

NEC Teleconference

June 14th, 2018 9:00 am Pacific time

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

Draft Minutes

NEC Members: Ann Thomas (President); Kari Engele-Carter (President Elect); Geoffrey Tomko (AB President); Ali Rana (MB President); Sara Baird (NS/PEI President); Gordon Moseley (BC President); Raymond Ramdayal (ON President); Kevin Kapell (SK President); Shaun Crawley (NB President)

Guests: Pam Scharfe, Jenny Brown; John Cannan

Regrets: Gregory Barrett

Minute Taker: Kevin Kapell

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 *	<p>Approval May 2018 NEC Meeting Minutes</p> <p>No changes</p> <p>Motion to accept minutes as circulated: Moved by Ann Thomas Seconded by- Raymond Ramdayal Motion Carried</p>		
2.03	NEC Action Items List*	<p>Confirmation of action items status</p> <ul style="list-style-type: none"> Under EPHW- put Geoff's name on the lead for this action item 		

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3				
4				
4.01	BOC	No Report		
4.02	CoPE	<p>Confirmed receipt of re-draft of Progressive Compliance Model submitted by CoPE</p> <ul style="list-style-type: none"> • Ann and Kari reviewing this. They will put out to NEC for review. Have appeared to have addressed all issues that were raised by NEC. • All NEC members to review and comment once received from Ann. 		
4.03	EHFC	No report		
5	Old Business			
5.01	AEC 2018	<p>Update from co-chairs</p> <ul style="list-style-type: none"> • Registration has been open for a while. All applications and prices on national site. Registration notification sent out through list serve. Requested that Branch presidents also share with members • Draft agenda should be available soon. • Social night- venues set up (axe throwing, escape room). Comedian for President's banquet. Opening night lower key this year • IT a work in progress. • Bios for speakers will be made available soon • Social media being used for information dissemination as well as the national website. • Sponsorship going well • Speaker program looks good • Will be looking for additional volunteers (registration table etc.) for on the ground in Saskatoon • Should have sponsorship numbers etc. by next meeting • 		

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5.02	Electronic AGM	<p>Updates re: pilot at AGM 2018</p> <ul style="list-style-type: none"> • Looked into options from different online companies (Skype for business etc.). Most cost effective would be Google. Capacity for larger conference calling. This option looks like it will work and won't cost additional money. Will put some options in writing to provide to NEC. • Question was raised as to how strict is CIPHI re: proving that persons on the line are the members they are supposed to be. • Response- NEC feels that it is vital that the individual is a member. Don't want to be open to complaints due to process not being followed with voting. This has been identified as a vital issue throughout the discussions of an electronic AGM and the consensus is that we need to be able to confirm a member is a member. • Question: Could we do a pre-register and provide an individual code or identifier and have them sign in using that? Geoff did look into this. Doing it like this is costly but may be able to find a pared down version that would be less costly. Geoff will look into it further. 		
5.03	NEC Committee Terms of Reference	<p>Reassignment of TOR action Item</p> <ul style="list-style-type: none"> • Some draft TORs have been submitted. • Some confusion as to why these are needed if there are NOPs and don't want to duplicate the NOP's. Ann will try and bring these TOR's together in the fall and get some consistency with these documents. 	Complete TOR's by end of 2018	Ann

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5.04	2017 Financial Statement	<p>Final discussion and call for motion to approve</p> <ul style="list-style-type: none"> • Ann opened the floor for discussion. • No comments/questions from the floor <p>Motion: The NEC approve the CIPHI Financial Statements Dec. 31, 2017 (Unaudited) received from office on June 1 2018.</p> <p>Moved by: Kari Engele-Carter Secunder: Geoff Tomko Motion Carried</p>	Notify office of NEC approval of the financial statement	Ann
5.05	Audit Appeal Policy	<p>Ann just received response from lawyer. Very helpful and positive overall.</p> <ul style="list-style-type: none"> • Flow chart around maintaining membership- one for certification pre-2017 and one for certification after 2017. Thought they were both clear and concise • Regarding the Progressive Compliance Model (PCM) and audit cycle - some suggestions made. These changes will be incorporated prior to next draaft being sent out for review. • Audit Appeal policy- great feedback for this on correct language that should be used. These suggestions will be incorporated by Ann and then sent out for review. • Overall on the right the track. Lawyer has offered to do a final/more detailed review once there is a final draft. • Publishing the suspended certificate numbers on webpage- lawyer has provided some advice for our consideration. Will be followed up on. • More discussion on this will occur. 	Incorporate all changes to the PCM and appeal policy and circulate for review with legal opinion.	Ann/Kari
6	New Business			
6.01	Google Drive	<ul style="list-style-type: none"> • Discussion on use and management of drive (see G. Tomko e-mail of May 10th) • Deferred. No objections from the group. Would like to have more time to spend on discussing this. 	Defer to July mtg	

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6.02	National Salary Survey	<p>Pam Scharfe provide the following updates which were circulated prior to the meeting along with a draft of the survey.</p> <ul style="list-style-type: none"> • This survey built on a survey initiated by BC President Gordon Moseley earlier this year. Initial survey did not include benefits and the information was not provided for all provinces and territories. • Ken Gorman and Ralph Stanley, ON Branch members assisted with this survey. • The main goal was to obtain information from the province Ontario as only one health department/unit provided information back in 2012. • The province of ON now has 35 health departments/units (down from 36 in 2012). • The hope was to obtain a 100% response rate and to date there has been a 74% (26 of 35) response rate. There is one last push on to try and survey the remaining 9 health departments. Missing information from other provinces also being pursued Gordon can help provide some information for territory contacts if necessary. <p>Review of the draft survey format was provided by Pam.</p> <ul style="list-style-type: none"> • Next steps- looking for comments from NEC on formatting or any other additional information from a particular province. • NEC wishes to have this wrapped up soon and if in the end we cannot get all the information that will be fine. Would be good to have for the AGM for discussion. 	NEC to review the Salary Survey and provide comments to Pam by June 22, 2018	All NEC
6.03	Request for Letter of Support FNIB	Discussed request for letter of support to FNIB re: on-going education	Draft Letter	Ann

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		for EHOs <ul style="list-style-type: none"> • FNIB wanted to confirm CIPHI requirements are for ongoing education • Would like to include CIPHI requirements in their position paper to strengthen their argument for ongoing education • Would like a letter from CIPHI stating that CIPHI supports ongoing education of EHO's. • No objections to providing a letter of support were raised 	and circulate for comment	
6.04	EPHW	Update on EPHW <ul style="list-style-type: none"> • Had a good discussion with a FNIB EHO regarding advocacy opportunities to promote work of EHO/PHI to avoid confusion with roles of other disciplines with similar job titles. • EPHW meetings have been occurring and theme is in line with AEC theme. Artist working on poster etc. Letters have been drafted. • Would be good to get the letters and other material out sooner rather than later. Consensus that once the wording on the French/English letters is done, get the letters out. Geoff will consult with Gregory on this. • Looking at using the advocacy committee to assist with the roll out of EPHW and to perhaps to do something a bit different this year. 	Send Geoff a finished presidents message for EPHW	Ann
7	Next Meeting			
7.01	July 20th	<ul style="list-style-type: none"> • To be confirmed 	Advice Ann if you are unable to attend July 20 th	
8	Meeting Adjourned Adjourned at 10:20am Pacific Time			