

Minutes

CIPHI National Executive Council
Friday September 6, 2019

Doubletree by Hilton Halifax Dartmouth
101 Wyse Road,
Dartmouth, NS

NEC Members: Kari Engele-Carter (President); Ann Thomas (Past President); Casey Neathway (BC President); Meaghen Allen (AB Rep); Kevin Kapell (SK President); Natalie Lowdon (MB President); John Cannan (ON President); Shaun Crawley (NB President); Vanessa Nickelo (NS/PEI President); Tammy McDonald (NL President)

Guests: Brad Giesbrecht (SK Delegate), Scott Budgell (AB Vice-President)

Minute Takers: NEC Members

NOTE: * denotes that a document was circulated for NEC to review prior to the meeting

#	Item	Discussion	Action	Lead
		Breakfast provided		
1	Welcome & Roll Call & Introductions			
2	Agenda & Minutes			
2.01	Agenda approval/additions *	No additions		
2.02	Minutes Approval *	Correction on page 3 change "reached" to "receive" Motion: Approve corrected version of August 2019 NEC teleconference minutes Moved by: John Cannan Seconded by: Casey Neathway CARRIED		

#	Item	Discussion	Action	Lead
2.03	NEC Action Items *	Reviewed Action Items List	Distribute current version to NEC	Kari
3	Electronic motions			
3.01	BOC Appointment	<p>Motion: Approve Lal Rishi from Niagara Regional Health as the new BOC representative for Ontario. Moved by: John.Cannan Seconded by Tammy McDonald 8 in favour, 2 abstain. Motion carried.</p>	Advise BOC of approval	John
4	Old Business			
4.01	Committee List Update*	<p>Reviewed the committee list</p> <p>Add Education Sharing Strategy to ad hoc committees.</p>	<p>Make formatting changes and send to Kari</p> <p>Post on shared drive</p>	<p>Ann</p> <p>Kari</p>
4.02	Code of Conduct NOP Approval*	<p>Some additions and changes have been made since the last circulation. These were discussed and approved</p> <p>Discussion around the code of conduct and whether all boards must adopt or can have their own. Ann and Kari to attend BOC meeting on Sept 8, 2019 to answer questions they may have with the Code of Conduct.</p>	Final draft document after discussion with BOC	Ann
4.03	Conflict of Interest NOP Revision*	<p>Discussion of draft revision</p> <p>Current policy is too restrictive. This revised policy expands on original to be more encompassing.</p> <p>General discussion. Agreed upon changes made to policy.</p>	Revise as per discussion and circulate draft to NEC/BOC/CoPE/EHFC for comment	Ann

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		Ann will edit document to include agreed upon changes and will then send it out to BOC and CoPE for comment Discussion of draft revision		
4.04	NOP Review Updates	Ann has incorporated all previous comments and discussion by NEC into policies and is working with office to finalize these changes and post revised versions on webpage. A summary of the revisions completed and pending was provided to NEC at the meeting.	Finish review and circulate reviewed /revised policies.	Ann
4.05	AGM Preparation	Minutes – Ann Voting cards -Kevin Projector – John Natalie – Member Registration Sargeant at Arms – Brad		
4.06	Electronic AGM	Casey gave an update on the process that will be used this year. There have been some changes made to last year’s process to help streamline the response time from the call-in sites. This is a work in progress and the results of this year’s AGM will inform what is set up for 2020.		
4.07	2019 AEC	Vanessa gave an update on: <ul style="list-style-type: none"> • registration numbers to date (234) • boat tour status (sold out) • staffing of registration desk • request for assistance by NEC if there are gaps <p>Despite weather issues due to Hurricane Dorian everyone is optimistic that the AEC will proceed on schedule and the</p>		

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		conference committee has done a great job keeping things on track.		
4.08	Roles of NEC at 2019 AEC	<p>Confirmed NEC will participate through their overall attendance during AEC and as</p> <ul style="list-style-type: none"> • Session moderators • Welcome reception • Registration Table • President's Banquet – Head Table • Awards Presentation 		
4.09	National Advocacy Committee	<p>Update on health promotion marketing proposal was provided by Natalie</p> <p>Karline (CIPHI Office) indicated the ask for assistance with this RFP was outside their scope of services but can assist with distribution of materials.</p> <p>Kevin reported work on a pamphlet re: EPH professionals is still on-going. Natalie will assist by sharing some work being done in Manitoba.</p>		
4.10	CIPHI Banner	<p>CIPHI Banner has been completed and presented to group. Banner will be on display for the AEC and then will be returned to the office. Branches can request banner through the office.</p>		
4.11	RBI Course	<p>A conference call is scheduled for September 26th with Ontario Public Health Office, BC Centre for Disease Control and CIPHI to discuss this online course. Ann will represent CIPHI on this call and report back to NEC.</p>		

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4.12	2019 National Awards	<p>Shaun has received a new shipment of awards.</p> <p>There was discussion on the calendar year that the awards is for and it was confirmed that it is the year in which the award nomination is received and presented to the recipient.</p> <p>There are no CIPHI National Awards to be presented at awards luncheon (no nominations received)</p> <p>2 awards will be presented at President Banquet</p> <p>2 – 50-year membership awards will be presented in NS and NB</p> <p>The persons who nominated an approved school for an award were notified this was considered a conflict of interest for CIPHI. We will make it clear going forward that this is an issue to avoid future incidents.</p>		
5	New Business			
5.01	Progressive Compliance Cycle Presentation*	<p>The PCC presentation will be shown at an AEC sessional. The final version will also be made available to Branches for their own use with members. The Branches should record Q and A's from members so this can be shared with other provinces</p> <p>The presentation was shown to NEC and it was confirmed that NEC members will attend the presentation as well as CoPE.</p> <p>(AFTER NOTE: Due to power outages in hotel this presentation was cancelled)</p>		

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5.02	EHFC Report	<p>Consensus achieved that the EHFC Chair and NEC Chair meet to discuss NEC appointments to the EHFC including length of terms. This will result in a change to the EHFC regulations. The intent of these changes is to improve communication between boards, clarify the role of any NEC appointees and add value to the EHFC activities.</p> <p>Other updates provided by Pam:</p> <ul style="list-style-type: none"> • Strategic plan development • EHFC retirement of Klaus Seeger (NEC appointee) • Branches not represented at this time (SK/NB/NL) 	Discuss TOR for NEC appointment	Kari/Pam
5.03	Progressive Discipline for Members NOP*	<p>Discussed tidying up Code of Ethics(CoE) to support discipline policy.</p> <p>Preamble of CoE demonstrates Class B members do not sign CoE. According to CoPE regulations, Life members that are still practicing still have to submit PDHs, ultimately meaning they have to sign CoE.</p> <ul style="list-style-type: none"> • Suggestion to issue letter to new Life members that they are still bound by CoE if practicing. • Corporate/Affiliate members have a clause in renewal documents that they adhere to principles of CoE. Revise renewal form to reflect new CoE. <p>The legal advice received regarding member discipline options was presented to NEC in summarized form with discussion points.</p> <ul style="list-style-type: none"> • Issue 1 NEC agreed to first discussion point 	Draft Member Discipline Policy for NEC review	Ann

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		<ul style="list-style-type: none"> • Issue 2 NEC reviewed CoE and not much applies to class B membership • Issue 3 NEC agreed with discussion point • Issue 4 NEC agreed with discussion point and added • Issue 6 A warning letter would be issued if complaint was substantiated. Similar to BOC policies, after two warnings membership would be suspended or terminated. They are suspended indefinitely or until the person makes an appeal for reinstatement. Moreover, it would be a 2 & 5 step cycle. Your file would be cleared after five years. • ByLaw Sec 4.03 Appeal Process states cannot have same panel that issued termination/suspension as the appeal. The above will be worked on further fine tune processes. • Consensus that complaints that are work related would be handled at the employer level. Unethical behaviour outside of work may be handled by NEC if they are using CIPHI for their benefit or committing fraud with CIPHI finances or nepotism etc. <p>Discussed Bylaw section 2 Powers of the Board - Membership Certificates (CPHI (C) are the property of CIPHI. This applies to all certificates regardless of date of issue.</p> <p>Discussed complaints and the seriousness of them. Unethical behaviour vs criminal behaviour</p>		
	Wrap Up of Day 1			
Meeting Adjourned				

DRAFT Minutes

CIPHI National Executive Council
Saturday September 7, 2019

Doubletree by Hilton Halifax Dartmouth
101 Wyse Road,
Dartmouth, NS

	Item	Discussion	Action	Lead
	Welcome & Roll Call			
	Agenda			
	Agenda approval/additions			
5	New Business (continued)			
5.04	Progressive Discipline for Members NOP* cont.			
5.05	CoPE regulations*	Discussion was held on most recent draft submitted by CoPE for NEC feedback.	Seek clarification from CoPE in regard to questions raised by the NEC	Kari
5.06	BOC Appeals	No appeals received for April exam. Kari gave update on current appeal policy and procedures Tammy McDonald will replace John Cannan on appeal committee		
5.07	Google Drive / Gmail	Check in to see who can access the NEC google docs shared drive. Results were: BC, AB, SK, ON, NFLD, MB(pending), NB(pending), NS/PEI (pending).		

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		<p>Kari encouraged the use of the drive once everyone confirms they can access it.</p> <p>Kari raised the issue that many of the Branch President g-mail account only show the email is from "President" or "president Elect" when they arrive to an inbox. This is sometimes caused people to think it is from the national president or president elect. and causes confusion. If this can be adjusted, it would be appreciated.</p>		
5.08	International Disaster Relief	<p>Pamphlet development will be taken on by advocacy committee.</p> <p>Meaghan has offered to help identify agencies to approach who may be interested in being featured on our website.</p>	Send Meaghan the potential agencies identified to date	Ann
5.09	Environmental Public Health Week	<ul style="list-style-type: none"> • French translation has been arranged. • The graphics are being finished off. • President's address is under construction • September 23rd is the launch day • Branches provided updates of activities they have planned during the week of the 23rd. 		
5.10	Governance	<p>The document from 2016 will be distributed to NEC for review. Ann pointed out some of the details will be out of date, but the issues raised are still current</p> <p>The NEC was reminded that the current bylaw does not require a branch president be on the NEC so there is some flexibility.</p> <p>The issue of how to assign reps was discussed i.e. should it be based on membership numbers versus province.</p>	<p>Distribute document to NEC and bring forward on a future meeting agenda</p> <p>Review document and</p>	<p>Kari</p> <p>NEC</p>

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			prepare for future discussion	
5.11	Website Updates	<p>Shaun is working on clean up with Mike LeBlanc.</p> <p>Tammy will also be submitting any corrections she identifies</p> <p>This work will continue on an on-going basis to ensure postings are current and correct.</p>		
5.12	National Historical Documents	<p>Report provided by Tim Roark, National Historian on our progress to collect, preserve and present historical information.</p> <p>Tim encouraged branch historians to interview elders and gather local history to be shared nationally</p> <p>Information provided on:</p> <ul style="list-style-type: none"> • CIPHI signet rings which used to be popular and could be made available again. • Rejection of 2 previous bids to have Canada Post issue a CIPHI stamp. • Website updates • CIPHI crest replacement that is nearing completion at no cost to CIPHI. • Shipping policy draft will be submitted by Tim to NEC for consideration 		
		NEC/BOC/CoPE/EHFC Joint Luncheon (Harbourside Terrace)	12:00-1:00pm	
5	New Business cont.			
5.13	CIPHI in QC	<p>Not much happening at this time. Quebec members still affiliated with NB Branch.</p> <p>It will be 1-2 years minimum before the province will be offering exams.</p>		

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		The school approval is moving forward but not completed to date.		
5.14	Succession Planning / National President Elect	There has been an expression of interest in this position, but no nomination has been received to date.		
5.15	AEC 2020	<p>Confirmed the AEC will be in Ajax, Ontario</p> <p>Conference organizers will be presenting info at Dartmouth 2019 AEC.</p> <p>Request for additional seed money from NEC was submitted by 2020 organizers. NEC had some questions re: budget that need to be resolved before a decision is made re: seed money.</p>		
5.16	AEC 2021	<p>There are 2 branches (NFLD and NB) who have expressed interest in holding the 2021 AEC.</p> <p>There was a discussion of the bid process should these provinces decide to submit a proposal.</p>		
5.17	National Education Sessions	<p>Discussion about member access to education including branch conference/seminars, branch webinars, other agency webinar (including NCCEH), and other education sessions. Discussion around the siloed approach by branches to offering education and opportunities for a collaborative national approach.</p> <p>John Cannan provided an overview of course that are offered in Ontario and could be accessed by members across Canada.</p>	Kari to connect with Shain Mergulhao to discuss	

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		<p>Ontario is offering education sessions within the branch and there is opportunity to potentially include members nationally. Shain Mergulhao is currently Co-Chair of the Education Committee for ON Branch and has floated some ideas for national involvement.</p> <p>NEC offered support to exploring an Ad-Hoc Education Committee option to be Co-Chaired by Shain. Meaghen and Vanessa offered to sit on this committee. Ad-hoc committee ideally would have representation from each Branch to move forward the collaborative approach to CIPHI educational opportunities. A terms of reference will be the first activity.</p>		
5.18	Certified Public Health Professionals & CPHI(C)	<p>There was some discussion regarding the move toward designation of Certified Public Health Professionals by the Canadian Public Health Agency.</p> <p>The question came up if this would affect or needed to be applied to CPHI (C)s.</p> <p>The consensus is that our certification process exceeds this designation which is being established for health professions that have no certification process or credential in place.</p> <p>No further action is required by CIPHI or it's members regarding this CPHA initiative.</p>		
	Wrap Up of Day 2			
6	Next teleconference: Friday October 18th 9am PST			
	Meeting Adjourned 3:30 pm			