



**CIPHI Executive NEC/ BOC Council Meeting  
February 17 & 18, 2006  
Sheraton Wall Centre**

**Chair:**

Claudia Kurzac

**Minutes:**

Amber Murray

**BOC Attendees:**

Allen Atwell

Ann Thomas

David Carpenter

Mark Durkee

Pam Scharfe

Peer Mikkelsen

Suzanne Shaw

Richard Taki

**NEC Attendees:**

Bruce Morrison

Darryl Johnson

Debra Losito

John Blatherwick

Ken Cross

Mike Duncan

Phi Phan

Rick Sokolowski

Scott Maclean

Steve Chong

Tamela Carroll

Agenda Item	Action
<p style="text-align: center;"><b>February 17, 2006</b> <b>Meeting call to order 8:30 – All in attendance</b></p> <p><b>Joint NEC/ BOC Meeting</b></p> <p>Introductions with Claudia, Thanks for everyone coming Presentation of pin to Rick Sokolowski for Branch President</p> <p><b><u>Public Health Agency of Canada</u></b> <b>presentation by Joan Reiter</b></p> <ul style="list-style-type: none"> <li>▪ See attached file for presentation copy</li> </ul> <p><b><u>National Collaborating Centre - Environmental Health</u></b> <b>presentation by Ray Copes</b></p> <ul style="list-style-type: none"> <li>▪ See attached file for presentation copy</li> </ul> <p><b><u>Bow Valley College, Alberta – EPH Technician</u></b> <b>Presentation by Janet Hyde, Rena Shimoni, and Anna Kae McIvor-Todd</b></p> <ul style="list-style-type: none"> <li>▪ See attached file for presentation copy</li> </ul> <p><b>Discussion of the EPH Technician</b></p> <ul style="list-style-type: none"> <li>▪ Techs have core functions, stepping stone to become certified EHO's</li> <li>▪ Techs great for gaps, but what role would they provide</li> <li>▪ Free up EHO's for research, letting techs check dishwashers and temp</li> <li>▪ Techs certified under the same board, no confusion between the two jobs</li> <li>▪ Address geographic location,</li> </ul>	



- Make sure this tech is not to replace EHO's,
- Distinct title, so little confusion
- Scope of practice needs to be validated, with parallel processes
- Look at accredited schools, that offer EHO's degree, who know us
- Opportunity to be involved from beginning, instead of employer driven
- Look at the needs assessment, without committing
- Involvement of needs assessment, BV will go ahead, with or without us
- Look at the program length, is two years needed? Yet still have a bridge for certification
- Need for membership support
- Will this affect PHAC and the core competencies program
- Will not fund, but will work with them, on key issues
- Already agencies out there, with this program

**Core Competencies Project & Continuing Professional Competency**

**Presentation by Claudia Kurzac**

- See attached files for presentation copy
- Need for online learning, continuing education for certification and mandatory membership

**Claudia Kurzac**

**Items for discussion**

**i) Communication process**

- Look at article in journal
- Get the message out with catchy title, brief 1-2 page summary
- Sending to employers, unions, and human resources
- NEC and BOC to have meetings yearly
- NEC reps who are on the BOC to communicate properly with going through the proper channels
- Work on working communication group

**ii) CIPHI database project update**

- \$10,000 from PHAC for the consultant
- \$32,000 Total cost for the consultant
- Identify the needs to manage the data

**iii) CIPHI AEC registrations for BOC members**

- Keep it at 50% off registration for BOC members

**iv) BOC Membership**

- Discussion paper presented to the BOC. Discussion about separating exam coordinators from corresponding members as per Option #3 in discussion document. Ann reviewed report and recommendations. NEC to consider & respond to BOC.

**NEC**



- v) **Discussion with the NEC and the NEC supports the following BOC initiatives;**
- o policy change to increase the passing score of the exam oral portion to 70%
  - o update on the exam consistency project including action to date and activities planned for April roll out of new exam format. (ie-examiner teleconferences)
  - o an options paper on the written report section of the exam was being prepared for the BOC's consideration at the June meeting.
  - o response to the NEC's letter regarding applicants for certification from Quebec being considered under policy 8 (PHI Training Received Outside of Canada) confirming that in fact this policy does not apply to these individuals and that their applications are processed in the same manner as any other Canadian applicant.
  - o description of the process to assign BOC members to Portfolio's in order to more effectively deal with on-going and emerging BOC business items.

Joint NEC/BOC adjourned 15:30

### NEC MEETING

**Business Arising:**

**a) CIPHI Data Management Project- Claudia Kurzac**

- Looked at company CRONUS for the consultant
- Save money on travel costs if we travel to them
- Look into expense policy of itemize- cost of photocopies etc.
- Focus groups-the committee board to represent everyone
- What are our needs, what is the business requirement and come up with an RFP
- Clarify what projects Cronus has done in the past, any in related field
- BOC to include another member, short turn around
- Cronus to complete phase 1 of the database

**Motion to hire Cronus consulting to complete phase 1 max \$25,000**

Motion to be addressed tomorrow after speaking with Adam Grant

**b) EPH Week Summary – Steve Chong**

- More posters required, usually just went up at the Health Units
- Need to correct the dates
- Difficult to promote after the holiday break

**Adam Grant**

**Steve Chong**



- Need a French speaking media contact; 2-3 messages from French media
- Schools were closed as well for Christmas holidays, hard to get around
- Change to Environmental Health Month, Steve to take back to committee
- Alberta was only province, to put out press release- A lot of money
- Need for a communication plan- action item for Steve Chong

**Steve Chong****c) CIPHI Power Point – Phi Phan**

- Tag line, incorporate the CIPHI graphics

**Phi Phan****h) Merchandizing items - Joanne Lum and Tamela Carroll**

- Researched a variety of companies with quality products
- Only order what we can sell or give away
- Men golf shirts; women fitted shirts, pens, lunch boxes, and wine openers
- Items small and light for giveaways
- Golf shirts \$ 40-45.00 each
- Items to sell at conference
- **Motion to spend maximum \$5,000 total on merchandize items**  
*Moved by Mike Duncan, Second by Steve Chong. All in favor. Carried*

Meeting adjourned 16:30hrs

**NEC Meeting****February 18, 2006****Meeting call to Order 8:30am – All in attendance**

**Attendees:** Claudia Kurzac (President), Steve Chong, (BC Branch), Phi Phan (AB Branch), Ken Cross (SK Branch), Rick Sokolowski (MB Branch), Mike Duncan (ON Branch), Bruce Morrison (NS/PEI Branch), Darryl Johnson (NF/Lab Branch), Tamela Carroll (NB Branch), Scott MacLean (Past President)

**Discussion on Consultant Cronus –teleconference with Adam Grant**

- Need a schedule for the disbursements
- Mostly technology related projects from Cronus
- Focus testing; have a three day workshop there, and meet with them for the business requirements
- Need to send documents to meet the timelines by June for phase 1
- PHAC is keen in supporting this project
- Claudia Kurzac sign for signing authority, Adam Grant sign project lead
- CIHR to see if there is any funding else where
- CIPHI to have control of the database, for our association

**Motion to hire Cronus consulting to complete phase 1 max \$25,000**

*Moved by Phi Phan second by Ken Cross. All in favour. Carried*  
**Motion to change agenda**

*Move by Mike Duncan second by Tamela Carroll. Carried*

**Approval of minutes from the last meeting pre/post conference**

- Changes made, directly to the minutes
- Amber to change minutes for adding last names and formatting

**Motion to approve minutes with changes.**

*Moved by Ken Cross second by Phi Phan. Carried*

**Business Arising:**

**d) Quotes for consultants for Executive Director –Phan & Chong**

- Quotes for consultants to be addressed before AGM
- Duncan-Ellison may have some advice
- Phan and Chong to create an RFP

**e) No news by Phi Phan**

**f) Constitution & by-laws update with changes from AGM- Johnson**

- Edit minutes from AGM
- Take edit version to next AGM for approval

**g) IFEH Council meeting update- Vancouver Oct/05- Kurzac**

- Went off very well, great site to show off our city
- Strategic planning session to be held at next meeting in Dublin
- What is a policy statement and position statement- to be addressed

**h) Conference bid 2008 – Morrison**

- Right now no bid- east coast Halifax- all branches to be revisited
- Darryl Johnson having executive meeting, maybe a bid from NL
- Darryl will turn within 3 weeks with a decision
- Need for a core group of 5 people

**i) Conference bid process – Phan**

- Need to confirm branches know about CIPHI minimum standards
- More formalized
- Morrison to give Phan a hand at standardizing bid process AEC's

**j) Conference planning “tick” sheet – Kurzac**

- Have tick sheet and gant chart with timelines in conference package
- Maclean to send out drafts
- Have sponsorship list, hand it out to branches to know who to approach
- Sponsorship with booths: Discussion about using a conference planner to solicit sponsors
- Ethics of the company if hire

**k) CIPHI Trademarking – Carroll**

- Around \$1,500 for trademarking process. Application has been submitted

**l) CIPHI Pamphlet**

- Gone to print, excellent professional look, thanks to Manitoba branch

**Steve Chong & Phi Phan**

**Darryl Johnson**

**Bruce Morrison & Phi Phan**

**Scott Maclean**

**Rick Sokolowski**



- Also need a generic pamphlet regarding our profession
- Now we have a basic template to work with
- Rick to ask Manitoba for creation of generic pamphlet

**m) PHAC Interchange – Kurzac**

- Carla Troy sent up an interchange yearly, to go work with PHAC
- Stefane will be this year's interchange candidate
- Issue of back fill for Stefane
- Good learning opportunity, starts at the fiscal year

**New Business:**

**a) Finance update – Chong**

- Entered in an agreement with HRN, new accounting firm in B.C – to formalize the agreement
- Full audit in 2006- extremely professional

**b) Budget – Chong/ All**

- Budgeting; need to be aware of PHAC contracts
- Conference calling cost have risen due to Core Competencies project
- Cost of NEC meetings twice yearly
- Merchandizing
- Publication, distribution of French Translation and update
- Draft of the 2005-2006 budget to follow
- Money for the consultant Cronus

**c) Branch updates- verbal**

- **Steve Chong – B.C. Branch:** BC Branch conference held out of the lower mainland into Sun Peaks. Try to get bulk of membership up there, with bus transportation. AGM at the same time, Steve Chong will be stepping down as Branch President.
- **Bruce Morrison – Nova Scotia/ PEI Branch:** Successful annual general meeting, with lots of retirees. Interview with Cape Breton University. Good financial position after the conference. Premiere knew of Environmental Health Week.
- **Rick Sokolowski – Manitoba Branch:** Planning for education branch conference, still looking into funding. Hoping to have good representative there. Looking at a transfer from the ministry of conservation to health, for EHO to attend. New public health act was tabled in December, all acts are being reviewed. Rick has retired, but waiting around for the transfer part.
- **Ken Cross – Saskatchewan Branch:** Working on 2006 AEC, have new executive, archiving the minutes and putting onto disk. Environmental Health Week lots of media talk. Looking to update web page.
- **Darryl Johnson – Newfoundland/ Labrador Branch:** Bring up

**Steve Chong**



core competencies, PHAC is aware they are having the meeting. March 7 having social gathering to attract non-members. Try to bring up membership to 75%. Award program, to recognize people in the field of excellence. Good financial state

- **Phi Phan – Alberta Branch:** held AEC in fall, great success. Mandatory membership required by some employers, around 90-94%. Digital archiving, quoted at \$2,000 held off, hoping to come through still.
- **Tamela Carroll – New Brunswick Branch:** New department name Department of Health which is now separate. Director job opening, with mandated CIPHI membership for applicant. New Health Minister who is a lawyer. Hosting CWWA conference in April. AEC will be held in the fall.
- **Mike Duncan – Ontario Branch:** branch by-laws president elect position at AGM. Will partner with CHICA, which are members. Provincial conference held in Niagara Falls. Lots of review coming in from Sars, review of the whole system. No mandatory food handling, been in contact with Ron deBurger with his support. Article appeared in National Post Feb 11/06, will be providing a letter to the editor which will be sent out.

**d) CIPHI AEC 2005 update – Duncan**

- Attendance 350-450 people, including speakers
- Evaluations came back positive
- Budget will be ready mid march
- \$60,000-\$70,000 shared between National and Ontario Branch
- Hotel was a great expense \$130,000

**e) CIPHI AEC 2006 update – Cross**

- Education line in place
- 3 tracks, aboriginal affairs can go to the colleges
- Lots of speakers
- 6 students already registered from Cape Breton University
- Looking to keep Rogers for sponsors
- Sak. Branch like to hold 2013 AEC, waiting for formalized bid process.

**f) CIPHI AEC 2007 – Chong**

- Draft invitation entering a contract with Grand Okanogan
- Only hold 2 tracks- NEC will take care of third track
- Planning binder needs review
- Hope to see good turn out even though it's not in Vancouver

**g) AGM Preparation – Kurzac**

- AGM June 26, 2006 – AGM package preparation
- 60 days April 28 – Notices and nominations to members
- 90 days March 29 – Notice of motion/ nominations for president filed with CIPHI office

**Mike Duncan**

<ul style="list-style-type: none"> <li>▪ Check deadline – Victor to publish in newsletter</li> <li>▪ All motions to be filed with CIPHI by March</li> <li>▪ Add bottom line to certificate to say property of CIPHI</li> <li>▪ AGM package will have the same format as last year</li> <li>▪ Darryl to draft motion as chair of constitution &amp; by-law, requiring membership in CIPHI to maintain certification</li> <li>▪ Checking other organizations, drafts and send out feed back</li> <li>▪ Claudia to circulate nominations for president</li> </ul>	<p><b>Darryl Johnson</b></p> <p><b>Claudia Kurzac</b></p>
<p><b>h) CIPHI Merchandise – Carroll/ Lum</b></p> <ul style="list-style-type: none"> <li>▪ See February 17/06 minutes – dealt with yesterday</li> </ul> <p><b>i) CIPHI Promotion – seal/folders - Kurzac</b></p> <ul style="list-style-type: none"> <li>▪ Victor to design new folders with mission/ tag line</li> <li>▪ Victor to source out the company – offered \$1,000 to him</li> <li>▪ Contract under \$10,000 (\$1,000 for modules, \$3,000 for key core competencies, rest of money for website)</li> <li>▪ Phi Phan to design new letter head</li> <li>▪ Victor re-vamped seal and produce electronic file</li> </ul>	<p><b>Phi Phan</b></p>
<p><b>Motion to approve new seal</b>  <i>Moved by Tamela Carroll, second by Ken Cross. All in favor. Carried</i></p> <p><b>j) New committee: Publications &amp; Promotions – Kurzac/ Duncan</b></p> <ul style="list-style-type: none"> <li>▪ Claudia handed out NEC committee list with names</li> <li>▪ Open up the attendance to members at large/ executive members</li> <li>▪ Branch presidents to look for member volunteers</li> <li>▪ Promotion committee- updating and refreshing</li> </ul>	
<p><b>Motion to create promotion committee with Rick Sokolowski as chair</b>  <i>Moved by Bruce Morrison, second by Scott Maclean. All in favor. Carried</i></p> <ul style="list-style-type: none"> <li>▪ Claudia to update committee list and circulate, chart for website</li> </ul>	<p><b>Claudia Kurzac</b></p>
<p><b>k) Expanding the depth of CIPHI committees- Duncan</b></p> <ul style="list-style-type: none"> <li>▪ Looking for additional help from CIPHI members or other Branch executives, not limited to NEC</li> <li>▪ Branch presidents to get back to NEC, if anyone interested</li> </ul>	<p><b>All Branch Presidents</b></p>
<p><b>l) IFEH World congress 2006 &amp; council meeting – Kurzac</b></p> <ul style="list-style-type: none"> <li>▪ Held in Dublin, Ireland</li> <li>▪ 7 people to attend from Vancouver Coastal Health</li> <li>▪ Registration over \$1,000- VCH is funding</li> <li>▪ Promoting CIPHI and BC Branch</li> </ul>	
<p><b>m) Student &amp; CIPHI Senate participation at AEC's – Kurzac</b></p> <ul style="list-style-type: none"> <li>▪ Encourage the students to attend, want them to belong</li> <li>▪ Make sure students and retirees receive a full conference package at reduced rate</li> </ul> <p><b>CIPHI Booth – Kurzac / Sokolowski</b></p> <ul style="list-style-type: none"> <li>▪ At AEC have CIPHI booth to promote our organization</li> <li>▪ Have a planning coordinator – Rick Sokolowski to oversee as chair</li> </ul>	<p><b>Claudia Kurzac</b></p>





- Banner light display, application forms, position statements, laminated luggage cards, merchandize, and brochures. Make professional statement
- Pre-conference will meet to decide schedule for manning the booth
- Every branch president to put out business cards
- o) CIPHI Silent Auction donation at AEC's – Kurzac**
- Donate CIPHI merchandize
- Each branch to bring item/items to silent auction and donate to wine & cheese

**Motion for each branch to bring \$200 for both silent auction item and wine & cheese**

*Moved by Steve Chong second by Rick Sokolowski. All in favor. Carried*

**p) Succession planning – All**

- Notice of motion
- Change in constitution at AGM- needs endorsement from branches
- Addressed by end of March

**q) CWWA 12<sup>th</sup> National conference sponsorship & booth**

- Held in St. Johns, New Brunswick
- Scott Maclean will attend
- See what they are sponsoring for SK AEC 2006, to match sponsorship
- Branches to give something for a giveaway
- Have email vote to decide

**r) Degree credential name – Chong**

- Came up at the branch level
- B-Tech issued with BCIT, and Cape Breton University
- NEC to come up with a position statement
- Letter with the credential list for the name change
- Should be standardized nationally

**s) Healthy Indoors Partnership- CIPHI participation on Education and Outreach committee – Kurzac**

- Not a priority – not enough research into it

**t) National Public Health Hero Award**

- Victor has the nomination forms
- David Patterson – nomination CPH award
- Victor to phone Jim Pattin for approval

**u) Perogy Police in Alberta**

- Article published in paper
- Phi Phan to send out electronic copy of the article
- Branch responded with a commentary
- Press release 9 big papers went out on Thursday Feb 16/06

**v) Branch Insurance**

- Insurance policies have been paid; Branches need to be billed

**w) Corporate membership CHICA**

- CIPHI receptacle membership

Phi Phan



- Hand washing campaign- mainly nurses, acute side
- Maybe just the Ontario branch to exchange corporate membership
- Will not explore this

**x) French Inspectors**

- There is a process for anyone applying
- All policies are in place
- Structure of BC is the practicum is in with the school program
- Daniel to respond to the candidate in French

**y) In Camera**

**Meeting adjourned 16:55**