

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

December 13, 2022

Meeting Date: December 13, 2022 2:00 PM - 4:00 PM

Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
a1PHA Representative	Emma Tucker	Halton Region	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		-

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	Called to order 2:02 PM
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances <ul style="list-style-type: none"> - Statement of operations from Jan-Nov 2022 reviewed - Not much to report since last update - Surplus of \$12,150 - Assets of \$117,370 	Motion to approve the Nov statement of operations passed
5.0	DOPHS database endorsement letter	

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	<ul style="list-style-type: none"> - Nothing to update at this time, waiting for update from aLPHA 	
6.0	<p>CCM Report Builder</p> <ul style="list-style-type: none"> - to approach OPHA, Public Health Supervisors (ASPHIO), aLPHA possibly - potentially approach Liz Walker, who has directors under her as well - Leaders of CCM expansion - possibly PHO as well - many health units have raised the issue to MOHs, which might help bring to a higher level - May want to consider a more narrow distribution of letter, as a more broad letter (DOPHS) was sent out earlier. - Good to mention each group in letter specifically in how this will impact them in terms of workflow, operations etc. - Can share letter with APHEO distribution in case anyone wants to bring forward to their MOH - aim to get it out to epis before end of year 	<p>ACTION: Erica to send out finalized letter to APHEO before end of year</p>
7.0	<p>Update from OPHA and aLPHA</p> <p>OPHA</p> <ul style="list-style-type: none"> - membership has gone down a bit since the start of Covid - restarted all working groups bar one - new priority of public trust in public health <p>aLPHA</p> <ul style="list-style-type: none"> - No major update as last meeting was Nov 10 - Newsletter hopes to integrate info from affiliate groups going forward. Could be opportunity for APHEO to contribute (e.g. core indicators workgroup as it has provincial importance, other topics that highlight collaboration between PHUs) 	
8.0	<p>APHEO awards</p> <ul style="list-style-type: none"> - deferred until Jan 	
9.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p>	

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	<ul style="list-style-type: none"> - Danielle received an invite to informal covid surveillance working group - provided background question for group asking mostly about what data they use to inform local public health actions - looks like only certain health units were reached out to 	
<p>10.0</p>	<p>APHEO advocating for data from ICES</p> <ul style="list-style-type: none"> - email around whether if it's possible for APHEO to coordinate data requests from ICES, rather than individual health units having to do it each time - possible new workgroup - something for the new exec to consider - APHEO as an organization can't sign off on privacy related issues, which might be an issue - There might still need to be a "point person" in terms of data stewardship, privacy etc. - APHEO could possibly coordinate who this point person is - Michael King (original emailer) might have some ideas around logistics of how this would work - Could we have a ICES "liaison" that could be a link to public health? - Possibility of having an Excel doc for PHUs to record their ICES request, so all other PHUs can see as well - potential downside is increased volume of data requests for ICES, and that would have to be considered 	<p>ACTION: Alison to connect with Michael King to discuss possibilities</p> <p style="color: red;">Dorian put on Jan agenda parking lot</p>
<p>11.0</p>	<p>Adjournment of Meeting</p> <p>Next meeting: January 13, 2022 10:00-12:00 AM</p>	<p>Adjourned 3:04 PM</p>
<p>X.0</p>	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● **Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none"> ○ Defer for next Exec ● APHEO code of conduct, endorsement etc. - membership criteria or constitution/policy 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

November 8, 2022

Meeting Date: November 8, 2022 2:00 PM - 4:00 PM
Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
aPHA Representative	Emma Tucker	Halton Region	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		-

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	called to order 2:03 pm
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances <ul style="list-style-type: none"> - statement of operations from Jan-Oct 2023 reviewed, no major changes from Sept - all billing for Airtable for core indicators transferred over to Alison. Comes with two owners, additional comes with a fee - 	motion to approve the statement of operations for October passed
5.0	DOPHS database endorsement letter	

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	<ul style="list-style-type: none"> - Emma expressed the need for clarity around the request and specifically what “endorsement” means before presenting to a1PHA - representation from all PHUs is being ensured in terms of working groups etc., but there are concerns around whether there is representation from all roles within PHUs (e.g. epis) - process is going to be revised after the first “sprint” and will look at representation, but is unclear how at this point - there is a need for ongoing revision of the process, representation, etc., at each step of the process - application for one-time funding for epi support is being considered 	
<p>6.0</p>	<p>Update from OPHA and a1PHA</p> <p>OPHA</p> <ul style="list-style-type: none"> - OPHA is starting to do more work in relation to Tobacco Control - AGM and Board meeting were held on October 26 - OPHA is starting to do more work in relation to Tobacco Control - Fall forum is today and tomorrow - TOPHC planning for 2023 – end of March - Changes to BOD – new P, VP and vacant Sec, Treasurer positions - Dr. Michael Sherar presentation – talking about potential for partnership between PHO and OPHA - A couple of letters have been written relating to alcohol and climate change to provincial government. <p>a1PHA</p> <ul style="list-style-type: none"> - Will be bringing up the need for epi involvement in DOPHS database development, discussion around one-time funding - Board meeting coming up on thursday, several guest speakers - PHO speaking on health inequity studies 	
<p>7.0</p>	<p>APHEO awards</p> <p>ACTION: Dorian to ensure Terry Delmore award is on the transition meeting agenda</p> <p>ACTION: Erica to connect with Mary-Anne about additional award</p> <ul style="list-style-type: none"> - deferred to next meeting 	

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8.0	<p>COVID-Related Meeting minutes from COVID epi teleconference</p>	
9.0	<p>APHEO code of conduct</p> <ul style="list-style-type: none"> - came from list serve post. Didn't result from APHEO but rather other organizations. People being aggressive, inappropriate, etc. - APHEO doesn't currently have a code of conduct - development of one might require a working group. It would be difficult to define what our limits would be. - Issues in APHEO have rarely if ever happened, so this need may not come up very often at all. There is value, but may not be a priority at this time. It is a fairly low risk issue if we don't act now. - reevaluating membership criteria might be a first step in solving issues around financial incentives, spamming etc. (in particular the affiliate membership) - can be addressed in the APHEO constitution - membership criteria would require a vote from the membership after discussion etc. 	
10.0	<p>APHEO endorsement policy</p> <ul style="list-style-type: none"> - APHEO has never endorsed a particular software, etc., but we have allowed self-organization to buy package deals for software, etc. - There is some wording in our P&P around financial benefits etc. so that could be a place to start looking at this - we benefit from having people from the private sector, but it's not the place for promotion of products, so we want wording along these lines. - need to find a balance between allowing training etc., and being perceived as allowing promotion - can be possibly addressed in a code of conduct if that is developed - this, along with the code of conduct, to be brought to the next Exec committee 	<p>ACTION: endorsement policy and code of conduct to be discussed at transition meeting (Dorian put on agenda)</p>
11.0	<p>Adjournment of Meeting</p> <p>Next meeting: December 13, 2022 2:00-4:00 PM</p>	<p>Adjourned 3:15 PM</p>

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X.0	Agenda Parking Lot <ul style="list-style-type: none">● **Mini-ECA (Epi Capacity Assessment)<ul style="list-style-type: none">○ Defer for next Exec● APHEO code of conduct, endorsement etc. - membership criteria or constitution/policy	ACTION: Emma to send name of group working on mental health in PH and who is involved
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Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

October 11, 2022

Meeting Date: October 11, 2022 2:00 PM - 4:00 PM
Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
a1PHA Representative	Emma Tucker	Halton Region	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		-

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	Called to order at 14:03
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances <ul style="list-style-type: none"> - through Sept shared with group - \$16K in membership this year - Net of \$15K currently - Total expenses of \$6K so far this year 	Motion to approve September statement of operations passed
5.0	Ontario Health Liaison ACTION: all to review and provide feedback by end of week. <ul style="list-style-type: none"> - still an opportunity to provide feedback on the position description as this hasn't moved forward 	

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	<ul style="list-style-type: none"> - Looking to connect with them to see what they are doing in terms of population level analysis - 	
6.0	<p>DOPHS database endorsement letter ACTION: Erica to get done for September</p> <ul style="list-style-type: none"> • Erica recommends connect with ALPHA, OPHA and ASPHIO - Erica connected with OPHA, who are willing to cosign letters we write to the Ministry in the future - they prefer this to doing their own letter - is there a possibility to take this further and go beyond a cosigned letter? Could narrow our ask to focus on resource/funding acquisition i.e. one time funding requests to support the CCM expansion - Emma offered to reach out to ALPHA to determine which is the best way to pursue this - Might want caution around letting it spread beyond our initial scope of focusing on ensuring epis are involved - this might expand scope to all relevant PH positions 	ACTION: Emma to connect with ALPHA to determine the best path for seeking funding/resources for CCM expansion
7.0	<p>Financial request with potential OPHA co-sign</p> <ul style="list-style-type: none"> - see above discussion 	
8.0	<p>Update from OPHA and ALPHA</p> <p>OPHA</p> <ul style="list-style-type: none"> - Deferred to next meeting <p>ALPHA</p> <ul style="list-style-type: none"> - Emma attended first meeting on Sept 29 - orientation was discussed for new members - base budget working group was formed, to determine where funding was at across PHUs - idea of evaluating the effectiveness of ALPHA during the pandemic will go to Executive for consideration - new requirements around not-for-profit organizations and compliance for ALPHA - speaker presented on how to align priorities with the government. Looking for areas where we cross over with healthcare system is key to push things forward 	
9.0	<p>APHEO awards ACTION: Dorian to ensure Terry Delmore award is on the transition meeting agenda ACTION: Erica to connect with Mary-Anne about additional award</p> <ul style="list-style-type: none"> - Erica's item deferred to next month's agenda 	

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10.0	<p>COVID-Related Meeting minutes from COVID epi teleconference</p>	
11.0	<p>Lunch and Learn/APHEO workshop - update ACTION: Kaitlin (or someone else) to send out invite via APHEO</p> <ul style="list-style-type: none"> - no updates at this time 	
12.0	<p>2023 Executive Committee nomination process ACTION: Erica to connect with executive to get their plans for next year</p> <ul style="list-style-type: none"> - still working on filling the final spots for next year's executive committee 	
13.0	<p>Analytics forum - request from Salesforce</p> <ul style="list-style-type: none"> - potential conflict of interest with the CCM expansion - it's a private industry, not a public service - may be better redirecting her to the Ministry for the work rather than APHEO - might set a precedent for other private companies - could mention to her the possibility of joining as an affiliate member, and posting questions on the forum 	<p>ACTION: Erica to draft a response to Karen explaining about our membership options</p>
14.0	<p>Adjournment of Meeting</p> <p>adjourned 2:07 PM</p> <p>Next meeting: November 9, 2022 2:00-4:00 PM</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 ● Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none"> ○ Defer until September ● Survey for PH Mental Health 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

September 13, 2022

Meeting Date: September 13, 2022 2:00 PM - 4:00 PM
Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	Regrets
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
aPHSA Representative	Vacant		-
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	Regrets
Past President	Vacant		-

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	Called to order at 14:08
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances <ul style="list-style-type: none"> - Reviewed July and August Budgets - No major expenses expected before end of year - Outstanding expense for Air Table, waiting for invoice from Caitlyn Paget <ul style="list-style-type: none"> - Want to transfer ownership/payment to APHEO as well - No formal budget was approved for 2022. Reminder to ensure 2023 budget is proposed and approved by incoming Executive in 2023. 	ACTION: Alison to follow up with Caitlyn Motion to approve financial statement for July and August:: Kaitlin Seconded by Ainslie Motion Carried.

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<p>5.0</p>	<p>Ontario Health Liaison</p> <ul style="list-style-type: none"> - These will not be included in nomination process, this will be requested from within the respective organizations - Want to connect with someone central, within analytics group? at Ontario Health - Need to consider who we want to target and who best to connect with - Erica to approach Trevor to discuss PHO liaison role next week - Aim to reach out to Ontario Health in mid-October. Hoping to have more information about the structure by then. 	<p>ACTION: all to review and provide feedback by end of week.</p>
<p>6.0</p>	<p>DOPHS database endorsement letter ACTION: Erica to get done for September</p> <ul style="list-style-type: none"> • Erica recommends connect with ALPHA, OPHA and ASPHIO 	<p>ACTION: Erica to send out letter for endorsement</p>
<p>7.0</p>	<p>Update from OPHA and alpha</p> <p>OPHA</p> <ul style="list-style-type: none"> - <p>alpha</p> <ul style="list-style-type: none"> - 	<p>Deferred</p>
<p>8.0</p>	<p>APHEO awards ACTION: Sarah to draft set of criteria for awards.</p> <ul style="list-style-type: none"> • Not completed • For consideration about PHU policies about receiving cash gifts • Student gift is \$, but Terry Delmore has been recognition and a plaque • Critical to ensure Elaine Hector and Terry Delmore award are awarded in 2023 – for discussion at transition meeting. <p>ACTION: Alison to look into budget to see what we have to work with in terms of \$</p>	<p>ACTION: Dorian to ensure Terry Delmore award is on the transition meeting agenda ACTION: Erica to connect with Mary-Anne about additional award</p>
<p>9.0</p>	<p>COVID-Related Meeting minutes from COVID epi teleconference</p>	<p>ACTION: Ainslie to update Sept COVID call on website.</p>

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10.0	<p>Lunch and Learn/APHEO workshop - update ACTION: Kaitlin (or someone else) to send out invite via APHEO</p> <ul style="list-style-type: none"> ● Deferred until November 30 ● Invitation is being finalized and will be sent out ~ 2 weeks in advance. 	
11.0	<p>2023 Executive Committee nomination process ACTION: Erica to post to see if anyone is interested in being on the nomination committee</p> <ul style="list-style-type: none"> ● Erica sent out call out for nomination committee ● One person has already volunteered ● Once committee is formed, email will be sent over listserv calling for nominations ● Exception: OPHA rep is a 2-year position so Danielle has committed to staying on. ● Will clarify that aLPHa rep position is open AND that it requires manager or supervisor role 	<p>ACTION: Erica to connect with executive to get their plans for next year</p>
12.0	<p>2023 Elections</p> <p>- see 11.0</p>	
13.0	<p>APHEO Emergency Shutdown</p> <ul style="list-style-type: none"> ● Several working groups are restarting <p>Implications of ending the shutdown:</p> <ul style="list-style-type: none"> ● encouraging membership to restart/reform core indicator working groups ● to discuss/engage in non-COVID initiatives ● action would be an email to listserv that shutdown is over, so please consider reforming/restarting core indicator working groups, as capacity permits ● APHEO will provide resources to support non-COVID activities ● 2023 exec may more actively re-engage with groups ● For discussion at October meeting: striking a conference committee <ul style="list-style-type: none"> ○ Tentative goal of a virtual conference for 2023, and look for opportunities for in person in future years ○ Will need to consider contract with a conference planning company ○ Consider impact of current PHU professional development budgets <p>Motion to end APHEO Emergency shutdown</p> <ul style="list-style-type: none"> ● will be communicated to membership via listserv 	<p>Motion to end shutdown by Ainslie Seconded by Erica Motion carried.</p> <p>ACTION: Erica to send email out to listserv about ending shutdown.</p>

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14.0	<p>LDCP Project Request to Review Submissions</p> <ul style="list-style-type: none"> ● Erica to provide a name by end of today 	<p>ACTION: Erica to submit Alison's name</p>
15.0	<p>APHEO Working Groups - when to restart</p> <ul style="list-style-type: none"> ● see 13.0 ● encourage groups to organically start up ● revisit in 2023 to provide active encouragement to groups that have not restarted 	
16.0	<p>Adjournment of Meeting Adjourned at 15:12</p> <p>Next meeting: October 11, 2022 2:00-4:00 PM</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 ● Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none"> ○ Defer until September ● Survey for PH Mental Health 	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

August 9, 2022

Meeting Date: August 9, 2022 2:00 PM - 4:00 PM
Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	
Member at Large	Kaitlin Bradley	Durham Region	X
aPHA Representative	Sarah Collier	Toronto Public Health	
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances - deferred to next month as Alison is away	
5.0	Ontario Health Liaison - Erica posted a question to list serv, no responses as of yet - plan is to pose the question again in september - will finalize in september when full group is back	ACTION: Erica to post again in September

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6.0	<p>DOPHS database endorsement letter</p> <ul style="list-style-type: none"> - deferred to September, hasn't been done yet - There are several CCM-related groups happening simultaneously, but not all PHUs are represented across the groups 	<p>ACTION: Erica to get done for September</p>
7.0	<p>Update from OPHA and aPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> - met with John Atkinson (OPHA) to discuss the role of APHEO and how we can work with OPHA, future direction, etc. - Will have similar meetings going forward at a frequency TBD - Dr Moore has followed up with OPHA and confirmed ongoing willingness to discuss "what we learned" document <p>aPHa</p> <ul style="list-style-type: none"> - deferred 	
8.0	<p>APHEO awards</p> <ul style="list-style-type: none"> - deferred until september 	<p>ACTION: Sarah to draft set of criteria for awards.</p> <p>ACTION: Alison to look into budget to see what we have to work with in terms of \$</p>
9.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p>	
10.0	<p>Lunch and Learn/APHEO workshop - update</p> <ul style="list-style-type: none"> - Workshop coming up at end of august - slides recently finalized - 1.5 hour workshop aug 25, invite to be sent out soon - will distribute via APHEO list (in addition to PHO advertisement) 	<p>ACTION: Kaitlin (or someone else) to send out invite via APHEO</p>
11.0	<p>2023 Executive Committee nomination process</p> <ul style="list-style-type: none"> - Erica volunteered to run the nomination committee process, as she will move from President to Past President 	<p>ACTION: Erica to post to see if anyone is interested in being on the nomination committee</p>

Association of Public Health Epidemiologists in Ontario
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		ACTION: group to finalize the liaison roles document for Sept meeting
12.0	Sept meeting - need new meeting link (Dorian away) <ul style="list-style-type: none"> - Agenda item for Sept - APHEO out of shutdown mode? - Ainslie to take minutes next meeting, send out link 	
13.0	Adjournment of Meeting Adjourned 2:35 Next meeting: September 13, 2022 2:00-4:00 PM	
X.0	Agenda Parking Lot <ul style="list-style-type: none"> • APHEO and the CDP • CCHS data advocacy: per StatsCan - the Ministry has the most recent CCHS data • • Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none"> ○ Defer until September • Survey for PH Mental Health 	

July 12, 2022

Meeting Date: July 12, 2022 2:00 PM - 4:00 PM

Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
alPHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		

Minutes

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances <ul style="list-style-type: none"> - Still working out some logistics for Alison, Erica still has access to all the accounts - \$15K in revenue from memberships so far in 2022, minus expenses, is \$14,700 in total revenue - OPHA membership paid in June - CSAE membership and website domain also expenses - no special projects or operational expenses to date - Have about \$115K in assets currently 	Motion to accept June statement carried
5.0	Socio-demographic questions for DOPHC <ul style="list-style-type: none"> - letter was sent out and will be included by the group with the package that goes to aLPHA and MOH - info went out over the list serv earlier in the week 	
6.0	Ontario Health Liaison <ul style="list-style-type: none"> - Item for fall - set up meetings for 2023 - desire to make the liaison roles more active with asking individuals to work towards building and maintaining relationships between two organizations 	ACTION: Erica to post to APHEO list serv asking for feedback on what members would like to get from APHEO quarterly meetings
7.0	Update from OPHA and aLPHA OPHA <ul style="list-style-type: none"> - covered on agenda items below aLPHA <ul style="list-style-type: none"> - had annual meeting and annual conference - Now has a new board - Many presentations, including president of Ontario health - Modernization is now being referred to as restructuring - Workforce is stretched 	

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	<ul style="list-style-type: none"> - Anticipated changes to HPPA, i.e. CMOH must approval any section 22, might have impact on some data - 	
8.0	<p>DOPHS database endorsement letter</p> <ul style="list-style-type: none"> - letter went off, and we got feedback about sharing with other organizations - need to be strategic with who we're asking to endorse the letter - ALPHA and MOH on the list of organizations to approach 	ACTION: Erica to specify for the various letters who they will be sent to
9.0	<p>OPHA update to APHEO</p> <ul style="list-style-type: none"> - Still in shutdown but supporting partners - Looking for ways to support collaborations with organizations that use data - Highlight the advocacy letters we're circulating 	
11.0	<p>Meeting with new OPHA Executive Director mid July for APHEO's priorities and activities</p> <ul style="list-style-type: none"> - Erica can join meeting - 	
12.0	<p>5 APHEO members on OPHA</p> <ul style="list-style-type: none"> - Ainslie, Alison, Erica, Danielle, still need a 5th person - 4 names to be sent in meantime 	
13.0	<p>COVID-Related Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference</p> <p>Meetings have been combined and moved to once a month</p>	
14.0	<p>Lunch and Learn/APHEO workshop - update</p> <ul style="list-style-type: none"> - Kaitlin met with the partners and workshop will be Aug 25 - Zoom meeting with a capacity of 300 people, but it is more interactive compared with normal PPT presentation - will be recorded 	

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> - Maybe want to focus mostly on incidence etc. as it is more relevant to public health epi, but time for example on survival ratio still would be appreciated 	
15.0	<p>Adjournment of Meeting</p> <p>One more item, APHEO awards:</p> <ul style="list-style-type: none"> - possibly put out a call to nominate someone, have a committee to decide on awards - focus on work during pandemic - group agrees that it is a good idea - maybe sometime in fall - Need criteria, number of awards, how to judge etc. - Include this on next agenda <p>Adjourned 3:16 PM</p> <p>Next meeting: August 9, 2022 2:00-4:00 PM</p>	<p>ACTION: Sarah to draft set of criteria for awards.</p> <p>ACTION: Alison to look into budget to see what we have to work with in terms of \$</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 ● ● Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none"> ○ Defer until September ● Survey for PH Mental Health 	

June 14, 2022

Meeting Date: June 14, 2022 2:00 PM - 4:00 PM

Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
a1PHA Representative	Sarah Collier	Toronto Public Health	
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

Past President	Vacant		
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Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	<p>Socio-demographic questions for DOPHC - presentation</p> <ul style="list-style-type: none"> - presentation/proposal given to the committee. Chance for questions at the end. Proposal involves storing SDOH variables in databases, long term goal may be incorporating it into health card directly. Questions also brought forward around developing ethical frameworks that would tie in to this. - Group comfortable with endorsing this as a first step in a larger process of having a centralized location for this information - ethical piece is also key as a first step - motion to endorse this proposal to include SDOH info in the DOPHS database a first step, in the context of being done as part of a larger ethical framework around data collection, analysis, and reporting (that includes FN, Inuit, Metis) - next step is a draft letter with endorsement to COMOH 	<p>Motion to endorse the proposal (with caveats) carries</p> <p>ACTION: Erica to draft endorsement letter to COMOH</p>
5.0	<p>Finances</p> <ul style="list-style-type: none"> - 14 out of 15 responses are able to host virtual meetings on their org's software 	Motion to accept the statement of operations from Jan-May carries
6.0	<p>Ontario Health Liaison</p> <ul style="list-style-type: none"> - Erica found description for the PHO liaison - good place to start re: the OH liaison, but be more explicit and ask them to brief us on upcoming work etc. - good to have the liaison looped into the process of strategic planning 	

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7.0	<p>Update from OPHA and aPHa</p> <p>OPHA -</p> <p>aPHa -</p> <p>Deferred</p>	
8.0	<p>CCM/DOPHS advocacy letter</p> <ul style="list-style-type: none"> - Erica can sign and send off - to be posted as announcement on website as well 	<p>Motion that president sign and send advocacy letter to MOHLTC carries</p> <p>ACTION: Erica to send off, and post to web</p>
9.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference</p> <p>Meetings have been combined and moved to once a month</p>	
10.0	<p>Lunch and Learn/APHEO workshop - update</p> <ul style="list-style-type: none"> - Kaitlyn contacted PHO and Ontario Health - will now be a PHO rounds in collaboration with APHEO for a SEER Stat presentation - Meeting with partners this friday to discuss the event, content, dates etc. 	
11.0	<p>APHEO update to OPHA</p> <ol style="list-style-type: none"> 1. APHEO remains in “Shutdown” mode and will re-assess in the fall 2022. However, the Executive Committee continues to meet and discuss topics relevant to public health epidemiologists in Ontario and most recently set Strategic priorities in 2021, organized into three areas: <ol style="list-style-type: none"> 1. Pandemic priorities 2. Modernization priorities 3. Pre-Pandemic / other priorities 2. Despite being shutdown, APHEO has continued to support it members throughout the pandemic through the provision of provincial forums to discuss pandemic- 	

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	<p>related data and reporting concerns as well as collaborate on pandemic-related (and recently some non-pandemic) work. Virtual professional development opportunities have been explored and one is being held in June 2022.</p> <ol style="list-style-type: none"> 3. Data advocacy continues to be a key priority for APHEO with some focus currently on social determinants of health and the development of a new system to house data on diseases of public health significance in Ontario, replacing both iPHIS and CCM. 4. APHEO continues to look for ways to liaise with other provincial health service providers to further the data and reporting priorities of public health. We have established liaisons with Public Health Ontario and are currently working to develop identify a liaison with Ontario Health. 5. Some non-pandemic working groups have been restarted in 2022 due to demand and access to data. 	
12.0	<p>APHEO representation on OPHA</p> <ul style="list-style-type: none"> - APHEO assigns five members as a Constituent Society with OPHA. Need to select our 5 members - Annual membership fee of \$2000 we pay as an organization - Ainslie signed up - Alison signed up - one more spot open 	
13.0	<p>GoTo Subscription</p> <ul style="list-style-type: none"> - going to end our subscription, use individual organizations' software 	
14.0	<p>Adjournment of Meeting</p> <p>Adjourned 3:20 PM</p> <p>Next meeting: July 12, 2022 2:00-4:00 PM</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 ● ● Mini-ECA (Epi Capacity Assessment) 	

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> ○ Defer until September ● Survey for PH Mental Health 	
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May 10, 2022

Meeting Date: May 10, 2022 2:00 PM - 4:00 PM
Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
a1PHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances Jan to Apr 2022 Statement of Operations <ul style="list-style-type: none"> - goto meeting expiring in June - once workgroups restart we can decide if we want to go ahead with goto 	ACTION: Erica to send poll out to see if people have access to set up meetings via Zoom or Teams

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	<ul style="list-style-type: none"> - lots of PHU have other platforms (Teams etc) - will likely let GoTo lapse 	Motion to accept Jan-Apr 2022 Statement of Operations passed
5.0	<p>Ontario Health Liaison - update</p> <ul style="list-style-type: none"> - Still ongoing, to remain on agenda for next meeting - 	ACTION: Erica to bring definition to meeting next month
6.0	<p>2022 Alliance Conference Sponsorship Package</p> <ul style="list-style-type: none"> - Request to offer support/sponsor for Alliance for Healthier Communities conference in Toronto. Link - smallest sponsor we could do is an add in their booklet (\$500 for half page) - arguably not relevant for epi, might not be worth sponsoring with that in mind. Doesn't really fit in our mandate 	
7.0	<p>Update from OPHA and aPHa</p> <p>OPHA</p> <ul style="list-style-type: none"> - no major update <p>aPHa</p> <ul style="list-style-type: none"> - haven't met since last executive meeting 	
8.0	<p>CCM/DOPHS advocacy letter</p> <ul style="list-style-type: none"> - received feedback, haven't had a chance yet for thorough review - some people had questions, to be forwarded to Kaitlin and Danielle for response 	ACTION: Sarah to send feedback around, Kaitlin and Danielle to review and respond to questions about letter
9.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <p>Meeting minutes from COVID Vaccine teleconference</p>	
10.0	<p>Lunch and Learn/APHEO workshop - update</p> <ul style="list-style-type: none"> - possible dates given for workshop - some limitations due to election - end of June best - 22nd, 23rd, 28th or 29th - likely 1.5 hours long - June 22nd or 23rd might work best as fewer people will be on holiday - afternoon is best, maybe 1-2:30 - maybe ask PHO to help with logistics 	ACTION: Kaitlin to reach out to PHO contact about logistics - Erica to find contact

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11.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> - working group for CHSCY is asking about when working groups are going to start back up - Looking at restarting work groups in September 2022 - To be on agenda for September meeting <p>Adjourned 2:40 PM</p> <p>Next meeting: June 14, 2022, 2:00-4:00 PM</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 • • Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none"> ○ Defer until September • Survey for PH Mental Health 	

April 12, 2022

Meeting Date: April 12, 2022 2:00 PM - 4:00 PM
Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Kaitlin Bradley	Durham Region	X
ALPHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		

Minutes

Item	Agenda Item	Conclusion or Action

Association of Public Health Epidemiologists in Ontario
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1.0	Call to Order - welcome to Alison, for her first meeting on the committee	
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances - Alison Rothwell taking over Treasurer role. Meeting with Stanley Ing soon to transition - Erica to prepare Jan-March statements, to be reviewed for next month - Renewal of CSAE membership - helped us with changes in constitution, etc. in the past	Motion carried for renewal of CSAE membership
5.0	Revising Policy 1.1 - proposed revisions put forward. Motion to approve put forward - Ainslie to finalize this and other P&P, and will post and let members know	Motion carried to accept revisions to Policy 1.1
6.0	Pursue Ontario Health Liaison - to remain an action item for April, will look at next meeting	Keep on agenda for updates ACTION: Erica to work on definition for next meeting
7.0	Update from OPHA and aPHa OPHA - summary of board meeting sent out - will continue to send out items of interest, in terms of updates aPHa - board meeting on Apr 8, no real updates or notes - no updates at this time	
8.0	What We Heard Survey - draft report shared previously, APHEO was represented in the consultation	ACTION: Danielle to draft a paragraph based on this discussion, team to review and give feedback

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> - shared with all of APHEO - could be valuable to submit an APHEO response to this, to highlight the data piece (linkages etc.) - scope of report was quite narrow, only a few themes explored, some important ones perhaps missed (ethics, etc.) - There was thought that highlighting shortcomings might produce negative consequences re: election etc.. Election and other external factors have influenced the presentation of the report - need to clarify the message from APHEO - what have we learned from this pandemic, how do we move forward? - data can be the driver for good decision making - consistency in processes, reporting, analysis etc. is still an important theme - Local epi is still important 	
<p>9.0</p>	<p>Treasurer signing authority</p> <ul style="list-style-type: none"> - 	
<p>10.0</p>	<p>CCM/DOPHS advocacy letter</p> <ul style="list-style-type: none"> - feedback has been incorporated into a final draft and sent out to everyone. - possible strategy is to send to Ministry and have ALPHA endorse it - 3 positions at PHO that are meant to be a bridge between the Ministry and PHUs - not all health units have epis on the CCM committees - we may want funding given to epi teams to have resources to address the shift to CCM - epis need to be integrated into the entire process of the CCM shift. - perhaps ask that local epis are part of the design and decision making team, and resource epis for local design and implementation 	<p>ACTION: Danielle and Kaitlin to update draft letter for group to review</p>
<p>11.0</p>	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <p>Meeting minutes from COVID Vaccine teleconference</p>	
<p>12.0</p>	<p>Lunch and Learn</p> <ul style="list-style-type: none"> - reached out to Ministry re: SEER stat workshop. They are still interested in providing that to us - will aim for before June - two options: orientation to the package, basic analyses across the different functions. Or a more free form workshop to address questions, etc. 	

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	<ul style="list-style-type: none"> - committee would like the workshop they provided, but if they can address some specific examples from APHEO. Calculating core indicators, etc. 	
13.0	<p>APHEO response to Plan to Stay Open</p> <p>https://www.ontario.ca/page/plan-stay-open</p> <ul style="list-style-type: none"> - brought forward at the APHEO meeting on Friday - Our scope is quite narrow, so responding to a budget-related item might be outside that scope and more suitable to another agency - our response would need to be very focused on epidemiology specifically - group decided not to respond, due to being outside our scope and being in the realm of politics 	
14.0	<p>Adjournment of Meeting</p> <p>Adjourned 3:20</p> <p>Next Meeting: May 10, 2022 2:00 pm</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 ● ● Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none"> ○ Defer until September ● Survey for PH Mental Health 	

March 8, 2022

Meeting Date: March 8, 2:00 PM - 4:00 PM

Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Hilary Caldarelli	Region of Waterloo	
Member at Large	Kaitlin Bradley	Durham Region	X

Association of Public Health Epidemiologists in Ontario
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aIPHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
Past President	Vacant		

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order	
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances <ul style="list-style-type: none"> - need financial summary for next month, to cover Feb and March - need to determine if Hilary will remain on the committee 	
5.0	Revising Policy 1.1 <ul style="list-style-type: none"> - No drafted changes yet, may need to revise 	ACTION: Ainslie to bring to next meeting
6.0	Pursue Ontario Health Liaison <ul style="list-style-type: none"> - OH has some new positions around population health - need to make sure we find the right/relevant person to act as liaison - would be similar to our liaison with PHO - difficult right now as the scope of OH is very nebulous, may need more clarity before being able to determine the right person - may consider regional liaisons - due to the lack of clarity with OH, plan to have a rep(s) for 2023 	Keep on agenda for updates
7.0	Update from OPHA or aIPHA OPHA <ul style="list-style-type: none"> • Change in executive director at end of March (interim) John Atkinson, used to be VP of cancer prevention with CCA • quarterly meeting in two weeks, so not much update 	ACTION: Erica to work on having clear definition of the PHO liaison role

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	<p>alpha</p> <ul style="list-style-type: none"> ● had winter symposium ● PHO talked about covid reporting, i.e. scaling back due to testing changes ● looking at other data sources/indicators for covid reporting. All at the investigation stage. ● good place for updates as it is a lot of higher ups, MOH's etc. ● may need better communication strategy with PHO rep ● http://www.bccdc.ca/health-professionals/data-reports/societal-consequences-covid-19/the-project ● PHO considering something similar to the above link ● report on survey on what work has had to stop because of covid - summary document published, to be circulated to APHEO 	<p>ACTION: Sarah to send the summary document</p>
8.0	<p>Treasurer signing authority</p> <ul style="list-style-type: none"> - still sitting with Erica and Stanley, as Hilary is off. Need to reassign to someone else soon 	
9.0	<p>CCM/DOPHS advocacy letter</p> <ul style="list-style-type: none"> - to be uploaded to the executive document folder on web - "new CCM" will be used in future for other DOPHS 	<p>ACTION: all members to read and provide feedback in next week</p> <p>ACTION: Danielle to reach out to Maureen to determine who is the best contact to reach out to</p>
10.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <p>Meeting minutes from COVID Vaccine teleconference</p>	
11.0	<p>APHEO website domain</p> <ul style="list-style-type: none"> - domain is coming due end of March - info is available in workgroup, google doc - set for renewal in 2 years 	
12.0	<p>Lunch and Learn</p> <ul style="list-style-type: none"> - some ideas received so far - data visualization, different data sources, how to write a data strategy, SEER stat, role of epi during covid, how to scale knowledge, enhancing epi skill set with regard to statistical software etc. - list also sent to PHO, doing a virtual TOPHC. Will see if anything from this list is removed from the TOPHC workshop list. we can do the ones not covered in TOPHC. 	<p>ACTION: Kaitlin to reach out to Zena (spelling?) [Zeinab]</p>

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	<ul style="list-style-type: none"> - likely proceed with SEER stat one as TOPHC unlikely to include this - 	
13.0	<p>CHSCY</p> <ul style="list-style-type: none"> - posted on list serv a few weeks ago, see if anyone has analyzed - want to start of APHEO working group on this, led by Ainslie - Sarah from PHO to chair, Ainslie to co-chair - reopening activity - PHO taking leadership in developing analysis framework 	
14.0	<p>OPHEN</p> <ul style="list-style-type: none"> - Erica acting as liaison with them for joint advocacy, etc. 	
15.0	<p>Adjournment of Meeting</p> <ul style="list-style-type: none"> - Adjourned 2:52 <p>Next Meeting: April 12, 2022 2:00 pm</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 Mini-ECA (Epi Capacity Assessment) ● Defer until September <p>Survey for PH Mental Health</p>	

February 8, 2022

Meeting Date: February 8, 1:30 PM - 2:30 PM
Teleconference Line: Microsoft Teams

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	X
Vice-President	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Hilary Caldarelli	Region of Waterloo	
Member at Large	Kaitlin Bradley	Durham Region	X
aPHA Representative	Sarah Collier	Toronto Public Health	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X

Association of Public Health Epidemiologists in Ontario
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	<ul style="list-style-type: none"> ● Possibility of SES data being linked to existing databases (e.g. CCM)? ● Influencing Ontario's Budget 2022 Investments: https://opha.on.ca/wp-content/uploads/2022/01/Budget-2022-Consultation-Finance-Committee-Jan-26-2022.pdf?ext=pdf ● Office of the Auditor General: <ul style="list-style-type: none"> ○ OPHA was interviewed the week of Jan 23rd by Office of the Auditor General of Ontario (OAGO) re: vaccine roll out in Ontario. Feedback they shared among other things “the importance of public health units collecting disaggregate data to address health inequities” ○ As OPHA will be following up with OAGO with some additional information, do let us know if there are other key messages you'd like to see us convey. <p>alPHA</p> <ul style="list-style-type: none"> ● Newsletter to be sent out outlining alPHA activities ● Symposium coming up ● Been asked to reach out to Ontario Health, regarding population health strategy 	
8.0	<p>2021 Priority Setting (parking lot item, moved to main agenda)</p> <ul style="list-style-type: none"> ● Discussed top results from activity. Possibility of profiling local epi ● Summary of addendum of PH modernization ● FSA level advocacy (data advocacy in general) is still an important issue <ul style="list-style-type: none"> ○ data advocacy is a large area unto itself. Need to specify what exactly are priorities there. CCM, FSA, linkages, vital stats, CCHS access ○ discussion of having a CCM rep that represents public health epis and would be able to bring our priorities to all of the CCM-related meetings, and be a liaison there. Need to build in lessons learned from iPHIS. ○ Also need to consider implications around data visualization. Need to focus on PD for this for epis, as we are not “experts” in visualization. ● Pandemic support for members ● Epi analytic capacity - quite a political topic ● We are currently working on virtual PD 	<p>CCM a priority for the next year, for data advocacy</p> <p>Advocate for secondment of public health epi to be CCM liaison</p> <p>ACTION: Danielle and Kaitlin to work on draft outlining ideas around CCM liaison and what our ask is. Group to review and provide feedback.</p>
9.0	<p>PHO Lunch and Learn</p> <ul style="list-style-type: none"> ● 4 responses so far 	
10.0	<p>COVID-Related</p> <p>Meeting minutes from COVID epi teleconference</p> <p>Meeting minutes from COVID Vaccine teleconference</p>	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

11.0	Google account for friday meetings	ACTION: Dorian to update document with sign in instructions to Google account
12.0	Adjournment of Meeting Next Meeting: March 8, 2022	Adjourned 1:53
X.0	Agenda Parking Lot <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 Mini-ECA (Epi Capacity Assessment) • Defer until September Survey for PH Mental Health	

January 12, 2022

Meeting Date: January 12, 2:30 PM - 4:30 PM
Teleconference Line: Google Meet

Distribution

Executive Committee			Attendance
President	Erica Clark	Huron Perth Public Health	
Vice-President (outgoing)	James Macintosh	Region of Waterloo	X
Vice-President (incoming)	Ainslie Butler	Simcoe Muskoka District Health Unit	X
Secretary (outgoing)			
Secretary (incoming)	Dorian Lunny	Northwestern Health Unit	X
Treasurer (outgoing)	Stanley Ing	Toronto Public Health	X
Treasurer (incoming)	Hilary Caldarelli	Region of Waterloo	
Member at Large (incoming)	Kaitlin Bradley	Durham Region	X
aPHA Representative	Sarah Collier	Toronto Public Health	
OPHA Representative (incoming)	Danielle Hachborn	Simcoe Muskoka District Health Unit	X
OPHA Representative (outgoing)	Alison Rothwell	Halton Region	X
Past President	Vacant		

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

Minutes

Item	Agenda Item	Conclusion or Action
1.0	Call to Order <ul style="list-style-type: none"> • 	
2.0	Approval of Agenda <ul style="list-style-type: none"> • 2021 minutes approved, agenda approved 	
3.0	Declaration of Conflict of Interests <ul style="list-style-type: none"> • none 	none declared
4.0	Finances Action: Stanley to look into options for investing (e.g. GIC), reviewing past actions. 2021 resulted in a surplus of \$9,779.22. Financial health of APHEO is in good standing. Next Steps: <ul style="list-style-type: none"> • 2022 budget to be developed and approved by APHEO Executive. • Explore options to invest portion of monies 	2021 budget statement approved
5.0	2022 APHEO Executive <ul style="list-style-type: none"> • new exec committee members welcomed • outgoing members shared some experiences from their time on the committee, suggestions for future 	
6.0	Modernization <ul style="list-style-type: none"> • 5 survey responses from the fall, and suggestions made in the meeting • next step is incorporating info from survey and collating, for when we have a chance to offer input into modernization 	
7.0	Extending APHEO Shutdown and/or Process of Restarting <ul style="list-style-type: none"> • likely ongoing in light of recent developments with Omicron 	

Association of Public Health Epidemiologists in Ontario
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<p>8.0</p>	<p>APHEO PHO Workshop ACTION: Erica will pull a call-out to listserv for volunteers for reviewers and advisor ACTION: Erica to poll listserv for content ideas for lunch-and-learns</p> <ul style="list-style-type: none"> ● TOPHC 2022 postponed with no further notice ● no capacity for a full conference this year for APHEO/OPHEN ● considering some lunch and learn opportunities instead, 1-hour or maybe longer ● we would work with PHO regarding content 	<p>Portfolio will shift onto the member at large position - Katie</p>
<p>9.0</p>	<p>PHO Lunch and Learn</p> <ul style="list-style-type: none"> ● discussion last meeting around hosting 1-hour lunch and learn sessions through PHO, in lieu of full conference ● portfolio shifted to member at large 	
<p>10.0</p>	<p>Update from OPHA or aIPHa OPHA</p> <ul style="list-style-type: none"> ● Danielle to be connected to OPHA in the next week <p>aIPHa</p> <ul style="list-style-type: none"> ● deferred to next meeting 	
<p>11.0</p>	<p>APHEO Approach to Letters of Support ACTION: all Exec members to provide feedback on P&P & Constitution by <u>November 12</u></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>	<p>ACTION: all exec members to provide feedback on P&P documents before next meeting</p> <p>ACTION: James to review existing feedback and have it finalized/updated on time for the next meeting</p>
<p>11.0</p>	<p>FSA as Health Unit Level of Geography Renate van Dorp is lead. Any progress?.</p> <ul style="list-style-type: none"> ● working on drafting a letter outlining challenges with using FSAs, and why we should move towards geocoding, for all databases ● progress is ongoing, time pending ● feedback being sought out via listserv 	
<p>12.0</p>	<p>Google Meet Administration</p> <ul style="list-style-type: none"> ● Weekly calls have been hosted using Google since we got it ● Ainslie has been going to every one to sign people in ● going to developing a rotating schedule 	<p>ACTION: Dorian to create schedule to do the admin for the weekly meetings</p>
<p>13.0</p>	<p>COVID-Related Meeting minutes from COVID epi teleconference Meeting minutes from COVID Vaccine teleconference</p>	

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

14.0	Adjournment of Meeting Next Meeting: TBD <ul style="list-style-type: none">• adjourned, 3:51 pm	ACTION: Dorian to set up recurring monthly meetings, send doodle poll to committee
X.0	Agenda Parking Lot <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 2021 Priority Setting Mini-ECA (Epi Capacity Assessment) <ul style="list-style-type: none">• Defer until September Survey for PH Mental Health	items deferred to next meeting - priority setting item to be part of main agenda