

MINUTES
CIPHI National Executive Council
 Sheraton Vancouver Airport Hotel
 Richmond Meeting Room E

FRIDAY NOVEMBER 3RD 2017
8:30AM – 5:00PM

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

Guests: John Cannan (ON President Elect); Gordon Moseley (BC President Elect)

#	Item	Discussion	Action	Lead
	D - indicates a document was circulated prior to meeting			
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions			
2.02	Minutes approval/corrections	Motion: To approve October 20 th 2017 teleconference minutes Moved by: Nina van der Pluijm Seconded by: Raymond Ramdayal Motion Carried (Unanimous)		
3	New Business			
3.01	2017 AGM Preparation	<ul style="list-style-type: none"> • Review of Agenda • Kevin will collect proxy forms and verify membership and organize voting cards • Scrutineers - Gordon Mosely and John Cannan volunteered • Sergeant at Arms – will be appointed at meeting • Parliamentarian – Dale will ask Gary Tam • Assistance with projector during meeting- Sara Baird 		

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		<ul style="list-style-type: none"> Minute taker- Kari Engele Carter 		
3.02	AEC - Roles of NEC	<ul style="list-style-type: none"> Welcome address (Ann and Dale) Awards luncheon (Kari) 		
3.03	Awards	<p>All award nominations were voted by NEC prior to the face-to-face meeting:</p> <ul style="list-style-type: none"> Alex Cross –Cathy Egan Alexander officer – SEHIP Task Group Environmental Health Review – Sharon Williams Honorary Member- Dr. Patricia Daly (AGM vote) Life Member- Kenneth Lorne Christian (AGM vote) President’s – Craig Nowakowski 		
3.04	IFEH World Academic Conference	<p>Report from IFEH rep on the Jamaica conference and meetings</p> <ul style="list-style-type: none"> Ray attended on behalf of CIPHI. Ray received lots of good feedback on the work that CIPHI has done to date with these organizations. There were lots of good presentations on “one health”. Responding across borders, internationally. We should continue to network with NEHA and IFEH, these organizations have a high regard for CPHI(C) credentials. NEC agrees that these organizations are important parts of our network. <p>MOTION: To invite the President of NEHA (or their representative) to the next CIPHI AEC and for NEC to cover the cost of a full registration. Moved by Ann Seconded by Ray Motion Carried (Unanimous)</p>		

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3.05	Professional Conduct Complaint Process	<p>There are similarities in this piece of work with the work that CoPE is currently working on in regards to pdf audits and remediation.</p> <ul style="list-style-type: none"> • Thomas still has the file associated with this piece of work. Ali will compile the documents available. • Many of the conditions listed in the Code of Ethics are similar to employment conditions / conduct. Discussion on what breach of ethics can be addressed by CIPHI. • Discussion re: seeking a legal opinion on what CIPHI's next steps should re: receiving complaints related to the Code of Ethics. 	<p>Send draft flowchart to Ann</p> <p>Seek legal opinion on potential scope of investigations options available to CIPHI</p>	<p>Ali Rana</p> <p>Ann</p>
3.06	CIPHI Credential in Legislation	<p>Discussion re: Ontario Regulation 566 Proposed Revision to Remove CPHI (C) designation as a qualification</p> <p>MOTION: that all Branches across Canada advocates on behalf of CIPHI Ontario and all CPHI(C) that they oppose the amendments to On Reg 566 by Nov the 8th by sending a letter via email to the address provided by Ray. Moved by Ray Seconded by: Sara Motion Carried (Unanimous)</p> <p>MOTION: That CIPHI National President sends a letter opposing the amendment to On Reg 566. Moved by Ray Seconded by Evelien Motion Carried (Unanimous)</p> <p>NB Health Legislation Amendment</p> <p>MOTION: that all Branches and National President submit to the NB consultation email address (provided by Nina) expressing their Branch's support of the new <i>Public Health Inspector Certification Regulation – Public Health Act</i> for NB. Moved by Nina</p>	<p>All Presidents Send letter by Nov 8th</p> <p>Ann Send letter by Nov 8th</p> <p>All Presidents Send letter by Nov 22nd.</p>	<p>All NEC</p> <p>Ann</p> <p>All NEC</p>

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		Seconded by Sara Motion Carried (Unanimous)		
3.07	2018 AEC	Discussion regarding: <ul style="list-style-type: none"> • Having National Educational Conferences every second year. Barriers were discussed such as competing for vendors at Branch vs National, ensuring volunteer time (employer support for resources) • What is the purpose of hosting AEC? Revenue vs. focus on having the most members receiving education? • Having a national planning committee and using National office for venue planning, sponsors, etc. Would have to consider cost of office service. 	Draft a discussion paper with options for future conferences Sask Branch will take back to consider with a national approach to provide assistance	Kari/ Gord Kevin
3.08	Electronic AGM	Update on exploring options for hosting an electronic AGM <ul style="list-style-type: none"> • Would need to consider what options we want. Ex: multiple people in one room vs. each at one computer (for voting purposes). It would be easiest to have each person have a unique code each on a computer. • Separating voting vs non-voting members will cause some challenges. There may need to be some manual functions to only allow members to vote. • Would also need to ensure that the platform which is used is compatible to most security environments of where the members are located. 	Continue to follow-up options for future electronic AGM.	Dale

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		<ul style="list-style-type: none"> One option might be to have two licences for the software so you can run two sessions at the same time so that you have non-voting and voting on separate sessions. 		
3.09	Awards NOP D	<p>Review of policy amendments (circulated prior to meeting)</p> <p>MOTION: move to approve the amendments to the Awards Policy NOP #1 as discussed.</p> <p>Moved by Nina Seconded by Kari Motion Carried (Unanimous)</p>	<p>Accept track change and finalize the policy and send to Ann.</p> <p>Send to office to update using the new template</p>	<p>Nina</p> <p>Ann</p>
3.10	CIPHI Governance	<ul style="list-style-type: none"> Review of Terms of Office of NEC Members BC -Dale – Nov 2017, Gordon 2019 AB- Evelien May 2019 SK – Kevin – Fall 2019 MB – Ali – Oct 2018 ON – Ray – Fall 2018 NB – Nina – Fall 2018 NS/PEI - Sarah –Fall 2018 NL - Gregory - Fall 2018 	Assignment of Committee portfolios at December conf call	Ann
3.11	Practice Credits Liquor Inspector D	<p>Requested to provide feedback to CoPE on professional practice credits for BC Liquor Inspector job description</p> <ul style="list-style-type: none"> Agreement that this job description does not meet the criteria and member should submit the “non-practicing” form. 	Advise CoPE	Ann
Adjournment Day 1				

National Executive Council
November 3-4th, 2017

MINUTES
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Richmond Meeting Room E

Saturday November 4th 2017
8:30AM – 5:00PM

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

Guests: John Cannan (ON President Elect); Gordon Moseley (BC President Elect); Keir Cordner (CoPE); Bonnie Lambie (MPS Office Service)

#	Item	Discussion	Action	Lead
	Welcome & Roll Call			Ann Thomas
	Agenda			
	Agenda approval/additions	Check in from Day 1		Ann Thomas
3.0	New Business continued			
3.12	Employer Engagement D	<p>Miller Thomson jurisdiction review and legal opinion re: how to improve language in provincial legislation pertaining to appointment or designation of CIPHI (C) as a qualification. Term “suspension” is ok for CIPHI policy, term “active” vs “inactive/ (suspended), is perhaps better for legislative documents.</p> <p>Discussion on how to develop a strategic plan in each province to engage employers in mandatory membership implementation</p>		

National Executive Council
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		<p>Suggested the May 2017 QA be update to be used as an attachment for a common BN</p> <p>Branches will use the common BN (and if needed the Power Point deck and BN on “who is CIPHI” previously shared by Nina- with each Branch info) to meet with governments to open the discussion to inform them of what CIPHI is doing and how it will benefit the employer.</p> <p>Importance of Branches to take on this work to strengthen partnership with employers in each province to hear their concerns about this initiative so we can improve the process.</p>	<p>Update the May 2017 QA from ASPHIO meeting</p> <p>Send draft to Nina</p> <p>Develop a common BN for Branches & share with NEC for feedback</p> <p>Identify a plan on how the branch will engage employer representatives and who those persons will be.</p>	<p>Ray/Ann (by Nov 24th)</p> <p>Ann/ Ray (by Nov 24th)</p> <p>Nina (by Dec 14th)</p> <p>NEC members (by Dec 14th)</p>
3.13	Train Can Contract for On-Line Risk Assessment Course D	<p>Discussion and decision on how to proceed with this initiative</p> <ul style="list-style-type: none"> • Met with Jim to clarify launch date but still outstanding issues to be resolved • CIPHI needs to find “evaluators/ moderators” for the program (Dale, John and Eveline volunteered as moderators) • Question arose if evaluators could submit this work for pdhs 	<p>Discuss with Train Can (Jim K) during AEC</p> <p>Check with CoPE</p>	<p>Kari/ Ann</p> <p>Kari</p>

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3.14	Voluntary and Mandatory Membership Process Policy D	National office staff joined the NEC for this meeting (Karlina and Bonnie). <ul style="list-style-type: none"> Review of flow charts for Requirements for Membership Discussed the NEC does not need to be informed of personal information re: the process. The link should be with the National President and the office. 	Revise flowchart based on discussion and recirculate	Ann
Networking Lunch with BOC, CoPE, EHFC				
3.15	Draft Appeal Policy D	Review of Draft policy re: loss of membership and certification <ul style="list-style-type: none"> Discussion re: clarity of which policy (CoPE, NEC, BOC) is for which part of the process (could clarify via policy title) Question re: authority to set fees for the appeal processes. 	Verify fee authority	Ann
3.16	Code of Conduct for CIPHI Boards Members	Discussion re: need for a code of conduct for CIPHI volunteers <ul style="list-style-type: none"> Ontario shared a draft Executive Code of Conduct General agreement that this would be a useful document 	Electronic copy will get sent to NEC To get feedback from Branch Executive back to Ray	Ray NEC members
3.17	Meeting with CoPE	NEC voluntary and mandatory membership process policy was discussed in conjunction with the draft CoPe audit remediation documents. <ul style="list-style-type: none"> Feedback will be used to revise these documents for further consultation. Draft appeal process documents were also reviewed. <ul style="list-style-type: none"> Consensus that the CoPE audit process needs an appeal process separate from one related to loss of membership or suspension of certification. Further legal clarification will be provided 	Seek further legal review of appeal processes	Ann
4.0	Summary of Action Items/Next Steps			
4.01	Next face to face NEC meeting	April 14/15, 2018 in Toronto	Confirm location	Ann/Office
5.0	Adjournment Day 2 @5:45 pm moved by Nina, seconded by Kari			