

Association of Public Health Epidemiologists in Ontario
Executive Meeting - Minutes

September 12, 2023

Meeting Date: September 12, 2023, 2:00-4:00 PM
Microsoft Teams Call

Distribution

Executive Committee			Attendance
Past President	Erica Clark	Huron Perth Public Health	X
President	Erica Sawula	Thunder Bay District Health Unit	X
Vice-President	Carina Bee	York Region Public Health	X
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Suzanne Fegan	KFL&A Public Health	X
aPHSA Representative	Emma Tucker	Halton Region	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X

Minutes

Item	Agenda Item	Conclusion or action
1.0	Call to Order	Called to order
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Incorporation/Constitution - Rohin from CitySide Law to attend 2:00-2:30 <ul style="list-style-type: none"> - Overview of how to run properly now we're incorporated <ul style="list-style-type: none"> - Have a board of directors, with personal address, as listed in articles of incorporation - Can change members, address, etc. with assistance of Rohin - we have a corporate 	ACTION: Erica S to work on constitution and share with group for next meeting

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	<p>key we need to make a change, and should be kept safeguarded. New key can be mailed if lost</p> <ul style="list-style-type: none">- Incorporations Canada requires annual return of \$12, attesting that info they have about us is correct. Will ask for the details of one meeting we have had. They only hold on to our list of board of directors.- Removing director requires a 50% vote of directors, via a resolution. Incorporations Canada keeps a record of such things that can be viewed if need be. <p>- Accounting</p> <ul style="list-style-type: none">- Most of our money is received via memberships, sometimes via conferences we get additional revenue- Money is deposited into one account- Revenue has ranged during the pandemic, and has even ranged in the past due to different types of conferences etc. - usually around \$17-20K annually.- No requirement for HST if we make less than \$30K (revenue, not profit). If we make more than this, we need a CRA HST registration number that adds complexity. We don't need this if we expect <\$30K. If over \$30K we'd need quarterly HST reports to CRA.- No going back if we hit \$30K one year- Would also need a business income tax return if we're over \$30K.- We still need to submit an annual return as a non-profit- Having a good bookkeeper will save money, by tracking things thoroughly so accountants don't have to do as much work- Don't have to file anything this year for 2023. We have a year since incorporation before we'll be contacted to provide anything. <ul style="list-style-type: none">- Separate subsidiary accounts can help for one-off large expenses (e.g. conference)- Ultimately our bank statement is our most important record to have- Helpful system to have is for each director to have a sheet in a google drive to track expenses	
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	<ul style="list-style-type: none"> - We should have one consistent address for APHEO when dealing with vendors and getting invoices from them. - Constitution will be effective as of the day incorporation came into effect. - Our new governance around board of directors, policies/procedures etc. should be written into the constitution. Don't need to recreate anything if these things are already agreed upon. - If we do a joint conference with another agency that isn't incorporated, how does that work? <ul style="list-style-type: none"> - It's risky to do a conference to do a conference as a non-incorporated entity - liability around injury for example, board of directors are all liable - incorporation ensures only the body is liable - recommends only working with an incorporated body, or make it clear the separation of bodies involved re: risk and liability - We'll be including a code of conduct into the constitution 	
<p>5.0</p>	<p>Finances</p> <p>5.1 - August 2023 statement of operations</p> <ul style="list-style-type: none"> - Overview of Aug 2023 statement of operations was provided 	<p>Motion to accept the August statement of operations passed</p>
<p>6.0</p>	<p>Follow-up from Dr. Hillmer meeting</p> <ul style="list-style-type: none"> - John drafted an email re: IntelliHEALTH expansion with ideas for priorities from APHEO - Will come to Exec for a final review before sending on to Dr. Hillmer 	
<p>7.0</p>	<p>Remaining 2023 Exec priorities</p> <p>7.1 - 2024 conference</p> <ul style="list-style-type: none"> - Planning checklist will be in the conference working group folder - possible plan for a joint conference with OPHEN <p>7.2 - Advocacy</p>	

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	<p>7.2.1 - Wastewater surveillance</p> <ul style="list-style-type: none"> - Still working out priorities - looking for co-chair and note-taker <p>7.2.2 - Stats CAN work from home access</p> <ul style="list-style-type: none"> - Group to add anything they'd like to see to the shared doc before being finalized 	
<p>8.0</p>	<p>Public health data and related systems</p> <p>8.1 - Public health digital platform discovery</p> <ul style="list-style-type: none"> - Currently in discovery phase of the development of a Public Health Digital Platform Approach to inform the multi-year strategic planning process. Co-led by the Office of the Chief Medical Officer of Health (OCMOH) and the Health Services I&IT Cluster (HSC). - Consulting with a wide range of stakeholders on the “current state” at the moment. - No meetings in August, next meeting Sept 15th (3-4pm) - Deloitte has been reviewing survey results that had lots of information, and reaching out to Subject Matter Experts at local PHUs with their questions/clarifications - Advisory Group was looking for a representative from a local PHU responsible for Information Management & Technology. Suggested Kyle Wilson, CIO & Director of Information Systems at WDG PHU, who has now been invited, so we have more local PHU input. <p>8.2 - IntelliHEALTH Advisory Committee</p> <ul style="list-style-type: none"> - No update this month <p>8.3 - ODIMSS Steering Committee</p> <ul style="list-style-type: none"> - Restarting this month, will have an update in October. Jurisdictional scan has likely been completed <p>8.4 - Other</p> <ul style="list-style-type: none"> - alPHA's response to the funding request was shared with the group, re: COMOH memo - There is a voluntary merger for health units on the table, especially for analytics. Question as to if APHEO is to take a role re: what is our data strategy, if small health units are equipped for their analytics work. Could conduct a survey of PHUs to assess needs of local PHU epis. Survey around software needs, analytics, capacity etc. 	

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	<ul style="list-style-type: none"> - York has been considering the idea with other PHUs of having centralized data repositories, developing dashboards etc. to generally address the idea of sharing resources/analytic tools - Consider the possibility of developing working group for interested PHUs, survey to be sent out to gauge interest 	
<p>9.0</p>	<p>Updates from ALPHA</p> <p>alPHa executive had briefing with Ministry regarding recent announcement – see CMOH memo attached</p> <ul style="list-style-type: none"> - Potential items for discussion by APHEO exec: <ul style="list-style-type: none"> - OPHS Review – How can epidemiologists be involved? - alPHa has been critical getting APHEO at the table for relevant provincial work, Emma will continue to advocate through APHEO <ul style="list-style-type: none"> ■ what else? - Potential impact of mergers of smaller PHUs on epidemiologists? - What would local PHU epidemiologists support moving to a provincial level? <ul style="list-style-type: none"> ■ Emma’s suggestion: Could Public Health Ontario be funded for and take responsibility for a provincial behavioural and risk factor surveillance system specific to public health needs, also allowing for some local flexibility in modules (similar to RRFSS) <ul style="list-style-type: none"> ■ What else? E.g. Economist at PHO to use health data to inform “value for money” ■ 1% increase each year over three years is essentially a cut, as it does not keep up with inflation – what is the potential impact on epidemiologists? - alPHa response to CMOH memo emailed to group - Reminder about TOPHC 2024 and submitting abstracts by October 20th (see attached email) - Next board meeting is Sept 21st - Next affiliate meeting is tomorrow, Sept 13th. Affiliates have decided to meet more frequently during this time of change (meeting monthly now). 	
<p>10.0</p>	<p>Working Groups</p> <p>10.1 - COVID-Related Meeting minutes from COVID epi teleconference</p> <p>10.2 - “unofficial” working groups...</p>	<p>ACTION: Dorian to send out requests for workgroup updates</p>

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	<ul style="list-style-type: none"> - Member expressed interest in creating a community of practice around sociodemographic data collection, wondering if there are any restrictions around creating this type of thing - Sounds similar to working group concept, might be a better route to go - To be suggested to Trevor to be a proper workgroup - would be health equity measurement working group <p>10.3 - Q3 Workgroup Updates</p> <ul style="list-style-type: none"> - To send out prompt for Q3 updates at the end of this month (Dorian) 	
11.0	<p>Provincial Partners</p> <p>11.1 - Ministry of Health</p> <p>11.2 - Ontario Health</p> <p>11.3 - Public Health Ontario</p> <ul style="list-style-type: none"> - Met with PHO around coordinating ICES requests - They provided names of two managers, they will consider it and think it's a good idea. They will see if it aligns with their strategic planning. <p>11.4 - ICES</p>	
12.0	<p>TOPHC Sponsorship</p> <ul style="list-style-type: none"> - Erica S got an email around sponsoring their conference - Cost is \$2,000 for the lowest level of sponsorship, may not be value added - To consider for 2024 - different levels of sponsorship etc. in the linked brochure, some of which don't allow you to set up an exhibit. - conference may also be partially virtual - Group decided not to pursue sponsorship, Erica S to let them know 	
14.0	<p>Adjournment of meeting</p> <p>Adjourned 3:47 PM</p>	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● **Mini-ECA (Epi Capacity Assessment) ● Opportunities to grow APHEO membership 	

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August 8, 2023

Meeting Date: August 8, 2023, 2:00-4:00 PM
Microsoft Teams Call

Executive Committee			Attendance
Past President	Erica Clark	Huron Perth Public Health	
President	Erica Sawula	Thunder Bay District Health Unit	X
Vice-President	Carina Bee	York Region Public Health	
Secretary	Dorian Lunny	Northwestern Health Unit	X
Treasurer	Alison Rothwell	Halton Region Public Health	X
Member at Large	Suzanne Fegan	KFL&A Public Health	X
alPHA Representative	Emma Tucker	Halton Region	X
OPHA Representative	Danielle Hachborn	Simcoe Muskoka District Health Unit	X

Minutes

Item	Agenda Item	Conclusion or action
1.0	Call to Order	Called to order
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances 4.1 - July 2023 Statement of Operations - Overview of July statement of operations was provided	Motion to accept the July statement of operations passed
5.0	Meeting with Dr. Michael Hillmer 5.1 - Introductions 5.1.1 - Brief overview of APHEO Strategic Priorities - Background on APHEO provided for the benefit of MOH reps	ACTION: Erica S to follow-up with Kristen and John to work on a list of priority datasets, indicators etc. ACTION: Suzanne to reach out to CIWG chairs to work on

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	<ul style="list-style-type: none"> - Data advocacy is one of our priorities, so this connection/ongoing dialogue links back to this - Partnership is also a priority, including collaborating with partners like MOH, PHO, Ontario Health, etc. - Also invested in shaping system level solutions <p>5.1.2 - Brief overview of Dr. Hillmer's portfolio; any aspects that may cross public health and population health assessment/surveillance work</p> <ul style="list-style-type: none"> - Focus in digital and data solutions, population health and surveillance is part of the portfolio - goal of making IntelliHEALTH comprehensive and have it updated as often as possible - project of expansion is a priority - background of IntelliHEALTH was provided - expansion plan developed with Deloitte, process included identifying key data sources, how to integrate datasets, how to better serve users with training etc. - New tools recently launched, as well as update to Vital Stats (up to 2021) - IntelliHEALTH Advisory Committee launched recently to help with prioritization - Hope to have an open dialogue with APHEO as we represent many user groups <p>5.2 - IntelliHEALTH Vital Statistics data updates and refreshes (subject of advocacy letter)</p> <ul style="list-style-type: none"> - Vital Stats recently updated up to 2021 - Incorporating the coroner's data would be very helpful for PHUs, as the current system of receiving that data is piecemeal <p>5.3 - Partnership and visioning questions</p> <p>5.3.1 – “You are involved with so many data-related groups. In an effort to not duplicate work, but rather amplify/strengthen important work being done by others, who do you see as most beneficial to APHEO partnering with?”</p> <p>5.3.2 – “How do you see Epidemiology fitting into the future of public health and the health work work force in Ontario?”</p> <p>5.4 - Other priorities for Ontario public health epidemiologists</p> <ul style="list-style-type: none"> - MOH asked us if it's possible if we could provide a list of the datasets that are most important for us, to give them a sense of what is most important for prioritization/frequency of updates - John and Kristen, along with the CIWG, will be asked to work on this - Pre-defined reports in IntelliHEALTH (as they link to core indicators) would be very helpful 	<p>the indicator/report prioritization</p>
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	<ul style="list-style-type: none"> - CCM will be moved into IntelliHEALTH; MOH was asked if this approach will be applied to all DoPHS, and they are open to feedback on that - Medical Services data updates/linkages/accessibility is on their list of priorities <p>5.4.1 - Data and Digital Platform</p> <p>5.4.2 - Behavioural Risk Factor Surveillance</p> <p>5.4.3 - Race-based data</p> <ul style="list-style-type: none"> - One of the priorities of APHEO and others in public health - Dr. Moore is a strong advocate for data and analytics, it is worth making him aware of this need and have him channel this desire - Community data program is a tool that provides SES data, but not equally accessible across all PHUs 	
<p>6.0</p>	<p>Remaining 2023 Exec priorities</p> <p>6.1 - Strategic Planning Process</p> <ul style="list-style-type: none"> - Will be initiating process to obtain feedback from membership, if there is appetite to start this - last time around a workgroup was struck that reviewed the previous strat plan, conducted a survey, obtained feedback from members etc., so a similar process would happen again - May need more info around the scope before we are able to commit to doing this - we want to prioritize the conference, then possibly have engagement done in conjunction with that next year - will keep on the agenda for the fall meetings <p>6.2 - 2024 conference</p> <p>6.2.1 - PHAC</p> <ul style="list-style-type: none"> - There is appetite from PHAC to potentially to a joint (national level) conference potentially - In the past we've had epis from other provinces join APHEO - doesn't need to be in 2024, but they wanted to gauge interest in general - may want to focus on just APHEO for 2024 as it's our first conference for several years - Could consider a more expanded third day that could act as a chance for networking at that broader level <p>6.3 - Incorporation</p> <ul style="list-style-type: none"> - Upcoming meeting with lawyers to discuss next steps re: financial topics now that we are incorporated - process for annual meeting will also be discussed - Will need to update our charter, constitution, etc. - Folder in Dropbox to do with incorporation can be created to document the process 	<p>ACTION: Erica S to follow-up with Erica C regarding how changes to constitution etc. are done</p> <p>ACTION: Erica S to create document to begin drafting letter re: Stats Can remote data access</p>

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	<p>6.4 - Advocacy</p> <p>6.4.1 - Wastewater surveillance?? - deferred</p> <p>6.4.2 - StatsCAN work-from-home limitations??</p> <ul style="list-style-type: none"> - Liz Corson started conversations around remote access to Stats Can data, it's been a back and forth discussion with the Ministry - Can be just a question to the Ministry from the executive committee, before advocacy is started - This is a potential issue re: hiring experienced epis, with hybrid/remote work being an attractive factor. Stats Can data putting limitations on working remotely has implications for hiring/workforce. 	
<p>7.0</p>	<p>Updates from ALPHA</p> <ul style="list-style-type: none"> - No significant updates. Next board meeting isn't until September 21st. It will be a half day board meeting and half day strategic planning session. - No longer having OPHA updates - meeting was attended (Erica S and Danielle) with OPHA reps explaining our decision to withdraw our membership status 	
<p>8.0</p>	<p>Public health data and related systems</p> <p>8.1 - Public health digital platform discovery</p> <ul style="list-style-type: none"> - Surveys submitted by PHUs. Request for site visits to a couple of public health units. But need to know what info they are looking for, who to talk to, and when. Maybe give them the most northern (largest geographical area) with smallest population, e.g. Northwestern PHU. - Suspect Deloitte will be very busy reviewing/synthesizing survey responses. <p>8.2 - IntelliHEALTH Advisory Committee</p> <p>8.3 - ODIMSS Steering Committee</p>	
<p>9.0</p>	<p>Working Groups</p> <p>9.1 - Terry Delmore Award Selection Committee</p>	

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	<ul style="list-style-type: none"> - Plan to give us a nomination for our November meeting <p>9.2 - Wastewater Surveillance WG</p> <p>9.3 - COVID-Related Meeting minutes from COVID epi teleconference</p> <p>9.4 - Indigenous Engagement WG</p> <ul style="list-style-type: none"> - Group will be changing its name to more accurately reflect the scope to focus more on data, analysis etc. - planning a september webinar with Mamow Ahyamowen giving examples of collaboration with Indigenous partners in data analysis/reporting 	
10.0	<p>Provincial Partners</p> <p>10.1 - Ministry of Health</p> <p>10.2 - Ontario Health</p> <p>10.3 - Public Health Ontario</p> <p>10.4 - ICES</p> <ul style="list-style-type: none"> - There have been a lot of requests lately - is there potential to connect with PHO to bring forward the idea that this kind of work could fall within their scope? Could connect with Trevor or Justin to determine who would be best to connect with at PHO about opportunities for supporting PHUs 	ACTION: Erica S and Emma to connect with Justin/Trevor to determine the best PHO contact/set up a meeting
11.0	<p>Adjournment of meeting</p> <ul style="list-style-type: none"> - meeting adjourned 3:51 PM 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● **Mini-ECA (Epi Capacity Assessment) ● Opportunities to grow APHEO membership ● networking table at TOPHC 2024 	

July 11, 2023

Meeting Date: July 11, 2023, 2:00-4:00 PM
Microsoft Teams Call

Distribution

Executive Committee	Attendance
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Past President	Erica Clark	Huron Perth Public Health	X
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Minutes

Item	Agenda Item	Conclusion or action
1.0	Call to Order	Called to order
2.0	Approval of Agenda	Approved
3.0	Declaration of Conflict of Interests	None declared
4.0	Finances 4.1 - June 2023 statement of operations 4.2 - Organization Address <ul style="list-style-type: none"> - may want to go through the website and scrub it of any references to a physical address, and instead instruct people to reach out for an address 	Motion to accept the June statement of operations approved ACTION: Dorian to work with web support team to remove references to physical address
5.0	APHEO audit - updates 5.1 - Review of policies/procedures <ul style="list-style-type: none"> - Need a professional Dropbox account - one account instead of multiple users - other possibility is a family account - has up to 6 members, can share files and also have individual files - Carina will sign up for professional Dropbox account in the next week 5.2 - Code of conduct	Motion to move to Dropbox Professional account moving forward approved

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	<ul style="list-style-type: none"> - Carina drafted a cyberbullying policy - Currently broad in its scope, group will review and provide feedback - discussion around specifics to be included in the procedure <ul style="list-style-type: none"> - how members can reach out with complaints - steps taken with regard to members breaching the policy 	
<p>6.0</p>	<p>Public health data and related systems</p> <p>6.1 - Public health digital platform discovery</p> <ul style="list-style-type: none"> - Two meetings so far - kick off June 6th and ½ day visioning in Toronto June 26th - Only two other PHU folks on Advisory table - AMOHs from Peel & Ottawa, lack of PHU representation so primary goal is to get PHU perspective prioritized and ensure understanding of local PH (e.g. proposed as part of the vision that this work “begins with PHUs in mind and builds from there”) - Very much a clinical focus and the level of individual as many working on this are from healthcare; had to explain the importance of settings not just individuals - PHU survey sent out with very tight deadline (July 20th) - question from APHEO member - should APHEO collaborate on responses? - Request for Subject Matter Experts to verify information from the PHU survey responses (in areas of Substance Use & injury, Immunization, Chronic Disease, School Health, etc) - challenging as they need to know how other PHUs work, both the “inputs” of data on the program side, and outputs on the reporting side <p>6.2 - ODIMSS steering committee update</p> <ul style="list-style-type: none"> - No updates <p>6.3 - IntelliHEALTH Advisory Committee</p> <ul style="list-style-type: none"> - no updates 	
<p>7.0</p>	<p>Update from OPHA and aIPHa</p> <p>7.1 - OPHA</p> <ul style="list-style-type: none"> - Asking partners to endorse or write a similar letter (APHEO could endorse with caveat of having a way of measuring i.e. indicators) - Exec meeting last week, talking about updating membership dues 	<p>Motion to have APHEO halt our membership with OPHA approved</p>

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	<ul style="list-style-type: none"> - OPHA in the media - reputational concerns <ul style="list-style-type: none"> - discussion around recent advocacy efforts from OPHA in relation to other organizations - possible misalignment of approach to advocacy <p>7.2 - aIPHa</p> <ul style="list-style-type: none"> - Excellent Conference & AGM June 12-14 - Dr Jessica Hopkins discussed PH Workforce burnout <ul style="list-style-type: none"> - almost 80% met definition of burnout - No new information from Dr. Moore during his session <ul style="list-style-type: none"> - reflected on successes/challenges of pandemic 	
<p>8.0</p>	<p>Advocacy</p> <p>8.1 - Vital Statistics Data</p> <ul style="list-style-type: none"> - exec to meet with Dr. Michael Hillmer to discuss, beginning of next meeting - also a chance for group to discuss our data/surveillance needs generally if time permits <p>8.2 - Letter of support/recommendation for continued wastewater surveillance</p> <ul style="list-style-type: none"> - meeting with the group coming up tomorrow - the group does want the letter of support <p>8.3 - StatsCAN DSA re: remote work</p> <ul style="list-style-type: none"> - request from Greg at Peel if exec would be interested in leading advocacy to the Ministry re: cloud-based storage of data and how PHUs are interpreting StatsCAN DSA with regard to remote work - some PHUs have had discussions about this, and have the interpretation that people have to go into the office if wanting to analyze CCHS, CHSCY data etc. - Erica C and Suzanne to be in contact Greg for first steps re: advocacy letter 	
<p>9.0</p>	<p>Working Groups (those with updates/actions only)</p> <p>9.1 - Core Indicators WG - deferred</p> <p>9.2 - Social Media WG - deferred</p> <p>9.3 - Terry Delmore Award Selection Committee - deferred</p> <p>9.4 - Proposed WG: Wastewater Surveillance</p>	<p>Motion to have Wastewater Surveillance as an official APHEO workgroup approved</p> <p>ACTION: Dorian to set up group on the website backend</p>

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	<ul style="list-style-type: none"> - looking to become an official APHEO workgroup <p>9.5 - COVID-Related Meeting minutes from COVID epi teleconference</p>	
10.0	<p>Provincial Partners - Deferred</p> <p>10.1 - Ministry of Health</p> <p>10.2 - Ontario Health</p> <p>10.3 - Public Health Ontario</p> <p>10.4 - ICES</p>	
11.0	<p>Remaining 2023 Exec priorities</p> <p>11.1 - Incorporation</p> <ul style="list-style-type: none"> - Rohin from Cityside Law attended to discuss next steps, address questions - APHEO is now incorporated - Will get a CRA business number set up as of July 5, 2023 - On subsequent call he can provide some more details around best practices, resolutions, etc. - more detailed meeting can be in August or September - July 5th 2023 is our official date of incorporation <p>11.2 - 2024 conference - deferred</p> <p>11.3 - Strategic Planning Process - deferred</p>	
12.0	<p>Adjournment of meeting</p> <ul style="list-style-type: none"> - Meeting adjourned 3:49 PM 	
X.0	<p>Agenda Parking Lot</p> <ul style="list-style-type: none"> ● **Mini-ECA (Epi Capacity Assessment) ● Opportunities to grow APHEO membership ● networking table at TOPHC 2024 	