

Canadian Institute of Public Health Inspectors

National Executive Council Meeting

Minutes (revised) November 14 - 15, 2003 - Toronto

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL: Scott MacLean (National President), Victor Mah, AB), Ken Cross (SK), Stefane Gravelle, MB, Tamela Carroll (NB), Claudia Kurzac (BC), Leonard Gallant, (NS/PEI), Paul Noseworthy (NL), Rob Bradbury (Past President), Michael Duncan (ON), Debra Losito (Executive Assistant) Guests: Mike LeBlanc (Webmaster), Carla Troy, Monira Kayhan, Ron de Burger, Doreen MacIntosh (Conference 2004 rep.)</p> <p>2. APPROVAL OF AGENDA Additions to agenda: NSF (New Business “o”) Motion to approve amended agenda, moved by Ken Cross, second by Claudia Kurzac. All in favour. Carried.</p> <p>2. APPROVAL OF MINUTES OF POST CONFERENCE MEETING JUNE 26, 2003: Motion to accept minutes, moved by Rob Bradbury, second by Claudia Kurzac. All in favour. Carried.</p> <p>4. <u>BUSINESS ARISING:</u></p> <p>a) Marketing/Strategic Planning (Mike Duncan) – Move to table by Rob Bradbury, second by Victor Mah. All in favour. Carried. Marketing/Strategic Marketing Plan – Mike brought forward a Strategic Marketing Plan Implementation Committee report. Report to be reviewed by the NEC with a 2 – 3 hour teleconference meeting at the call of the chair (Mike).</p> <p>a) Advocacy/Media Link Renewal/Press Releases – Advocacy: Motion to table, by Stefane Gravelle, second by Ken Cross. All in favour. Carried. Terms of Reference and Guidelines have been developed and will be sent December 1, 2003 to the NEC to review and respond by December 10, 2003. Asked to take Ron de Burger’s comments into consideration when the NEC reviews the documents. Media Link: Discussed whether CIPHI should renew subscription with Media Link. Canada Newswire Service is another service which appears to be more aggressive. Motion to renew subscription to Media Link, by Victor Mah, second by Rob Bradbury. All in favour. Carried. Rob mentioned that we should explore other opportunities that are out there. Should ask Ron de Burger what CPHA does. Press Releases: Motion to table Press Releases, by Ken Cross, second by Tammy Carroll. All in favour. Carried.</p> <p>a) Environmental Health Week 2004/Promotional Materials (Victor): Victor has discussed possible options for standardizing documents and promotional materials. Stefane will do the translation of the Environmental Health Week poster within the next 7 weeks. NEC needs to complete plan for 2004 Environmental Health Program. National President needs to send Branch Presidents a letter outlining the Environmental Health Week initiative. Stefane agreed that we should get this poster out there ourselves. Rob felt that we should send this out to the Corporate and Affiliate members. Target the Minister of Health, Minister of Environment, Minister of Agriculture & Food,</p>	<p>4b. Stefane Gravelle</p>

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<p>CFIA, schools, Health Canada etc. Should be attached to a coverletter from the President announcing the week. Posters to be double-sided with English on one side and French on the back. To be printed and sent to the Branches by the end of this month. Rob proposed that we should have the week as January 3 – 9, 2004. Will revisit the printing costs later today.</p> <p>a) Code of Ethics/Code of Practice – Had previously discussed hiring a contractor to put one together for us. Need to set up a National Standard of Practice which would precede any mandatory registration.</p> <p>e) Sabbatical Exchange - Leonard will ensure that Stacey Kelley (2002) has time to do her presentation during an education session at the 2004 Conference. NEHA has sent a candidate from Atlanta Health, Sara Forsting, to work in Vancouver BC. CIPHI never received any applications for 2003. Victor suggested that the money should be held for a Sabbatical Exchange in a US account.</p> <p>Twining Exchange – Denmark: Move authorization to have Jennifer Montgomery as our Twining Exchange candidate for 2004, by Rob Bradbury, second by Claudia Kurzac. All in favour. Carried. Jennifer has been a member for 5 years. Scott will contact her and arrange for an interview afterwhich Mike LeBlanc will put the announcement on the website. Written report must be submitted within three months. Discussed funding requirements. Candidate must submit all claims on CIPHI expense claim form. Rob read a letter from a candidate interested in coming to Canada from Denmark. Rob will contact Steen regarding the candidate to get more information.</p> <p>f) Conference 2003/Surveys Conference 2003: Victor passed around conference report. They have received positive and negative feedback which they hope will help improve future conferences. He will burn the documents and speakers information on a CD. Claudia congratulated the conference for a job well done and that we need to continue to learn and grow from each one. Michael felt that earning conference revenues is important for our organization. CIPHI's revenue is important to the long-term financial health of the organization. Tammy cautioned that money is not the major focus as we need to pay to bring in good speakers and to attract the registrants to our conferences. We need a balance. Move acceptance of report, by Victor Mah, second by Leonard Gallant. All in favour. Carried. Surveys: Rob discussed results of the survey. Discussed having four tracks rather than three. This would create a need for enough speakers and rooms for the sessions. There was some concern over the signage. Some hotels take care of this. Will keep the survey for CIPHI's use and the present conference committee. Need to revise the survey format and ask specific questions. Spousal program needs to be planned for. In New Brunswick the spousal program allowed them to meet ahead of time for breakfast. The spouses found this enjoyable. Victor discussed the exhibitor survey that was given to the exhibitors. Victor suggested that the future conferences should have an exhibitor social.</p> <p>g) Conference 2004/2005, etc. (Doreen MacIntosch) – Doreen read letter from Bruce Morrison, Conference Co-Chair. Move acceptance of Bruce's report, by Doreen MacIntosch, second by Paul Noseworthy. Leonard expanded on the report. He discussed other areas of funding and support that they are looking into. May be possible to run a plenary session on one</p>	<p>4c. Victor - All Branch Presidents</p> <p>4e. Leonard Gallant - Claudia Kurzac</p> <p>4e. Scott MacLean</p> <p>4e. Rob Bradbury</p> <p>4f. Victor Mah</p>
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<p>afternoon to attract delegates from other health agencies. All in favour. Carried.</p> <p>h) Qatar Environmental Health Program – Rob shared information on his discussion with the BOC about the College of the North Atlantic and the Qatar program. The students in this program could be student members of CIPHI. The final certificate should be issued by Qatar but they are looking at having it possibly issued by UCCB or Memorial. They are looking at two classes of 20 students. We would have to provide practicums for these students. www.cna-qatar.com Could provide the practicums in eastern Canada in September so that it does not interfere with the UCCB students.</p> <p>5. New Business</p> <p>a) Financial Update – (Finance Chair, Claudia Kurzac) We now have an AVION credit card to use for points for flights (gift certificate) which is more flexible and can be used by any NEC member. Signing officers: Claudia Kurzac, Denis Semail, Scott MacLean, Rob Bradbury. Recommend not canceling the Diner’s Club/enroute card since the annual charge is only \$10 per year and there is no limit. It is a good card to have a backup. Claudia reviewed the Income Statement. Move acceptance of report by Claudia Kurzac, second by Ken Cross. All in favour. Carried.</p> <p>b) Membership update/Membership application form – comments over membership fees being different in each branch and the feeling from the Alberta branch that the fees should be the same across Canada (\$125 or \$145). Recommendation that the branches discuss this and decide what could be done and what could be offered in return to the branch members (eg. Newsletters).</p> <p>Conferencing: Sponsor fee schedule changed a bit. Each level has been reduced since they don’t feel that the levels reflected what industry could provide in their area. The Conference 2004 committee will meet by teleconference to discuss this and will send the information by e-mail to the NEC after their meeting.</p> <p>c) Website Initiatives/Spamnet: Website Initiatives (Mike LeBlanc) – 300 registered users for our Discussion Forum. 150-160 visiting Position Place. 250 registered to receive Alerts. 10 – 15 ads posted at one time. Up to 71 ads to date for this year. Mike is working on redesigning the website with Fortuna Web design. Feels he should have the website redesigned and up and running before Christmas. Mike is planning another meeting with the webmasters after redesigning the National site. Spamnet – Mike will delete all e-mail addresses from the website (except Debra, Scott, BOC, Rob and Mike’s).</p> <p>d) Salary Updates on Web (Mike LeBlanc) – suggestion that we could apply a password to the member’s only page which could be changed annually or more often. Mike stated that they will send out a message to the Branches for an update on the salaries.</p> <p>e) Stanier Society – discussed that the Stanier Society is looking at the building of a Master’s Degree program and providing some funds for individuals who take the program. They would like our support to do this, not funds. There are three universities interested in doing this. Will be sending Rob more</p>	<p>5b. All Branches</p> <p>5b. 2004 Conference Committee</p> <p>5c. Mike LeBlanc</p>
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information.

- f) Health Canada (Carla Troy – will speak on Saturday) – Carla apologized for mix ups in arranging this meeting. Health Canada has been responding to the Nailor Report. Opportunities: We need to communicate with other organizations. Health Canada is willing to assist with this. Next fiscal year is April 1, 2004 – March 2005. Have requested to fund two meetings for this period of time for CIPHI. Will keep in touch with Debra and Scott to update them on this. At least one meeting should be possible. Carla shared information on the Standards of Practice through CHNAC (Community Health Nurses Association of Canada). In order to maintain certification the nurses need to keep up their continuing education. Skills do change and we need to upgrade to keep up with what's new. Employers need to assist with and encourage this with their PHIs. Currently have four modules which are now available in French. Carla mentioned that they have modules that will need to be reviewed called the “Surveillance” module and the first lesson of the “Outbreak Module”. This should be sent out in December with feedback expected back in January. Health Canada is applying to be a WHO Collaborating Centre for Public Health Professionals. www.healthsurv.net/skills . If the NEC need a Username and Password to access the Skills Enhancement Programs let Debra know. The database needs to be updated but should be ready by January 1st to be sent out to us showing who has completed the Skills programs. Health Canada would like to become an Affiliate or Corporate member very shortly. They have been receiving feedback from several organizations on the modules. This has been working very well! The module to be reviewed is sent to Debra who forwards it to the Skills Enhancement Committee members to review. The feedback is returned to Debra who forwards it to Jennifer Sealy, Health Canada. Core Competency Task Force - Sandra Lacle – Chair. Carla (Health Canada) is on this committee along with several other organizations. There are a few PHI supervisors who are reps on this committee too: Cathy Egan (CIPHI Ontario Branch rep.) - director of Waterloo, Paul Callanan and an ASPHIO rep.) Carla will forward updates through Debra on this. There is also the Association of Public Health Epidemiologists in Ontario. Very strong organization started in 1988 -1989. Ontario has the largest number of epidemiologists who will lead the area for continuing education across Canada. There is also a small organization, the Saskatchewan Epi Association that they will be working with. There is an opportunity for individuals who have completed the Skills Enhancement program to become “Junior Facilitators”. They do not have the capacity at this time to handle all of our members taking this program.
- g) CPHA – Advocacy (Ron de Burger – Lunch discussion Nov. 14th) – No policy base – no comment. Press releases are not done unless there is policy or resolution backing. It is generated by the President or Immediate Past President reflecting the feeling of the board. Public statements are made through those who are experts in the field. Communications director was funded 50% from Aids program and 50% from another program. When they lost the funding they lost this director. Funding has been difficult since projects are all time limited. CPHA hires individuals to deal with specific issues.

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Recommends wire services or electronic distribution centres. Some papers have life style sections that will pick up news releases. If the item is hot they will find you. Cable networks, life style or discovery channels will often pick up certain issues to promote. CPHA has many partnerships and has been involved in developing private sector partnerships recently. We need to look for some joint projects that we can do with CPHA. Building partnerships has helped to leverage a lot of activity.

- h) Food Safety Issues (Monira Kayhan and Jim Kostuch from Traincan): Monira and Jim provided a presentation of their program and other food safety issues. Recommend that CIPHI set up a National Evaluation Committee for Food Safety Programs and set a fee for evaluating them. What must be accomplished is that we would need an Evaluation of service and cost recovery plan, CIPHI approval, and Approval from all jurisdictions. Concern over the amount of work that would be involved in getting the jurisdictions to buy into accepting CIPHI's accrediting of the programs. Scott will send a letter to the committee on Food Safety Policy to see where they stand with supporting this.

Scott has been invited to speak on February 16, 2004 in Toronto at a Food Safety Forum on behalf of CIPHI. Mike Duncan will attend on behalf of Scott and CIPHI. Scott will look into the costs and let Mike know.

Motion to adjourn by Tammy Carroll, second by Ken Cross.

Call to order Saturday, 8:30 a.m.

- i) In Camera Issues – to be discussed as last issue.
- j) IFEH – World Congress Feb 23 – 27, 2004. Feeling that we should send at least one representative from the NEC. Scott mentioned that he may be able to get funding from his employer to attend. Suggestion that Rob would be a good representative too since he has previously attended this and knows the rules of order and other council members there. **Motion to send two delegates, President and Past-President, from the NEC to present the CIPHI bid to host the 2010 World Congress in Vancouver, to the Durban IFEH World Congress, to cover transportation, accommodation, registration and appropriate expenses as per the CIPHI Finance Policy, with the understanding that we will seek other funding options, moved by Claudia Kurzac, second by Ken Cross.** Scott has appointed Rob as a CIPHI representative for IFEH as Claudia has stepped down. **Question. All in favour. Carried.**
- k) CIPHI - EHFC Continuing Education Award – Approved guidelines at last meeting.
- l) CWWA Conference – Having a conference in the Spring (April). AB Branch exhibiting at this conference and was wondering if National would like to join them at that booth. The conference is called “Promoting Public Health through Safe Drinking Water”. **Motion to cost share with Alberta branch and do some lobbying, by Leonard Gallant, second by Paul Noseworthy.** Discussion. Cost share would be for the exhibit booth rental. **All in favour.**

**5h. Mike Duncan
Scott MacLean**

5l. Claudia Kurzac

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<p>Carried.</p> <p>m) Professional Credentialing – Shawn Mitton is working on a multi-step process starting with “Looking at the Continuing Education Program”.</p> <p>n) BOC – Debra gave an update from the BOC meeting. Move receipt of report by Claudia Kurzac, second by Victor Mah. Claudia provided an update on BCIT based on information from Lorraine Woolsey, program head. BCIT is considering accepting an Associate Science Degree and the students would then only need to complete the fast-track program to complete the requirements. Need to drop the four year program as it is not viable. All in favour. Carried.</p> <p>o) NSF – Scott will contact them. They want to continue to be involved with CIPHI. New representative –</p> <p>p) Branch Update (Ontario Branch) – There are a number of inspectors with Toronto Public Health who are not members. They would be interested if they could set up payroll deduction. Grey Bruce was very happy with receiving the award. They are now interested in paying the memberships for their staff. One inspector did not want to become a member due to the Code of Ethics being what they feel is outdated. Suggestion that the individual be informed that the Code of Ethics is going to be updated. Mike shared one letter that he received. Scott will respond to one letter regarding the expectation that all candidates have both official languages. Resolution and Position Statement was presented at the Ontario branch meeting to do with food safety. To be referred to the Advocacy Committee. The Advocacy committee will respond to this and copy Karen Dodds, Food Director with Health Canada. National constitution reads “March each year Executive Secretary Treasurer must send reminder to members in default”. This currently does not occur. To be reviewed by the Constitution Committee. Concern that Section 15 is not being met, rebating student membership portions to the branch. Constitution Committee to review AGM minutes for the last 10 years to ensure that the constitution has been updated.</p> <p>q) Finance (extra issue) – Victor passed around an inventory list. Scott discussed what type of remuneration would be acceptable for Mike LeBlanc for the time he will need to put in for the website revamping. Motion to pay Mike \$3000 for costs and his time and have him submit an invoice upon completion, moved by Leonard Gallant, second by Ken Cross. All in favour. Carried.</p> <p>Other Business:</p> <p>6. Next meeting date – tba</p> <p>7. Payment of Bills: Motion to pay bills, by Ken Cross, second by Claudia Kurzac. All in favour. Carried.</p> <p>Motion to adjourn.</p>	<p>5o. Scott MacLean</p> <p>5p. Stefane Gravelle Ken Cross</p> <p>5p. Victor Mah</p> <p>5p. Victor Mah</p>
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