

NEC Teleconference

October 18, 2019 9:00 am Pacific time

Minutes

NEC Members: Kari Engele-Carter (President); Ann Thomas (Past President); Casey Neathway (BC President); Meaghen Allen (AB President) (joined meeting at 9:14 am); Kevin Kapell (SK President); Natalie Lowdon (MB President); John Cannan (ON President); Vanessa Nickelo (NS/PEI President); Tammy McDonald (NL President)

Guests: Ian Harrison (BOC Chair), Pam Scharfe (EHFC Chair), Jenny Brown (CoPE), Bradford Giesbrecht (SK Rep), Lisa Fortuna

Regrets: Shawn Crawley (NC President)

Minute Taker: Ann Thomas

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

#	Item	Discussion	Action	Lead
1	Welcome & Roll Call			
2	NEC In Camera Session		9:00-9:30am	Kari
3	Agenda & Minutes		9:30am	
3.01	Agenda approval/additions *	Add 6.07 Progressive Enforcement Cycle Presentation MB		
3.02	Minutes Approval *	<p>Motion: Approved NEC meeting minutes of September 2019 as circulated</p> <p>No discussion</p> <p>Moved by: Ann Thomas Seconded by: Casey Neathway</p> <p>All in favour</p> <p>Motion Carried</p>		
3.03	NEC Action Items	Call for updates to NEC Action Items List	Update list	Kari

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4	Electronic Motions			
4.01	CIPHI Crest	<p>September 24, 2019. Motion to provide a cheque in the amount of the \$1,000 that we received from Purolator in compensation for the lost crest to Igor Sekopet.</p> <p>Moved by Kevin. Seconded by Casey. All in favor. Motion carried</p>		
4.02	2020 AEC additional seed money	<p>September 26, 2019. Motion to provide \$20,000 additional seed money to the 2020 AEC committee.</p> <p>Moved by John Cannan. Seconded by Natalie Lowdon. All in favour. Motion carried.</p>		
4.03	Motion to Appoint President Elect	<p>October 16th, 2019 Motion to appoint President Elect</p> <p>Whereas</p> <ul style="list-style-type: none"> • The position of CIPHI President Elect has been vacant for 3.5 months and • No nominations or intentions to run for office have been received prior to the last AGM and • There are provisions in 2 sections of the bylaw for the directors to appoint a person to this office and • A precedent has been set where a vacancy in office has been filled by appointment in the past and • A CIPHI member who is also a current member of the National Executive Council has indicated his interest in standing for this office and • It is in the best interests of the Corporation to fill this vacancy as soon as possible 		

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		<p>Be it resolved: Kevin Kapell be appointed by the directors of the Corporation (National Executive Council) to the position of CIPHI National President Elect effective October 30, 2019 and that this appointment will remain in effect until January 1st, 2021 at which time Kevin will assume the role of National President.</p> <p>Moved by: Kari Engele-Carter Seconded by: Vanessa Nickelo</p> <p>All In favour Motion Carried</p>		
5	Corporate Reports			
5.01	BOC	<p>Ian spoke to the difficulty of accurately predicting budget costs in December to send members to the AEC when the final conference details are not available. Kari indicated there would be an effort to release info as soon as it was available.</p> <p>Current workload of BOC is focused on:</p> <ul style="list-style-type: none"> • Upcoming exam • Reassessment of exam process • Changes to practicum rubric that was piloted in BC this year • International credential review project 		
5.02	CoPE	<p>Jenny provided the perspective of the revision of the membership criteria in the CoPE regulation. CoPE wants some flexibility to determine where members are drawn from to a maximum of 15 members. NEC is ok with the overall number of members being 15 but feels there has to be clear parameters as to who is appointed to the board. NEC will draft some wording and discuss with Jenny so this issue can be resolved.</p> <p>There were some questions regarding the reinstatement of membership process including the role of the NEC. NOP 25 addresses the process but it was acknowledged that there is work to be done with the office on the administration of this policy.</p>	Kari and Ann will work on some suggested wording re: membership for Karo to discuss with Jenny.	Kari/Ann/Jenny

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		CoPE is considering the issue of what, if any, documentation they should be asking for from persons who self report they qualify for PDH reductions due to extended leave such as medical, maternity, disability. Due to privacy issues and other administrative considerations this has been sent for a legal opinion as to what CIPHI can reasonably request from members.		
5.03	EHFC	The governance committee will be meeting in near future to draft some wording in their bylaws regarding NEC appointees to EHFC The EHFC Governance Committee will be preparing a draft Terms of Reference for NEC appointees to the EHFC Board, for discussion at the Nov. 15th NEC meeting		
6	Old Business			
6.01	AEC 2019	There was a good response in numbers of surveys returned. The results have been posted on the G drive The final budget numbers are pending but initial results indicate that a profit was realized which will be split 50/50 with NS/PEI Branch and CIPHI National. This exceeded our goal of breaking even and is a positive indicator for future conferences.		
6.02	AEC 2020	Block of rooms will be available this November as well as the early-early bird registration that the NEC will be taking advantage of. Conference dates are October 4-7 th 2020		
6.03	Environmental Public Health Week	Summary of 2019 was provided by Casey. The year's events were considered a great success . Good feedback received on some things that can be adjusted or improved upon next year and the organizers appreciated hearing these suggestions.		
6.04	Code of Conduct NOP	This is still in progress but is down to one last issue regarding the complaint process. Ann is hopeful this will be resolved soon and stressed this is an important piece so getting it right will pay off if we need to implement it.		
6.05	NOP #13 Conflict of Interest	This document has not been circulated to BOC, CoPE and EHFC yet as the same issue re: complaint process in Code of Conduct		

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		policy needs to be resolved. These 2 policies need to be consistent.		
6.06	RBI Course	The call on September 26 th was productive. It appears that the Public Health Ontario is willing to support a revised version of this course. The issue of who owns the rights to the material is being worked out between CIPHI and BC Centre for Disease Control and there is a call on October 25 th to resolve this issue.		
6.07	Progressive Compliance Cycle Presentation	The presentation was held in Manitoba by Natalie Lowdon (NEC) and Lorelle Pegus (CoPE). Updates were made to presentation speaking notes.	Update Gdrive copy of presentation	Natalie
7	New Business			
7.01	Committee reappointments (BOC/CoPE)	Kari confirmed that both the BOC and CoPE are in support of reappointments to the boards coming to the NEC for approval as per the initial appointments. This needs to be reflected in all the regulations and bylaws that govern all CIPHI boards.	Review regulations and by-laws to establish re-appointment of board members by NEC	Chairs of NEC, CoPE, BOC, EHFC
7.02	CIPHI Banner policy	Deferred to November NEC Meeting		
7.03	CIPHI crest policy	Deferred to November NEC Meeting		
7.04	AEC expectations/planning binder	Deferred to November NEC Meeting		
7.05	Release of certification/membership status to third party – NOP #2	Deferred to November NEC Meeting		
7.06	January Face-To-Face meeting	Confirmed meeting is January 11 th 8am-5pm and January 12 th 8am-4pm in Victoria, BC Working with office on venue – details to be shared at Nov meeting		
8	Next Meeting			
8.01	November 15, 2019 9am PST			