



Canadian Institute of Public Health Inspectors
NEC Teleconference
September 18, 2020



Institut canadien des inspecteurs en santé publique

Google Hangouts

Approved Minutes

NEC Members: Kari Engele-Carter (President); Kevin Kapell (President Elect); Casey Neathway (BC President); Meaghen Allen (AB President); Brad Giesbrecht (SK President); Natalie Lowdon (MB President); John Cannan (ON President); Shaun Crawley (NB President); Vanessa Nickelo (NS/PEI President); Tammy McDonald (NL President)

Guests: Lorelle Pegus (CoPE Chair); Valarie Jackson (MB Pres-Elect), Lisa Fortuna (ON Pres-Elect)

Regrets: Ian Harrison (BOC Chair)

Minute Taker: Kevin Kapell

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

#	Item	Outcome	Action	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions *			
2.02	Minutes Approval *	Approval of July 17, 2020 minutes Moved by: Casey Seconded by: Vanessa Motion Carried Approval of August 2020 minutes Moved by: John Seconded by: Casey Motion Carried		
2.03	NEC Action Items *	No action items update.		
3	Electronic Motions			

4	Corporate Reports		
4.01	BOC *	<ul style="list-style-type: none"> • Exam held on Sept. 17. Day went well. • <i>BOC Policy 8: Requirements for foreign trained environmental public health professionals seeking CPHI(C) designation</i> provided to NEC for review. Some questions sent back to BOC. 	
4.02	CoPE	<ul style="list-style-type: none"> • Information forwarded via email to members with PDH fails and auto-fails on September 2nd; Email bounceback resulted in mailing of information to members. 278 auto-fails and 5 audit fails for 2019 entry year • Office experienced many phone calls; Email correspondence will be requested on emails to members next year. • PDH entry form will be included as attachment to appeal form next year (from NOP 25) • CoPE is answering general CoPE/PDH questions. • Forward members to the office for audit related questions. Office answering general inquiry questions • Lorelle/Kari are working with office to draft responses to other inquiries; Ongoing working list of scenarios on shared drive for record and learnings for next year • Ongoing information about CPC Program/ PDH entry via listserv, member emails, social media. • No reduction in required PDH hours due to pandemic but allowances to claim covid related work for PDHs. Many members are inquiring about a break on 2020 entry requirements. CIPHI office will send out another email advising what COVID related activities are eligible. • CoPE is working on technical review of audit process • Multiple issues with declaration of reduced hours. Declaration is now online and easy to fill out. CoPE will send information out as a reminder. • 6 appeals received to date. 30 window to submit appeals to the office. Issues will be itemized and changes implemented as needed. 	
4.03	EHFC	<ul style="list-style-type: none"> • No update 	
5	Old Business		
5.01	AEC 2021	<ul style="list-style-type: none"> • No Update 	

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5.02	National AGM 2020	<ul style="list-style-type: none"> • 2020 will be virtual. Proposal to have Kari, Casey and Kevin in the same room as this may help support with the first virtual only meeting. This would require, likely, for Casey to come to Saskatoon and the three meet together. Would be dependent on COVID. • Pre-registration proposed. Fillable PDF registration form should be ready to go by next week. If there are 3 computers in the same room, we should be able to use 3 separate google meets as we can use multiple google meets at one time. If it's possible for people to meet in a group, this would be the preference. • AGM report has been circulated. 		
5.03	CIPHI National Awards	<ul style="list-style-type: none"> • One nomination for 2020 awards to date. Shaun has sent an email to Tim as National Historian for an updated 50 year membership list. Shaun will circulate for NEC to confirmation calls to indicated members. • Email will be sent through listserv regarding a reminder to members of the deadline October 1. • Presidents are requested to remind members of awards deadline once listserv email is circulated. 		
5.04	Advocacy Project	<ul style="list-style-type: none"> • \$2000 proposed budget for EPHW and a project has been developed and is being distributed. • Social media presence has increased substantially. BTCG also connecting CIPHI with partners/employers/governments across Canada • More presentations coming for the next phase. BTCG will do some public testing with the proposed campaigns to see which is preferred by the public and they want to do this before the webinar meetings with members so these are more focused. Roll out will be at a time when there are not other competing interests (US election etc.). • ISC has approached CIPHI to collaborate on advocacy campaign on recruitment and retention. 	Connect with ISC re: advocacy	Casey/ Kari
5.05	Environmental Public Health Week 2020	<ul style="list-style-type: none"> • EPHW campaign was successful according to positive early feedback. BTCG project went smoothly. NEC should consider 		

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		having a running budget line for future EPHW to access BTCCG in the future.		
5.06	MBA Capstone Project*	<ul style="list-style-type: none"> ● Presentation by Gary Tam on Sept. 11, 2020. PPT was distributed. All should read his work. ● Some highlights: <ul style="list-style-type: none"> ○ Building leadership capacity ○ Delegating some of the work away from the board. Trying to have active committees that aren't populated solely by NEC members. ○ Governance restructure. Moving from working board to policy board ○ Increase revenue ● Gary could provide further clarification <ul style="list-style-type: none"> ○ 	Explore options with legal for governance changes	Kari
5.07	Educational opportunities for members - listing	<ul style="list-style-type: none"> ● General update and discussion ● Proposed circulating email CoPE listings as a reminder to members, but many opportunities are not listed on posting. Discussed a monthly social media post for opportunities listing. ● Suggestion for additional education links on our webpage. ● NEC discussed engaging PHIs/EHOs to provide and record presentations that can be made available. ● Lorelle suggested crosscheck with CoPE prior to live page to ensure the list contains appropriate education opportunities that qualify for PDH's. Lorelle to assist with quick CoPE processing approval time and assist with process to move forward quickly with listing. 	<p>Education Committee to explore website listings.</p> <p>Plan to explore recorded educational sessions</p>	Tammy
5.08	Code of Conduct Declarations	<ul style="list-style-type: none"> ● One outstanding NEC declaration to be submitted. ● Lorelle indicated CoPE has set a deadline and only 3 outstanding. ● Kari to connect with Ian re: BOC declarations ● Brad to follow up with EHFC declarations 	Follow up on outstanding declaration submissions	Kari/ Brad
6	New Business			

Commented [1]: Kari to connect with Ian re: BOC declarations @president@ciphi.ca
Assigned to Kevin Kapell

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6.01	Social Media Manager ToR	<ul style="list-style-type: none"> • Vanessa has replaced Greg as social media manager. • ToR sent to Vanessa for review. • Will be updated and sent to NEC for review. 	ToR to be reviewed and circulated	Vanessa
6.02	PDH audits / PDH auto-fail	<ul style="list-style-type: none"> • Important that members keep MSC contact information up to date. • NEC asked to send out a reminder to members to keep MSC profile information up to date. Preference would be using personal email. • Discussed additional reminder communication to members re: declarations of reduced hours • PDH Audit appeal process -30 days to file appeal with the office. Grounds for appeal are specific and referenced in NOP 24 and in PDH Appeal Audit Form. Discussed if approached by members regarding a specific issue, ensure they are being directed to appropriate source for the best and most consistent answer. One option for grounds for appeal is extenuating circumstances. When asked, it is best not to answer specific appeal questions and send member through the office. • Only 3 ½ months left for the 2020 entry year. 		
6.03	Code of Ethics complaint	<ul style="list-style-type: none"> • Office has received an ethics complaint. Complaint was deemed to be "in-scope" by ethics committee so further investigation is warranted as per NOP 27 		
6.04	World Environmental Health Day (WEHD)	<ul style="list-style-type: none"> • September 26, 2020 • Global declaration of support for EH professionals during the pandemic 		
6.05	Roundtable	<ul style="list-style-type: none"> - NFLD- crazy times - PEI/NS- NS has 0 COVID cases - NB- No update - ON- COVID is spiking. Very busy for members. 26 students sat oral boards this week - MB- tried for CTV for EPHW but not successful. Will have the opportunity to partake in a thanksgiving theme. Masks provided to members as part of EPHW. Valarie is MB President-Elect. Cases on FN's and have been locked out of some communities. PHI's going to federal plants for positive cases. Lots of restaurants with positive cases and responding to these. 		

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		<ul style="list-style-type: none"> - PHI to pop ratio across Canada chart was made. Do we want to post on website? Generally agreed that this should be circulated to look at before we post. - SK- vacancy at provincial level is at a critical level. - AB- very busy and crazy. Recognized EHO importance. Suggested a mental health webinar if possible. - BC- big increase in work loads and postings. Government providing more funding to authorities to hire more EPHOs. 		
7	Next Meeting			
7.01	Friday October 16, 2020 9am PST	<ul style="list-style-type: none"> • November 15 virtual meeting ahead of AGM • 2020 meeting dates pending. Will alternate between Friday/Saturday.. 	Provide details of November meeting	Kari