survey, 	<p>ACTION: Steph to draft content for new CIHI content page</p> <p>ACTION: Stanley to create web section and upload / link the recording</p> <p>ACTION: Steph to respond to Harshani suggesting she connect directly with membership, and reformat the list.</p>
13.0	<p>FSA as Health Unit Level of Geography</p> <p>ACTION: Erica to connect with Jessica about progress.</p>	

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	<ul style="list-style-type: none"> • Renate van Dorp has taken the lead on a letter on this. 	
14.0	<p>Covid Recovery and Equity working group (and potential collaboration with OPHEN) ACTION: Sarah will get someone from TPH to connect with key PHU and post to forums to try to get a group started to discuss indirect impacts/unintended consequences</p> <ul style="list-style-type: none"> • Liz Corson will be taking the lead 	
15.0	<p>GoToMeeting OPHEN is looking to discontinue at end of year</p> <ul style="list-style-type: none"> • OPHEN will be switching to Microsoft 365 • Does APHEO need to renew the subscription for 2022? • No - given workgroups are not active. Will explore teleconferencing needs when workgroup activity resumes. 	<p>Motion to discontinue GoToMeeting subscription by Ainslie Seconded by Erica Motion Passed</p> <p>ACTION: Stanley to ensure GoToMeeting does not auto renew</p>
16.0	<p>COVID-Related Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference</p>	
17.0	<p>Adjournment of Meeting Next meeting: Tuesday, November 23, 15:00-16:30</p> <ul style="list-style-type: none"> • Meeting adjourned at 16:00 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> • APHEO and the CDP • Consider a virtual conference • CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data • GoToMeeting subscription <p>2021 Priority Setting</p> <ul style="list-style-type: none"> • 2021 APHEO Priority Setting Activity • 2020 Interim Strategic Plan Brainstorm and Draft 1-pager • Priority setting activity results <p>Mini-ECA (Epi Capacity Assessment)</p> <ul style="list-style-type: none"> • Defer until September <p>Survey for PH Mental Health</p> <ul style="list-style-type: none"> • 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

September 28, 2021

Meeting Date: September 28, 3:00 PM - 4:30 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	✓
Vice-President	James Macintosh	Brant County Health Unit	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Stanley Ing	Toronto Public Health	✓
Member at Large	Stephanie Hughes	City of Hamilton Public Health Services	✓
alPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Alison Rothwell	Halton Region Public Health	X
Past President	Vacant		

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 15:04 	
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared.
4.0	Finances Statement of Operations (January 1 - September 27, 2021) <ul style="list-style-type: none"> • Expecting future invoice from LifeLine for annual fees/enhancements 	Motion to approve by James Seconded by Erica Motion passed
5.0	Modernization APHEO COVID-19 Response Successes and Failures APHEO Modernization Response ACTION: ALL to review ppt deck shared by Erica via email.	ACTION: Erica to review and re-brand documents and re-distribute to exec group

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	<ul style="list-style-type: none"> ● alPHa recommendation to remove word “modernization” from these discussions. ● Consider re-branding as “COVID reflections” or “epi reflections” ● Desire from executive to gather public health and First Nations health authority epidemiologist input on key themes and to identify additional themes, and to do so while the information is fresh (lessons learned during pandemic). ● alPHa affiliate groups are supportive of this activity ● Consider how alPHa affiliates can be a collective voice. ● Will need careful consideration of how this information is then disseminated to the public, and what the timing is. ● May need to adjust key messages and wording, considering political situation. ● Data, data structures and data strategies require modernization (under another name) ● Important to collect this information. ● Timing for membership discussion: aim for late October/early November. 	
<p>6.0</p>	<p>Extending APHEO Shutdown and/or Process of Restarting ACTION: All to consider potential indicators for re-starting APHEO and activities</p> <ul style="list-style-type: none"> ● Activity on non-COVID forums ● Executive capacity to take on additional (non-COVID) APHEO activities ● What does re-starting look like? ● Conference planning -- needs to start in January ● Need to consider 2022 executive nomination process <ul style="list-style-type: none"> ○ James to start the process, chairing the nomination group ● Need to reflect on what needs to happen to re-start various workgroups - chairs and members may have changed roles. ● PHO has disseminated a document (at COMOH's request?) - unintended consequences across various health status indicators. Not currently publicly available. -- looking at non-COVID indicators may be an indicator. ● Several PHU are looking at indirect impacts / unintended consequences: is this the first work group that we launch? <ul style="list-style-type: none"> ○ Ontario Health has a recovery dashboard ○ TPH, SMDHU, Halton, Hamilton (and others?) working together 	<p>ACTION: Sarah will get someone from TPH to connect with key PHU and post to forums to try to get a group started to discuss indirect impacts/unintended consequences</p> <p>ACTION: James to start the nomination process for 2022 executive.</p>

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7.0	<p>Conference Updates</p> <p>ACTION: Erica to connect with Alison re: padlet and Erica, Alison and Stephanie will move this forward.</p> <p>ACTION: Alison to follow up with OPHA re: platform analysis and intentions re: federal and provincial elections.</p> <ul style="list-style-type: none"> • Erica is meeting with OPHEN on October 7: Erica will discuss TOPHC plans with them • Consider spending surplus cash on hiring conference planner -- this is historically how we have worked with Confersense • Could we add a workshop to TOPHC? Consider reaching out to Trevor van Ingen / Justin Thielman at PHO to discuss. • Would lose some of the control about topic selection, given oversight by PHO and Ministry. • This reduces the budget risk for APHEO. Consider that we might be interested in offering sponsorship as incentive. 	<p>ACTION: Steph to reach out to tophc@oahpp.ca to discuss epi-centric workshop at virtual TOPHC conference</p>
8.0	<p>Update from OPHA or alPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> • No update <p>alPHa</p> <ul style="list-style-type: none"> • APHEO's modernization plans were presented to board and were discussed at affiliate meeting • alPHa discussion focused on health / mental health of public health staff -- considerations of scaling back case and contact management and implications on reporting 	
9.0	<p>APHEO Approach to Letters of Support P&P Workplan</p> <p>Approach to Letters of Support P&P</p> <ul style="list-style-type: none"> • Do we need an example of conflict of interest? No. <p>Executive Committee Nomination Process P&P</p> <ul style="list-style-type: none"> • Suggestion to move bulk of constitution content on nomination process to P&P. If so this would require a membership vote. • Who is eligible for executive needs to remain as part of constitution, but details on how to strike an executive committee does not need to be in the constitution and could be covered in P&P 	<p>Motion to approve Approach to Letters of Support P&P by Erica</p> <p>Seconded by Sarah</p> <p>Approved</p> <p>ACTION: James to finalize Approach to Letters of Support P&P</p> <p>ACTION: James to draft changes to constitution and nomination process P&P</p>
10.0	<p>Advocacy: Advocacy for Vaccine Data Linkage with StatsCan</p> <ul style="list-style-type: none"> • No update. • Consideration for discussion in "modernization" update 	

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11.0	<p>Advocacy for DOPHS transition into CCM Draft Advocacy letter</p> <ul style="list-style-type: none"> This should also be captured in membership consultation Considerations of timing for implementation into CCM 	<p>ACTION: Ainslie to connect with Danielle to discuss progress / capacity</p>
12.0	<p>CIHI Resource Opportunities for Public Health Epis</p> <ul style="list-style-type: none"> 26 registrations to date! 	
13.0	<p>FSA as Health Unit Level of Geography ACTION: Jessica to draft response ACTION: Erica to reach out to Marc for support/interest in participating</p> <ul style="list-style-type: none"> 	<p>ACTION: Erica to connect with Jessica about progress.</p>
14.0	<p>Covid Recovery and Equity working group (and potential collaboration with OPHEN)</p> <ul style="list-style-type: none"> See discussion under 6.0 	
14.0	<p>COVID-Related Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference</p> <p>Thank you to Erica for volunteering to host the Oct 22 COVID Epi meeting for Ainslie!</p>	
15.0	<p>Adjournment of Meeting Next meeting: Tuesday, October 26, 15:00-16:30</p> <ul style="list-style-type: none"> Meeting adjourned at 16:30 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> APHEO and the CDP Consider a virtual conference CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data GoToMeeting subscription <p>2021 Priority Setting</p> <ul style="list-style-type: none"> 2021 APHEO Priority Setting Activity 2020 Interim Strategic Plan Brainstorm and Draft 1-pager Priority setting activity results <p>Mini-ECA (Epi Capacity Assessment)</p> <ul style="list-style-type: none"> Defer until September <p>Survey for PH Mental Health</p> <ul style="list-style-type: none"> 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

August 24, 2021

Meeting Date: August 24, 3:00 PM - 4:30 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	✓
Vice-President	James Macintosh	Brant County Health Unit	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Stanley Ing	Toronto Public Health	✓
Member at Large	Stephanie Hughes	City of Hamilton Public Health Services	✓
alPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Alison Rothwell	Halton Region Public Health	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 15:02 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • 	Added 3.1: Update from Jessica
3.0	Declaration of Conflict of Interests	None declared
3.1	Update from Jessica: <ul style="list-style-type: none"> • Congratulations to Jessica on her upcoming transition to PHAC! • This will leave the past president role vacant for the time being. • Which raises the question of who will lead the nominations process for the next exec. 	

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	<ul style="list-style-type: none"> • May need to consider fleshing out nomination process out in more detail for constitution/P&P manual 	
4.0	<p>Finances <u>August 2021 Statement of Operations</u></p> <ul style="list-style-type: none"> • Expect to receive invoices for website shortly. <p>Contribution to: <u>https://www.gofundme.com/in-loving-memory-of-james-lane</u></p> <p>ACTION: Stanley to follow up with Caitlyn re: AirTable</p> <ul style="list-style-type: none"> • Caitlyn will follow up with Stanley. 	<p>Motion to approve donation of \$500 to gofundme on behalf of James: Erica Seconded by Jessica Approved</p> <p>ACTION: Stanley will coordinate donation, and Erica to respond to forum post on behalf of Executive.</p>
5.0	<p>Modernization <u>APHEO COVID-19 Response Successes and Failures</u> <u>APHEO Modernization Response</u></p> <p>ACTION: all to provide feedback to circulated response update document by Friday, Jul 30</p> <ul style="list-style-type: none"> • Alison and Erica have drafted a padlet and powerpoint slides for use during weekly APHEO calls. • Will regroup in early September to finalize details for consultation with membership. Aiming to start early fall. • Jessica to organize checkmarket survey for membership. 	<p>ACTION: Erica to organize a meeting with Jessica and Alison</p>
6.0	<p>Extending APHEO Shutdown and/or Process of Restarting ACTION: All to consider potential indicators for re-starting APHEO and activities For discussion in August: striking a nomination committee for 2022 Executive</p> <ul style="list-style-type: none"> • Continue as-is for time being - epi capacity likely to remain tied up in COVID response in the medium term 	
7.0	<p>Conference Updates ACTION: Stanley to provide e-introduction to OPHEN President (Laura Gibbs) ACTION: Erica, Stephanie and Stanley to organize meeting with OPHEN president</p> <ul style="list-style-type: none"> • Meeting with OPHEN: open to having an online social gathering in the fall. • OPHEN is willing to participate in planning for a social engagement. • Creating a social space for APHEO / OPHEN members 	<p>ACTION: Erica to connect with Alison re: padlet and Erica, Alison and Stephanie will move this forward.</p> <p>ACTION: Alison to follow up with OPHA re: platform analysis and intentions re: federal and provincial elections.</p>

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> ● Need to be strategic re: timing, given pending wave 4 workload ● Consider a 3 hour open meeting, allowing people to join as and when available. ● Plan to touch base later in the fall to determine if there is interest in a 2022 conference. ● Who has capacity to organize, or do we hire a coordinator? ● Use padlet to encourage membership to vote on what kind of activities would be of interest, and what timing would be best (lunch time, work hours, after hours). ● Suggestion from OPHEN/APHEO discussion: follow up with OPHA re: federal/political elections and public health implications of party platforms. <ul style="list-style-type: none"> ○ OPHA is undertaking a platform analysis for federal election ● Also considering dropping GoToMeeting platform. Will discuss further. ● Erica and Stanley to meet with OPHEN again in November. 	
<p>8.0</p>	<p>Update from OPHA or aIPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> ● No update <p>aIPHa</p> <ul style="list-style-type: none"> ● DLSPH White Paper was shared with executive ● Ontario Health Data Platform: Sarah spoke with ICES data coordinator -- this platform is a pathway for researchers to get access to ICES data related to COVID. Similar to ARC pathway for data access for PHU (ICES provides analyzed data). ● They are piloting more granular data ● Need to continue considering how the roadmap for this platform will meet reporting needs (how do epis fit in here). ● “Digital Strategy Steering Committee” - Sarah to follow up to see if this group is still ongoing and prompt them to incorporate epi / APHEO knowledge and participation. 	
<p>9.0</p>	<p>APHEO Approach to Letters of Support</p> <p>ACTION: James to include this on the policies and procedures workplan</p> <p>APHEO Approach to the Endorsement of Letters of Support</p> <ul style="list-style-type: none"> ● Policy and procedure folder access? <ul style="list-style-type: none"> ○ Policies and Procedures (apheo.ca) ● Past plan ● Current plan <p>Reframe this agenda item as P&P workplan</p> <ul style="list-style-type: none"> ● Previously, we have reviewed P&P on a routine basis. 	<p>ACTION: James to draft letters of support as part of P&P manual.</p> <p>ACTION: James to draft nomination process as part of P&P manual</p>

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	<ul style="list-style-type: none"> ● Changes were made to the emergency shutdown procedure in 2020 (1.4) but otherwise no changes since 2019. ● Look at “last reviewed” date in P&P workplan ● Priority: letters of endorsement & nomination committee ● Additional P&P for review based on James’ capacity to bring forward to meetings, aim for 1-2 P&P per meeting. ● Prioritize P&P review for 2022. 	
10.0	<p>Advocacy: Advocacy for Vaccine Data Linkage with StatsCan</p> <ul style="list-style-type: none"> ● Statscan could apply to Ministry of Health to be a proscribed entity, allowing PHU to share data with Statscan for data linkage. ● Statscan could in theory link vaccine data with SDOH data with this kind of permissions. ● This could have broader implications for ongoing access to equity information. ● Sarah to continue following up with Statscan and other relevant researchers. ● APHEO will support this activity. 	
11.0	<p>Advocacy for DOPHS transition into CCM Draft Advocacy letter</p> <ul style="list-style-type: none"> ● Faron @ TPH connecting with COMO for more information around funding, engagement, etc for DOPHS Transition ● Uncertainty again around timing on transition launch ● Stanley/Ainslie to follow up with Danielle/Kristen/Carly 	
12.0	<p>CIHI Resource Opportunities for Public Health Epis</p> <ul style="list-style-type: none"> ● Harshani & Stephanie met to discuss webinar opportunities ● Harshani looking to discuss databases, data tools, indicators, data request process and a Q&A ● Would 2 sessions be feasible? ● Follow up questions: <ul style="list-style-type: none"> ○ Will this be recorded? Encourage recording of the session if feasible. ○ who will provide the hosting platform (e.g. APHEO’s GoToMeeting, vs. CIHI hosting on whatever platform they can access) ○ CIHI section for APHEO resources page? Would be a destination for the recording and/or other resources from Harshani ● Timing: End of September and end of October <ul style="list-style-type: none"> ○ Avoid overlapping with Thanksgiving holiday, avoid overlapping with other provincial epi workgroup meetings ● What CIHI reports would be useful to have at a PHU breakdown level (as opposed to individual PHU 	<p>ACTION: Stephanie to follow up with Harshani and circulate plans to executive.</p>

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	<p>requesting breakdown). Is this an APHEO role? Yes - let's advocate for what PHU would use.</p> <ul style="list-style-type: none"> ○ Consider asking membership to rank which indicators/reports would be useful ○ Consider how they align with core indicators ○ YES: we would be happy to review the list. ○ Also discuss with CIHI the format: epis want spreadsheets, not PDF reports. 	
13.0	<p>FSA as Health Unit Level of Geography</p> <ul style="list-style-type: none"> ● Postal codes are not an appropriate level of geography for health ● Push for provincial leadership on geocoding data and assigning a meaningful health geography boundary ● Need a consideration of how much time and energy is being devoted to geography in the context of COVID cases ● Address validation and verification tools were available but not implemented for COVAX. ● Challenge: FSA are easy to communicate. But need to allow PHU flexibility to use geographic units that are more appropriate to their geography ● Investing in tools to allow data to be presented in a way that is useful for local epidemiology context and local context. ● Full address converted to an x y coordinate ● Need to build a strong data validation process for identifying location and converting full addresses into an x y coordinate. ● Need to consider quantifying or describing the FTE going into addressing location concerns with vaccine data. ● Consider the specific software solutions for address verification (e.g. what is used by other organizations for address verification). ● Erica will connect with Marc to get additional information about software solutions ● Also be clear about impact on our response. 	<p>ACTION: Jessica to draft response</p> <p>ACTION: Erica to reach out to Marc for support/interest in participating</p>
14.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <p>Meeting minutes from COVID Vaccine teleconference</p>	
15.0	<p>Adjournment of Meeting</p> <p>Next meeting: Tuesday, Sept 28, 15:00-16:30</p> <ul style="list-style-type: none"> ● Meeting adjourned at 16:39 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● APHEO and the CDP ● Consider a virtual conference ● CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data ● GoToMeeting subscription <p>2021 Priority Setting</p>	

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	<ul style="list-style-type: none">• 2021 APHEO Priority Setting Activity• 2020 Interim Strategic Plan Brainstorm and Draft 1-pager• Priority setting activity results Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none">• Defer until September Survey for PH Mental Health <ul style="list-style-type: none">•	
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Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

July 27, 2021

Meeting Date: July 27, 3:00 PM - 4:30 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	✓
Vice-President	James Macintosh	Brant County Health Unit	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Stanley Ing	Toronto Public Health	✓
Member at Large	Stephanie Hughes	City of Hamilton Public Health Services	X
alPHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Alison Rothwell	Halton Region Public Health	✓
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 15:05 	
2.0	Approval of Agenda <ul style="list-style-type: none"> Added item 17.0 	Agenda and minutes approved by consensus
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances 2021 Budget Development Process 2021 Budget Breakdown 2021 Budget Allocations Statement of Operations YTD <ul style="list-style-type: none"> No special project allocation for 2021 budget 	ACTION: Ainslie to make sure everyone has access to finance documents and relevant executive documents.

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	<ul style="list-style-type: none"> ● AirTable has not been invoiced for recent years. Executive will need to follow up with Caitlyn Paget for invoicing. Consider also that APHEO should be managing the account and billing from APHEO credit card. ● Any special projects will need to be presented before executive as a proposal (business case), and then can be expensed from the budget. ● Checkmarket is currently pay-per-use. We may have a purchased and unused survey on our account. ● Splitting GoToMeeting (OpenVoice) costs with OPHEN. OPHEN continues to actively use this account. There is a minimum spend to the account, and we are not currently exceeding it in usage. ● Additional membership revenue expected at end of year for 2022 membership early renewals. Majority of expenses have been paid out for 2021 (Insurance, memberships). 	<p>ACTION: Stanley to follow up with Caitlyn</p> <p>Motion to approve 2021 budget by James Seconded by Jessica 2021 Budget Approved</p> <p>Motion to approve summary of monthly expenses to date Seconded by Jessica Summary of Monthly Expenses Approved.</p>
5.0	<p>2021 Priority Setting 2021 APHEO Priority Setting Activity 2020 Interim Strategic Plan Brainstorm and Draft 1-pager Priority setting activity results</p> <ul style="list-style-type: none"> ● Place holder until ready to move forward with next priority. 	Defer action
6.0	<p>Modernization APHEO COVID-19 Response Successes and Failures APHEO Modernization Response</p> <ul style="list-style-type: none"> ● Erica circulated updated modernization response document via email. ● Feedback to be provided by end of week. ● Pending any feedback, move forward with process starting next week. ● Erica to reach out to Alison @ KFLA about getting input to process for collecting feedback via weekly calls. 	<p>ACTION: all to provide feedback to circulated response update document by Friday, Jul 30</p>
7.0	Mini-ECA (Epi Capacity Assessment).	Defer action until September
8.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> ● For discussion in August: striking a nomination committee for 2022 Executive ● What are the criteria for restarting <ul style="list-style-type: none"> ○ Provincial state of emergency and provincial decisions ○ Epi capacity - COVID vs. non-COVID workload 	<p>ACTION: All to consider potential indicators for re-starting APHEO and activities</p>

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	<ul style="list-style-type: none"> ○ Timeline ○ Driven by demand/interest from membership (e.g. core indicators) ● indicators to see as signals to re-start business as APHEO <ul style="list-style-type: none"> ○ Ending of provincial state of emergency ○ Forum chatter ○ Check-in with key PHU about pandemic vs. non-pandemic workload ○ Transition to non-CD/COVID work ○ Membership capacity to contribute to APHEO activities ● Consider which activities to transition back into: <ul style="list-style-type: none"> ○ Core indicators may have to wait until further capacity is available ○ Moving forward with incorporate ○ Event/conference 	
9.0	<p>Conference Updates</p> <ul style="list-style-type: none"> ● Per contract with Bond Associations - APHEO is not obligated to hold a conference this year. This has already been cancelled. ● By December 1, 2021, must notify Bond Associates if we are or are not having a conference in 2022. ● For confirmation at a future executive meeting - consider reaching out to OPHEN to renew discussions about a joint APHEO/OPHEN conference in 2022. ● Three year contract with Bond Associates. ● Planning for a discussion with OPHEN (President) about their organization goals/activities/standing. 	<p>ACTION: Stanley to provide e-introduction to OPHEN President (Laura Gibbs)</p> <p>ACTION: Erica, Stephanie and Stanley to organize meeting with OPHEN president</p>
10.0	<p>Update from OPHA or aIPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> ● Next board meeting in October <p>aIPHa</p> <ul style="list-style-type: none"> ● no update 	
11.0	<p>APHEO Approach to Letters of Support</p> <p>APHEO Approach to the Endorsement of Letters of Support</p> <ul style="list-style-type: none"> ● To be put into practice, and collect feedback about implementation ● To be translated into policy after it has been implemented. 	<p>ACTION: James to include this on the policies and procedures workplan</p>
12.0	<p>Advocacy: Advocacy for Vaccine Data Linkage with StatsCan</p> <ul style="list-style-type: none"> ● 	<p>Deferred to next meeting.</p>
13.0	<p>Advocacy for DOPHS transition into CCM</p> <p>Draft Advocacy letter</p> <ul style="list-style-type: none"> ● Stanley connected with this group 	

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	<ul style="list-style-type: none"> ● aPHa is a more appropriate forum for this. ● Stanley requested that Sarah add this to the next aPHa meeting agenda ● The plan is for this to be put forward to aPHa, with the request that aPHa prepares a letter. ● Will require a briefing note. ● Requested for Daniele/Carly/Kristen to draft questions for dissemination to APHEO membership with executive's support <ul style="list-style-type: none"> ○ What worked well / did not work well with transition to CCM ○ Critical success factors ○ etc. ● Stanley will follow up with this group 	
15.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <p>Meeting minutes from COVID Vaccine teleconference</p>	
16.0	Survey for PH Mental Health	Deferred to next meeting
17.0	<p>CIHI Resource Opportunities for Public Health Epis</p> <ul style="list-style-type: none"> ● Jessica shared email from Harshane Dabere at CIHI <p>Three items:</p> <ul style="list-style-type: none"> ● CIHI will be preparing new results for hospitalizations caused by alcohol, by PHU ● Your Health System Insight Tool ● Updated provincial level ED-visit data <p>Thoughts:</p> <ul style="list-style-type: none"> ● Discuss a webinar of CIHI data to inform recovery planning -- possibly for September <p>Recommendations:</p> <ul style="list-style-type: none"> ● Encourage Harshani to post to the listserv about relevant/updated/emerging data products from CIHI that may be relevant to health unit staff, especially in relation to recovery ● Encourage Harshani to engage membership to gauge interest in a webinar 	ACTION: Jessica will suggest Harshani to post resources to forum and gauge interest in a webinar.
18.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> ● Meeting adjourned at 16:08 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● APHEO and the CDP ● Consider a virtual conference <ul style="list-style-type: none"> ○ For discussion at August meeting: revisit the idea of a late Fall virtual conference (or similar) ● CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data <ul style="list-style-type: none"> ○ Has there been any update about PHU access to CCHS data? No. ● GoToMeeting Subscription 	

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Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

June 29, 2021

Meeting Date: June 29, 3:00 PM - 4:00 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	✓
Vice-President	James Macintosh	Brant County Health Unit	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Stanley Ing	Toronto Public Health	✓
Member at Large	Stephanie Hughes	City of Hamilton Public Health Services	✓
alPHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Alison Rothwell	Halton Region Public Health	✓
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 15:03 	
2.0	Approval of Agenda <ul style="list-style-type: none"> Addition of 17.0 - Mental Health Survey 	Agenda and minutes approved by consensus
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances Statement of Operations (January 1 to June 28, 2021) <ul style="list-style-type: none"> If we were to re-start the incorporation process, would need to earmark ~\$7,500 for lawyer contract review 2021 Budget Process	ACTION: Stanley to disseminate a 2021 budget for exec approval at next meeting

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	<ul style="list-style-type: none"> ● Budget to be approved at next meeting. ● Budget may need revision if/as we move out of the pandemic and resume normal operations ● Consider how to invest and/or utilize the budget surplus, e.g. hiring someone to support APHEO activities, core indicators webpage, incorporation ● Importance of retaining some surplus to facilitate connections with vendors/etc for conferences/workshops ● Question: do we require any follow-up with Bond Associates (conference organizers) related to 2021 contractual obligations. 	
5.0	<p>2021 Priority Setting 2021 APHEO Priority Setting Activity 2020 Interim Strategic Plan Brainstorm and Draft 1-pager Priority setting activity results</p> <ul style="list-style-type: none"> ● See individual priority tasks below 	
6.0	<p>Modernization APHEO COVID-19 Response Successes and Failures APHEO Modernization Response</p> <ul style="list-style-type: none"> ● June 16: met to discuss modernization ● alPHa is looking to send a letter to the ministry and is looking for contributions from member organizations ● This was discussed by the affiliates group at alPHa board meeting. No formal direction as yet. ● APHEO is looking to provide input into a broader alPHa document on the modernization process. ● Erica will take 3 overarching points from original modernization document and push into a guided discussions document to bring to APHEO Friday epi meetings and surveys <ul style="list-style-type: none"> ○ Consider using padlet or miro(?) as tools to document feedback ● Aiming to start collecting feedback from membership in the next month ● Look also to PHU that have been documenting their decision making processes (e.g. KFLA) ● incorporate discussions around API as an infrastructure based barrier 	<p>ACTION: Erica to circulate a guided discussion document to exec</p> <p>ACTION: Erica to reach out to Allison from KFLA for input</p> <p>ACTION: Erica to take lead in guided discussions and survey to membership</p>
7.0	<p>Mini-ECA (Epi Capacity Assessment)</p> <ul style="list-style-type: none"> ● Consider as a bed census style snapshot ● Goal to start this around September. Revisit this priority in future meetings when we have capacity to support it. 	Defer action until September

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<p>8.0</p>	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> ● Consider capacity to re-start in the fall as member capacity shifts ● Consider what re-starting would look like ● Restarting could incorporate conference planning and a formal nomination process for 2022 exec 	<p>Continue as is for the time being</p>
<p>9.0</p>	<p>Conference Updates</p> <ul style="list-style-type: none"> ● Need to follow up with OPHEN re: future conference opportunities 	<p>ACTION: Erica to review emails and/or follow up with OPHEN re: conference</p> <p>ACTION: Erica to follow up on status of contract with Bond Associates and obligations for 2021</p>
<p>10.0</p>	<p>Update from OPHA or aIPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> ● OPHA board meeting last week ● planning for advocacy: position paper for federal government for post-pandemic recovery, mental health promotion, chronic disease prevention, stronger data collection, green recovery to support public transit and active transportation <p>aIPHa</p> <ul style="list-style-type: none"> ● AGM on June 8 ● Jane Philpott presented on Ontario Health Data Platform: Federated, high performance computing environment for secure, protected access to data, for access to big data, analytics and machine learning <ul style="list-style-type: none"> ○ Unclear who is able to access this environment: advertised as for PH, research and etc. but current access seems to be geared to academics ○ Seems to be built on ICES work ○ Advertised as a one-stop shop for hospital data, consumer data, vaccine data, patient cohorts, and more. ○ Dr. Loh was (before becoming MOH) the Public Health representation at this table, unclear who is currently providing the public health lens to this development ○ In addition to current data systems (e.g. ICES, CCO, administrative), potential to include your own data?, plans for inclusion of diagnostic imaging, pathology etc. in the future? ○ analytics /data linkage can be performed within the platform ○ There may be opportunities for APHEO Executive to put together a formal <<>> to MOH and/or Dr. Moore and/or the OHDP 	<p>ACTION: Sarah to take the lead on reaching out to the ministry about access to Ontario Health Data Platform</p>

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	<p>platform group to understand PHU access and capabilities, possibly orientation.</p> <ul style="list-style-type: none"> ○ Connect with Christine Sham and Karen Hay(?) at Ministry to clarify PHU access and etc. ● Steini Brown @ DLSPH presented on a white paper they're developing on what a Learning Health System looks like ● Discussions of modernization and how aPHa collectively can represent the various groups that sit at aPHa <ul style="list-style-type: none"> ○ Value for Money audit is assumed to be part of the modernization review process (mentioned my Ministry of Health) -- e.g. how much money was spent in extraordinary expense costs and what did we get for that ○ AG has been doing audits recently, e.g. lab system 	
11.0	<p>APHEO Approach to Letters of Support</p> <ul style="list-style-type: none"> ● Would be helpful to have some guidance on the types of letters APHEO would consider supporting ● If APHEO is directly involved in the work, or it directly involves our work (our, as in the membership) then we would consider endorsing, otherwise it would be out of scope. Does it align with our goals and strategic focus. ● Create a summary for executive folder as a checklist of what we would consider when deciding whether to endorse a letter ● All requests are to be brought to executive committee and discussed against these criteria 	<p>ACTION: Ainslie to draft summary document and Stanley to review</p>
12.0	<p>Advocacy: API</p> <ul style="list-style-type: none"> ● Erica followed up with York Region. This project has stalled as direction from the Ministry (Karen Hay) is that this will not be moving forward ● Consider this a lessons learned about barriers to completing our work -- infrastructure (incorporate into modernization response) 	<p>Remove from future agendas</p>
13.0	<p>Advocacy: Vaccine Data Management and Reporting Strategy</p> <ul style="list-style-type: none"> ● Consider linkage of COVAX data to census data for SDOH information around income, race, etc. ● Toronto has been exploring advocacy related to this issue. ● Consider a letter from APHEO to Medical Officers of Health and/or COMOH: would the PHUs support a joint request to Ministry/StatsCan for data linkage ● Is there an MOH who would be willing to champion this and work with APHEO to work through the Ministry channels and push this as a priority. 	<p>Reframe this as "Advocacy for vaccine data linkage with StatsCan"</p> <p>ACTION: Sarah to share TPH experiences with StatsCan on these discussions (as related to case data) and privacy implications</p>

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	<ul style="list-style-type: none"> • Frame request around first dose data, under the assumption that people are likely to get second dose. Will help us to improve response -- this is what will operationally help us address pockets where vaccine hesitancy is an issue. 	
14.0	<p>2019 / 2020 Annual Reports Draft 2019-2020 Biennial report</p> <ul style="list-style-type: none"> • 	ACTION: Jessica to disseminate again for approval via email
15.0	<p>Advocacy for DOPHS transition into CCM Draft Advocacy letter</p> <ul style="list-style-type: none"> • This does fit within our priorities for advocacy • What is the plan for how to get input from membership • Draft email for dissemination by executive to get support from PHUs and their MOHs • Toronto has been questioning the ministry on pre-planning stages (e.g. how are they engaging various PHU staff). This has been focused more on the bigger questions • Is the ministry going to provide extra resources for support for this transition? Additional workforce capacity will be needed to support transition • Will labs be at the table? • This has not (yet) been discussed at alPHa -- it would be good to get support from alPHa as part of a more comprehensive view of what public health needs for CCM implementation 	<p>ACTION: Sarah to bring this to next alPHa board meeting for discussion</p> <p>ACTION: Ainslie to connect Stanley with the group to share Toronto's experience</p> <p>ACTION: Ainslie to provide feedback from this discussion to group and ask them to provide draft email for executive</p>
16.0	<p>COVID-Related Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference</p>	
17.0	Survey for PH Mental Health	Defer for a future meeting
18.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> • Adjourned at 16:36 • Meetings to be rescheduled to 1.5 hours. 	ACTION: Ainslie to send revised meeting invites.
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> • APHEO and the CDP • Consider a virtual conference • CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data • GoToMeeting Subscription 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

May 25, 2021

Meeting Date: May 25, 3:00 PM - 4:00 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President (Outgoing)	Suzanne Fegan	KFL&A Public Health	✓
President (Incoming)	Erica Clark	Huron Perth Public Health	✓
Vice-President	James Macintosh	Brant County Health Unit	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer	Stanley Ing	Toronto Public Health	✓
Member at Large	Stephanie Hughes	City of Hamilton Public Health Services	✓
a1PHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative	Alison Rothwell	Halton Region Public Health	✓
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 15:03 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • No additions 	Minutes approved by consensus
3.0	Declaration of Conflict of Interests	None declared
4.0	Introduction and Welcome New Members Welcome everyone!	To be removed from agenda.

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Executive Meeting - Minutes

<p>5.0</p>	<p>2021 APHEO Executive / Transition 2019/2020 Executive Transition Meeting Minutes Executive Committee Workgroup Folder Link to Constitution and P&P Manual</p> <ul style="list-style-type: none"> ● Allison is connected to the OPHA 	<p>ACTION: Any exec who haven't, send headshots to Jessica.</p>
<p>6.0</p>	<p>2021 Priority Setting 2021 APHEO Priority Setting Activity 2020 Interim Strategic Plan Brainstorm and Draft 1-pager Priority setting activity results</p> <ul style="list-style-type: none"> ● James to resend link to PDF brainstorming doc ● Pandemic support for members is a given, limited capacity impact ● Likely, only 1 priority feasible for the year, given capacity of exec. ● Some priorities are overlapping (e.g. modernization/pandemic lessons learned) ● Mini-ECA is a time sensitive priority, if we chose to do this, it should be done in 2021. <ul style="list-style-type: none"> ○ Given holidays, workload... may not have capacity to respond over the summer ○ Potentially aim for September ○ Consider when we want to measure staffing levels - e.g. as of September? as of some other time period ○ Consider asking questions around what were your peak staffing levels through the pandemic. ○ There will be paperwork to support responding to this, even if retrospectively. ○ Consider how the timing of peak staffing may have varied across PHU ● Data advocacy: Jane Philpott will be speaking to this at the alPHa conference this summer. <ul style="list-style-type: none"> ○ Window for advocacy might be as the pandemic winds down. ● When sharing priorities with membership -- perhaps ask members to consider what their key messages would be <ul style="list-style-type: none"> ○ Ask membership to contribute successes and failures ● Modernization is priority, 2ndary priority is mini-ECA ● Cost implications of these items? Do we want to hire support for these items? Will need to account for these in the budget. ● To be fleshed out for next meeting. ● Question: who will take the lead on these? 	<p>ACTION: Prioritization items (Modernization, mini-ECA) to be included as agenda items moving forward.</p> <p>ACTION: Modernization group to meet to discuss and bring an update to the next meeting</p> <p>ACTION: Ainslie to schedule a meeting for modernization group week of June 14 (after alPHa AGM).</p>

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	<ul style="list-style-type: none"> ● Erica has capacity to lead one activity. ● Modernization: Erica (lead), Jessica, Suzanne <ul style="list-style-type: none"> ○ Sarah and Alison to support given connections with aPHa and OPHA 	
7.0	Finances <ul style="list-style-type: none"> ● 	Defer to next month
8.0	Extending APHEO Shutdown and/or Process of Restarting <ul style="list-style-type: none"> ● 	Continue as is.
9.0	Conference Updates <ul style="list-style-type: none"> ● Suzanne shared conference ideas list from 2020. ● There were no volunteers in 2020 ● Plan was for something short, and something easy. And in the absence of volunteers, reach out to specific people/groups to ask them to present. ● Really more of a focus on networking/social ● Verify the capacity of Google to host such an event. ● Partnership with OPHEN is still on the table -- given capacity/feasibility/interest ● Low priority -- something that could be done in late fall. ● Some notes on conference ideas in 2020 exec minutes. 	ACTION: Suzanne to share email from Stephanie - OPHEN rep - re: conference.
10.0	Update from OPHA or aPHa OPHA <ul style="list-style-type: none"> ● OPHA is planning to update their modernization response, and will be reaching out to APHEO and other constituent societies. ● OPHA is happy to collaborate with us, including with relevant online events related to PH modernization. ● Next OPHA board meeting is June 23 ● Alison met with Pegeen. Confirmed that term for OPHA is 2 years ● 5 OPHA memberships available as part of constituent society <ul style="list-style-type: none"> ○ Current membership was Suzanne (? which Suzanne?, Jordan R, Erica Sawula ○ Suzanne, Jordan, Erica S to be removed as OPHA members. ● Upcoming partnership between OPHA and UWaterloo for leadership training (public health leadership bootcamp) ● Recent OPHA survey around training will be shared with PHO and other partners to prioritize training needs moving forward aPHa <ul style="list-style-type: none"> ● aPHa AGM/Conference June 8 	ACTION: Ainslie to set up forward rules for OPHA newsletter ACTION: Alison to send new list for OPHA membership ACTION: Sarah to follow up on whether attendance at aPHa conference is open to the public
11.0	APHEO Approach to Letters of Support	

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	<ul style="list-style-type: none"> recent discussion was agreement with alPHA policy of only advocating for projects that the membership are directly involved in development of a policy would be good, but may not be a priority at this time. 	
12.0	Advocacy: API <ul style="list-style-type: none"> Suzanne has not heard back on this. Erica to follow up moving forward 	
13.0	Advocacy: Vaccine Data Management and Reporting Strategy <ul style="list-style-type: none"> SDOH data as an issue OPHA submitted a letter to Elliott about SDOH data collection IC/ES may be doing some data linkage For future consideration -- how should APHEO respond to these issues ongoing 	
14.0	Modernization APHEO COVID-19 Response Successes and Failures APHEO Modernization Response <ul style="list-style-type: none"> see Modernization discussion under 6.0 	
15.0	2019 / 2020 Annual Reports Draft 2019-2020 Biennial report <ul style="list-style-type: none"> Jessica leading this 	
16.0	COVID-Related Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference	<p>ACTION: Ainslie to send email asking for volunteers to be host for APHEO weekly calls when she is on holiday</p> <p>ACTION: As future agenda item, check in on whether we continue with GoToMeeting subscription</p>
17.0	Adjournment of Meeting <ul style="list-style-type: none"> Thank you Suzanne for your work as President! Meeting adjourned at 16:02 	
X.0	Agenda Parking Lot <ul style="list-style-type: none"> APHEO and the CDP Consider a virtual conference CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

April 27, 2021

Meeting Date: April 27, 3:00 PM - 4:00 PM

Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President (Outgoing)	Suzanne Fegan	KFL&A Public Health	✓
President (Incoming)	Erica Clark	Huron Perth Public Health	✓
Vice-President (Incoming)	James Macintosh	Brant County Health Unit	✓
Secretary	Ainslie Butler	Simcoe Muskoka District Health Unit	✓
Treasurer (Incoming)	Stanley Ing	Toronto Public Health	✓
Member at Large (Incoming)	Stephanie Hughes	City of Hamilton Public Health Services	✓
a1PHA Representative	Sarah Collier	Toronto Public Health	✓
OPHA Representative (Incoming)	Alison Rothwell	Halton Region Public Health	✓
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 15:00 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • 	
3.0	Declaration of Conflict of Interests	
4.0	Introduction and Welcome New Members Welcome everyone!	

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<p>5.0</p>	<p>2021 APHEO Executive / Transition 2019/2020 Executive Transition Meeting Minutes 2020 Interim Strategic Plan Brainstorm and Draft 1-pager Executive Committee Workgroup Folder Link to Constitution and P&P Manual</p> <ul style="list-style-type: none"> ● Reminder that we were in the process of incorporation which has been put on hold ● Incoming exec should read the 2019/2020 executive transition meeting minutes ● Risk management as a strategic direction will take a different light given current situation ● Modernization response may need to be revisited given the challenges that PHU have been experiencing ● Jessica to act as mentor for incoming exec members ● Suzanne will pass on the President (chair) role to Erica for the May meeting <p>Main items for 2021:</p> <ul style="list-style-type: none"> ● Modernization ● Letters of Support ● Conference <ul style="list-style-type: none"> ● An interim-interim strategic plan may help us to prioritize and contextualize the items we need to focus on. Consider a 1-year strategic plan or a 6-month plan. ● Focus on technology ● 2021 budget has not yet been finalized. Knowing our priorities for the next 6 months will help us align our budget to our top priorities. ● Interim/adhoc meeting before scheduled May meeting to discuss Setting 2021 Strategic Priorities. ● Aim to help us be pro-active rather than re-active ● Identify a limited number of things that are our priority ● James to take the lead on this. ● Consider circulating a draft document to get preliminary thoughts/feedback to bring together discussions to bring to adhoc priority meeting. <ul style="list-style-type: none"> ● Is there an opportunity to use electronic conference as an opportunity to gain feedback/ move forward on revised modernization response 	<p>ACTION: Incoming exec to review 2019/2020 transition meeting minutes, interim strategic plan and draft 1-pager and modernization response</p> <p>ACTION: Ainslie to transition emails</p> <p>ACTION: Jessica to confirm that Alison is connected to OPHA</p> <p>ACTION: All to send headshots to use to update 2021 executive committee on website</p> <p>ACTION: Ainslie to schedule interim meeting before May exec meeting (in 2 weeks).</p> <p>DECISION: James to take the lead on Setting 2021 Strategic Priorities for APHEO.</p>
<p>6.0</p>	<p>Finances April 2021 Statement of Operations</p> <ul style="list-style-type: none"> ● 	<p>Not discussed</p>

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7.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> • 	Not discussed
8.0	<p>Conference Updates</p> <ul style="list-style-type: none"> • Bond associates was hired pre-pandemic for a 3-year contract to host our conferences. This will need to be addressed by January. • We were initially hoping to do a joint conference with OPHEN (who is not on the Bond Associates contract) • Hoping to schedule a virtual event, potentially with OPHEN. There was insufficient capacity in exec last year to organize this. Hopefully in 20201 we can. 	ACTION: Suzanne to find Conference Ideas document and share with WG.
9.0	<p>Update from OPHA or aIPHa aIPHa updates on modernization</p> <ul style="list-style-type: none"> • Alison Blair (task force) will not be initiating modernization, it will be coming from commissions • Focus on leading with evidence: importance of documenting • Theresa Tam will be considering the future of public health in her next report. 	
10.0	<p>APHEO Approach to Letters of Support</p> <ul style="list-style-type: none"> • Consider developing a policy 	
11.0	<p>Advocacy: API</p> <ul style="list-style-type: none"> • Previously agreed upon direction was that Suzanne would encourage York to post on the forum, rather than Exec directly endorsing this. • Toronto has hit their max for vaccine download (>1 million rows) • There has been discussion that the ministry has no intention of pursuing this at this time. • To implement API access, PHU will need internal IT/Infrastructure report. • This may be a necessity for larger PHU, as they will hit the file limits, but for small PHU it's not necessary but it will be beneficial. • API access is part of modernization from a data infrastructure perspective. 	ACTION: Suzanne to follow up with York and determine what the status is. Push them to post on the listserv so that broader membership can weigh in.
12.0	<p>Advocacy: Vaccine Data Management and Reporting Strategy</p> <ul style="list-style-type: none"> • 	Not discussed
13.0	<p>Modernization APHEO COVID-19 Response Successes and Failures</p> <ul style="list-style-type: none"> • Need to consider this both from the perspective of APHEO (what did APHEO and executive do) but overall, what did epidemiologists do • Look to weekly epi call minutes 	ACTION: Erica to take leadership of successes and failures document.

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	<ul style="list-style-type: none"> ● This needs to be re-framed in the context of local public health epi successes, not APHEO ● Consider how critical APHEO was for making it through the first year of the pandemic. ● Erica and Stanley to work on re-framing this document. ● Goal: have dedicated time and/or subgroup to specifically focus on this ● Consider how comments and themes from the modernization response stand up in this context. <p>APHEO Modernization Response</p> <ul style="list-style-type: none"> ● Resourcing for documenting or writing reports/letters/etc about modernization -- consider if APHEO should hire someone (at the conference) to write this up for us -- someone with the skill set for facilitation and communication. ● This would be helpful because (a) capacity, and (b) using the right political language. This would help us make our voices heard (given other competing voices). ● Lack of technology has been a key issues that has not allowed us to be as responsive as we need to be (see, for example, need for API access for COVAX). ● Provincial data infrastructure was one of the key messages APHEO included as part of our modernization response. That lack is highlighted in many of the challenges faced as part of the COVID-19 response. 	
14.0	<p>2019 / 2020 Annual Reports</p> <ul style="list-style-type: none"> ● Stanley and Jessica to collaborate on annual response. 	
15.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <p>Meeting minutes from COVID Vaccine teleconference</p>	
16.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> ● Meeting Adjourned at 16:09 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● APHEO and the CDP ● Consider a virtual conference ● CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

March 25, 2021

Meeting Date: March 25, 3:30 PM - 4:30 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	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	X
Past President	Jessica Deming	Region of Waterloo Public Health	✓
Guest	Stanley Ing	York Region 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 15:33 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • No additions • Minutes approved 	
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances March 2021 Statement of Operations <ul style="list-style-type: none"> • Ongoing expenses related to GoToMeeting • Expected expenses: Incorporation and Annual Plan 	

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> • Determine if GoToMeeting is a month to month contract or annual, to determine the logistics of backing out if we decide to do that. • For discussion by the incoming finance committee. Considerations that Google Meet needs an executive to run the meeting (admit members). • Erica planning to meet with Stanley for transition in coming weeks, signing over accounts and other required changes. 	
5.0	<p>2021 APHEO Executive</p> <ul style="list-style-type: none"> • Announcement of need to fill vacant exec positions was sent out after last meeting • Called for nominations committee -- Harshani Dabere from CIHI, Suzanne and Jessica will form a nominations committee. • For 5 vacancies, we have had 6 names brought forward. • Nominations committee will meet which each of the candidates to discuss. • Consideration of bringing in newer APHEO members to the exec -- both for capacity and for representativeness of membership. • Hope to have several of these vacancies filled by next exec meeting. • This Erica and Jordan's last exec meeting. Filling these vacancies is a priority • President position, member at large and OPHA rep positions are a lower priority. • Consider reaching out to previous OPHA rep to discuss the role and perhaps help with transition. Also reach out to OPHA. Note that OPHA rep is a multi-year role. 	ACTION: Erica to forward OPHA contact information to Jessica
6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> • For next exec update - note that during the shutdown, workgroups are welcome to meet, pending the availability and capacity of their members. 	
7.0	<p>Conference Updates</p>	No update
8.0	<p>Update from OPHA or aPHa</p> <ul style="list-style-type: none"> • aPHa conference (virtual) coming in June • No further updates on modernization from aPHa requiring APHEO attention 	ACTION: Sarah to send invitation to aPHa conference to APHEO membership.

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	<ul style="list-style-type: none"> ● alPHa summary of 2021 budget - focus on local perspective and unique situations of local PHU. Most public health mentions related to vaccination. <p>Modernization:</p> <ul style="list-style-type: none"> ● Interest in reviewing and updating our modernization response ● Recommendation -- discuss further once we have onboarded additional exec members. ● Goal is to be ready, but perhaps wait until we have ● Consider: starting a google doc of successes/failures of APHEO during the pandemic - e.g. collaboration, modelling, connection, biweekly meetings, the listserv, specific problems we've discussed. ● What were we talking about a year ago? What's happening now ● Next step is to reach out to membership for feedback ● Consider creating a themed document and inputting additional feedback from membership under those pillars -- see what we did previously for modernization? ● Hype person - the importance of providing positive feedback 	<p>ACTION: add Modernization as an Agenda item moving forward</p> <p>ACTION: Ainslie to start a google doc to document successes/failures</p> <p>ACTION: Jordan and Erica to send their comments to Ainslie by email</p>
<p>9.0</p>	<p>APHEO Approach to Letters of Support alPHa provides letters of support but only for work that they are directly involved in relating to their core business</p> <ul style="list-style-type: none"> ● Consider developing a policy document for letters of support. This would be a good fit for the incoming VP. 	<p>ACTION: to be flagged as part of incoming VP's transition as something to develop down the line</p>
<p>10.0</p>	<p>Advocacy: API A request for the Ministry to take on providing API connection support to health units (software that helps 'talk' between databases/software etc) in efforts to shorten download times (e.g. COVax) for larger health units. API Advocacy Letter sent to Public Health IT Solutions</p> <ul style="list-style-type: none"> ● Several PHU have supported York Region's advocacy letter to Public Health IT Solutions branch and have not received a response ● YR is hoping for support from APHEO in this advocacy. ● Suggestions: YR to post on listserv for feedback/support from other PHU / APHEO members ● Recommend exec to facilitate this -- Suzanne will provide some suggestions to YR about posting to the forums 	<p>ACTION: Suzanne to respond and encourage York to post to listserv.</p>
<p>11.0</p>	<p>Advocacy: Vaccine Data Management and Reporting Strategy</p> <ul style="list-style-type: none"> ● 	<p>No discussion</p>
<p>12.0</p>	<p>Six Nations Health Services</p> <ul style="list-style-type: none"> ● Criteria for full membership -- includes First Nations health authorities, includes people with a primary role position of epidemiology 	<p>ACTION: Ainslie to respond to request in the affirmative.</p>

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13.0	COVID-Related Meeting minutes from COVID epi teleconference <ul style="list-style-type: none">● Liz Corson (TPH) has volunteered to informally chair COVID vaccine-related epi call for this time● Jordan is no longer able to chair the COVID epi teleconference.● Kristen Wheeler (Halton) has agreed to take on this role. Ainslie to act as executive liaison.	
14.0	Adjournment of Meeting Thank you to Erica and Jordan for all your hard work on the Executive! <ul style="list-style-type: none">● Adjourned at 16:30	
X.0	Agenda Parking Lot <ul style="list-style-type: none">● APHEO and the CDP● Consider a virtual conference● CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

February 25, 2021

Meeting Date: February 25, 3:30 PM - 4:30 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	✓
OPHA Representative	Suzanne De Haney	Eastern Ontario Health Unit	x
Past President	Jessica Deming	Region of Waterloo Public Health	✓
Guest	Stanley Ing	York Region Public Health	

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • Called to order at 15:35 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • Clarification of 5.0 • Minutes approved 	
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances February 2021 Statement of Operations <ul style="list-style-type: none"> • 2021 budget is pending 	No concerns about the Statement of Operations

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

<p>5.0</p>	<p>2021 APHEO Executive Stanley joining as guest to discuss Treasurer role Aim to provide membership update after the next executive meeting (early March) Membership drive</p> <ul style="list-style-type: none">● What is the current membership vs this time last year<ul style="list-style-type: none">○ Ainslie can pull numbers● Include a reminder to renew membership in the next Membership update <p>2019/2020 Annual Report</p> <ul style="list-style-type: none">● Jessica, Stanley and Suzanne to start work on this in April <p>More general Executive Recruitment</p> <ul style="list-style-type: none">● Suzanne DeHaney has left EOHU, the OPHA Rep role is now open● Stanley Ing joined the meeting to discuss Treasurer role. He is moving to TPH in the coming weeks and TPH supports Stanley taking over Treasurer role● Considering a formal call (from Past President) out for interest to fill the multiple Exec roles that are coming open pending confirmation of vacant roles.● Consider reaching out to previous inhabitants of these roles to gauge interest.● Would like 2 non-Exec members to join nomination committee● Phrase communications: we would like a nomination committee, but if there are no volunteers it will be the executive● Consider if people can fill multiple roles at this time, and prioritizing which roles are critical to fill.● Will provide an opportunity for sharing feedback/concerns or volunteering● Revisions to P&P in Emergency Orders did not account for replacing Exec members. There is no current formal process.● If we do not get interest from passive recruitment -- will also actively reach out to people with previous Exec experience (experience with the role).● Communication to go out once vacant roles are confirmed.	<p>ACTION: Jessica to draft communications with Suzanne and send to executive to review.</p> <p>ACTION: Erica and Stanley to connect to discuss Treasurer transition</p>
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Association of Public Health Epidemiologists in Ontario
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6.0	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> • 	
7.0	<p>Conference Updates</p> <ul style="list-style-type: none"> • Consider a virtual conference. • Suzanne reached out to OPHEN to discuss a virtual event in the fall 	
8.0	<p>Update from OPHA Board Meeting/AGM</p> <ul style="list-style-type: none"> • 	
9.0	<p>Advocacy: API</p> <ul style="list-style-type: none"> • York has reached out to several PHU for endorsement for Ministry to work on API access to Salesforce (CCM/COVAX) for more rapid access to data (easier/faster to download) • Several health units have signed letters of support • 	
10.0	<p>Advocacy: BORN study of COVID Vaccination during Pregnancy</p> <ul style="list-style-type: none"> • Wants a response by Tomorrow • It may be an ICES grant? • This is more of an endorsement than an advocacy • APHEO does not have a record of providing letters of support for research funding • Sarah to reach out to alPHa to find out if they have a history of providing letters of support • Consider suggesting that BORN reach out to alPHa / OPHA • 	<p>DECISION: Decline to support the letter, recommend they contact other agencies (e.g. alPHa, OPHA). Suzanne to send response.</p>
11.0	<p>Advocacy: Vaccine Data Management and Reporting Strategy</p> <ul style="list-style-type: none"> • KLFA reaching out to Ministry • Concerns about who is accessing data, who is designing indicators • Concerns about access to reporting data • Can APHEO membership advocate for indicator development • Need for centralized guidance for data management, indicator development, reporting. • API access may fit within this. • Buckets: <ul style="list-style-type: none"> ○ clear indicators and definitions (PHO) ○ tech support which may include API (ministry) ○ data management and support (ministry) ○ coding ○ A clear process including QA <ul style="list-style-type: none"> ■ who is the lead for QA ○ More clear roles and responsibilities related to data management and reporting wrt immunization 	<p>ACTION: Follow up to Allison's APHEOlist post and to bring up at APHEO COVID epi meeting tomorrow -- asking for people to support letter and/or review</p> <p>ACTION: Suzanne to reach out to Allison M for support with the letter</p>

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	<ul style="list-style-type: none"> ○ understanding people with chronic conditions (CCHS data advocacy) ● Use previous advocacy letters in the document library as a starting point (see sample letter) ● Suzanne will ask Allison M to outline <ul style="list-style-type: none"> ○ Sarah will review with other key TPH staff ○ Reach out to Cam to support development ● Once letter is drafted, share with membership <ul style="list-style-type: none"> ○ Send to aPHa for endorsement 	
12.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <ul style="list-style-type: none"> ● 	
13.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> ● Adjourned at 16:45 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● APHEO and the CDP ● Consider a virtual conference ● CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

January 28, 2021

Meeting Date: January 28, 3:30 PM - 4:30 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	✓
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 15:35 	
2.0	Approval of Agenda <ul style="list-style-type: none"> No additions to agenda No comments on minutes 	Motion to approve by Jessica
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances FINAL 2020 Statement of Operations DRAFT 2021 Budget Allocations January 2021 Statement of Operations <ul style="list-style-type: none"> Adjust draft 2021 budget to reflect 2020's actual budget Erica to discuss with the Finance Committee. 	ACTION: Erica to adjust 2021 Budget and bring back to next meeting.

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

<p>5.0</p>	<p>2021 APHEO Executive ACTION: Jessica to follow up further with Stanley and Lydia</p> <ul style="list-style-type: none"> ● Aim to provide membership update after the next executive meeting (early March). <ul style="list-style-type: none"> ○ Consider highlighting the value that APHEO is providing. ○ Call-out for new membership. ○ Call-out for new executive, highlight that we are looking for someone to organize a virtual conference. ○ Add a comment regarding modernization, link to previous submission and ECA report, and highlight considering what we might say differently given what we know now. ● Annual report: considering a high level summary report (e.g. pictochart) over the past 2 years, with a focus on 2019. Goal by mid-year. <ul style="list-style-type: none"> ○ Jessica will look to the President and VP for support. ○ How is membership changing? ● Membership drive in March? 	<p>ACTION: Jessica to follow up further with Stanley</p>
<p>6.0</p>	<p>Extending APHEO Shutdown and/or Process of Restarting</p> <ul style="list-style-type: none"> ● Provincial state of emergency re-issued. Per Jordan's revised P&P, this calls for continuing shutdown of APHEO operations. ● Consider as an executive being prepared to discuss COVID response evaluation and ongoing concerns regarding modernization. ● Recommend exec to review the APHEO Modernization response submitted in early 2020. <ul style="list-style-type: none"> ○ Consider what we would suggest, given what we know now. 	
<p>7.0</p>	<p>Conference Updates</p> <ul style="list-style-type: none"> ● No in-person conference for 2021. ● Consider a virtual conference. 	
<p>8.0</p>	<p>Google Workspace (formerly GSuite) Account Draft Procedures</p> <ul style="list-style-type: none"> ● If google meet works for COVID call, opportunity to cut costs related to GoToMeeting ● Remove from agenda. 	<p>ACTION: Ainslie to set up Google Meeting for COVID Epi Call tomorrow</p>
<p>9.0</p>	<p>Update from OPHA Board Meeting/AGM alPHa Update</p>	

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	<ul style="list-style-type: none"> ● aPHa board meeting next Friday, including representation from PHO. <ul style="list-style-type: none"> ○ Opportunity to ask questions to PHO. ○ Exec to consider if there are any questions that APHEO has for PHO ○ Question: CCHS Sharefile: What is the status of this? StatsCan informed Jessica that data has been shared with provinces. ○ Question: Vital stats mortality data? Any update on when this data will be updated on IntelliHEALTH for PHU users? ○ Could be tied in to COVID data questions -- need for routine analyses to also being going on alongside COVID activities, updates on CCHS and mortality data? ● Send any additional questions to Sarah by Thursday. 	
10.0	APHEO and the Community Data Program (CDP) <ul style="list-style-type: none"> ● To be added to “Agenda Parking lot” 	
11.0	COVID-Related Meeting minutes from COVID epi teleconference <ul style="list-style-type: none"> ● 	
12.0	Adjournment of Meeting <ul style="list-style-type: none"> ● Adjourned at 16:30 	