

NEC Teleconference

March 17 , 2017 9:00 am Pacific time

Dial: 1-866-613-5223
Participant Code: 3856647

Approved MINUTES

NEC Members: Ann Thomas (President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Ali Rana (MB President), Sara Baird (NS/PEI President), Dale Chen (BC President); Raymond Ramdayal (ON President); Nina van der Pluijm (NB President); Gregory Barrett (NL President)

Guests: Tony Thepsouvahn (Chair BOC); Keir Cordner (Chair COPE), John Cannan (President Elect ON)

Minute Taker: Kari Engele-Carter

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

#	Item	Discussion	Action	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions *			
2.02	Minutes Approval *	Approval of February 4-5 2017 Minutes Motion to Approve: Ray Seconded by: Gregory Motion Carried.		
2.03	NEC Outstanding Action Items *	Review Action Items dated March 2017 circulated with the draft agenda. Updates provided by NEC for Action Items list dated March 2017. Action Item –Thomas to inform NCCEH of NEC decision to not collaborate in proposed discussion forum to be hosted on NCCEH webpage. Motion-Matthew Glover to be named as NL representative for CoPE. Moved by: Gregory Seconded by: Sarah Motion carried		

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3	Old Business			
3.01	Invite to NEHA AEC	<p>Cost breakdown for President to attend in Grande Rapids Michigan:</p> <ul style="list-style-type: none"> • Flight and 3 nights hotel \$1620 • Taxi Airport RTN \$80 • Airport Parking \$60 • Meals –some included <p>Hidden cost – reciprocation of free registration for NEHA President in Richmond ---</p> <p>Motion to support President to attend NEHA AEC in Grand Rapids at cost of approximately. \$2000. Moved by: Kari Seconded by: Nina Motion carried.</p>		
3.02	Status of New Code of Ethics	<p>Discussion was held in regards to need for a membership review of the updates to the Code of Ethics which is final draft form. The revision will be familiar to members as it is based on the Code of Ethics developed by CoPE which is posted on the MSC member renewal site. The intent is that the revised code will replace all previous codes and cover all arms of CIPHI.</p> <p>Motion: Distribute to all members a summary of principals of draft code of ethics. Message to include information on the amalgamation of CIPHI and CoPE codes and provide positive messaging as to the benefits. Message will also indicate the final version of the Code of Ethics will be communicated to members by May 1st. Moved by: Nina Seconded by: Kari Motion carried</p> <p>Presidents can send update individually to members and request feedback at their discretion.</p>	Draft message for Presidents to forward to members regarding update to Code of Ethics.	Ann

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3.03	CoPE Remediation Issues	<p>Identify NEC/CoPE dependencies and establish communication time lines</p> <p>Identify who owns what appeal processes in regards to revoking certification</p>	deferred	
4	New Business			
4.01	Communication to April CPHI (C)*	<p>Discussion documents circulated with agenda.</p> <p>1. There was discussion as to the date by which CPHI (C)s who are affected by the mandatory membership requirement must commence to hold a regular membership in CIPHI.</p> <p>Motion: Persons certified as CPHI (C) after January 1, 2017 must maintain an on-going regular membership in CIPHI effective January 1st of the calendar year following the year of certification Moved by: Ann Seconded by: Dale Motion carried</p> <p>2. Discussion held about the value of establishing a cut-off date for renewal of CIPHI membership for all members. Currently renewals are accepted up to the end of the calendar year. There was no interest in having two renewal streams for voluntary and mandatory members depending on certification date. As mandatory membership is a new process is it difficult to predict what issues we may be faced with. It was suggested we remain with the status quo and monitor the outcome of 2018 membership renewals.</p> <p>Discussion around reminder to renew will be moved to Jan31st as opposed to the current April 1st date. More aggressive messaging to encourage renewal prior to Mar 31st will be initiated.</p>		

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#	Item	Discussion	Action	Lead
		<p>Communication to members to renew by January 31st also aligns with date for PDH entry deadline..</p> <p>3. Discussion was held on the need to make the requirements for mandatory membership clear to new CPHI (C)s following April 2017 exam. The messaging provided by office will be revised to reflect change. Ann will work with the office to make sure these documents are prepared in advance. The key documents are:</p> <ul style="list-style-type: none"> • DRAFT 2017 New CPHI(C) FAQ • DRAFT email to NEW CPHI(C) • MEMBERSHIP REQUIREMENT FOR MAINTAINING A CERTIFICATE IN PUBLIC HEALTH INSPECTION <p>Note – NEC goal is to ensure clarity of requirements around auditing/participation in CPC program. Student membership category is not required to participate in CPC Program.</p>	Send comments to Ann by March 24 in regards to the 3 key communication documents for new CPHIs	NEC / Keir / Tony T
4.02	Code of Conduct	Update on disciplinary process	Deferred	Ray
4.03	Membership Benefit	Good Life Gym membership opportunity	Deferred	John Cannan
4.04	Mileage/Reimbursements by Branches	Scan of reimbursements for mileage by Branch Branch reimbursement varies by jurisdiction, but generally follows CRA		Ray
4.05	Electronic AGM Update	May be dealt with by e-mail by Dale.	Deferred	Dale
4.06	MSC Review Update	May be dealt with by e-mail by Dale	Deferred	Dale
5	Next Meeting			
5.01	April 21 2017			
6	Meeting Adjourned 10:37am PST			

