

Approved Minutes

NEC Members: Kari Engele-Carter (President); 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)

Regrets: Kevin Kapell (President Elect); Tammy McDonald (NL President)

Guests: Lorelle Pegus (CoPE Chair), Lisa Fortuna (ON Pres-Elect)

Minute Taker: Kari Engele-Carter

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

#	Item	Outcome	Time	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions *			
2.02	Minutes Approval *	Approval of September 18, 2020 minutes Tabled to November meeting		
2.03	NEC Action Items *	No update		
3	Electronic Motions			
4	Corporate Reports			
4.01	BOC	<ul style="list-style-type: none"> September oral exam results have been provided to candidates Process for internationally trained PHIs is now on the website. First exam will be in April 2021. 		
4.02	CoPE	<ul style="list-style-type: none"> Questions from members re: 2020 PHDs. Reminder email to be circulated within the week and additional 2 reminders prior to 	Recruit new members from	Lorelle/ Vanessa/ Brad

		<p>year end.</p> <ul style="list-style-type: none"> • PHD Audit Technical reviews being facilitated by Beth, ON. • PD model revisions and MSC updates being planned. • NS/PEI and SK reps needed as terms are ending October 2020 and April 2020. Lorelle to work with NEC to tailor candidates to skills required by CoPE. • Appeals questions are being routed through the office. • CoPE provided background information/member reports to Kevin as Committee Chair, for all appellants as pulled from member reports that includes hours claimed and breakdown as well as potential auditors comments. Appeals filed included 4 as process irregularities and 14 as extenuating circumstances. 	NS/PEI and SK for	
4.03	EHFC	<ul style="list-style-type: none"> • October meeting delayed. • Outstanding code of conduct declarations. 	Reminder to provide declarations	Brad
5	Old Business			
5.01	AEC 2021	<ul style="list-style-type: none"> • No update 		
5.02	National AGM	<ul style="list-style-type: none"> • AGM registration form will be circulated shortly and again prior to AGM • Casey to explore use of Microsoft teams as the platform as it has been identified that google hangouts platform is blocked in NB, NS, ON offices. • ON AGM will use Adobe Connect next week 	Explore platform for AGM. Circulate registration form	Casey
5.03	CIPHI National Awards	<ul style="list-style-type: none"> • 4 nominations for 3 awards • Awards to be presented immediately after AGM 	Circulate national awards voting matrix to NEC	Shaun
5.04	Advocacy Project*	<ul style="list-style-type: none"> • Discussed proposal -BTCCG - Strategy, Website and National Campaign Proposal. Website first step to campaign process. General discussion that the website is essential as all social media and member traffic goes to website. Our work and updates are also held on the website. Website provides information for public and for members and is viewed 	Connect with BTCCG for next steps, including webinar scheduling.	Natalie

		<p>nationally and internationally. All of the work in promoting the profession leads back to the website.</p> <p>Motion to accept the proposal as attached. Moved by John, Seconded by Vanessa. All in Favour. Motion Carried.</p> <p>Discussion about sharing of advocacy plans at upcoming branch AGMS. Presentation to be developed</p>	Develop presentation about advocacy project for use at Branch AGMs	
5.05	Environmental Public Health Week*	<ul style="list-style-type: none"> ● BTCG-Summary of successes email update discussed ● EPHW 2020 highlighted the value of having professionals do the work. Extensive engagement on social media was realized and 2020 exceeded previous EPHWs. ● Casey proposed using BTCG for EPHW going forward and incorporating monies into the annual budget with consideration to increasing the budget line. BTCG involvement has been a huge benefit to the organization. ● For 2021 EPHW <ul style="list-style-type: none"> ○ French translation of all items so that NB/QC governments can share items in both languages with proper translation. NB govts lawfully bound to share in both official languages so cannot share as english only ○ Timelines moved to the June start date for planning. 2020 was delayed and there is benefit to having additional time from the June start date. 		
5.06	Educational opportunities for members - listing	<ul style="list-style-type: none"> ● Work is ongoing to consider website updates. Education committee will meet next week for planning. ● Discussed the challenge of having all courses that are available being provided CoPE code. Discussion on ability to manage all available courses being coded. CoPE will need to be involved ongoing. 	Continue work on listings. Discuss with CoPE course approvals process	Tammy/ Education Committee
5.07	Code of Conduct Declarations	<ul style="list-style-type: none"> ● NEC and CoPE declarations all received to office Some BOC and EHFC declarations outstanding. BOC is aware and will provide them after the next meeting. Brad to connect with Pam/EHFC as a reminder to provide declarations. 		

5.08	Social Media Manager ToR	<ul style="list-style-type: none"> Vanessa has updated ToR, including dates. Vanessa is willing to continue as Social Media Manager into August 2021 	Circulate update ToR to NEC as information	Vanessa
5.09	Code of Ethics Complaint	<ul style="list-style-type: none"> Complainant has chosen not to move forward with the complaint as filed. Internal document to support NOP # 27 has been drafted by Ann/Policy Committee is available on the Gdrive 		
5.10	PDH audit appeals	<ul style="list-style-type: none"> Kevin as committee lead has requested information from CoPE as supporting material to PDH appeals. Appeal committee has been conveyed and is in process of signing confidentiality agreements and confirming that there is no conflict of interest with PDH audit appellants ad per NOP #24 		
6	New Business			
6.01	MB Media request	<ul style="list-style-type: none"> Media requested PHI average numbers October 2 Winnipeg Free Press article, Refer to salary survey. CHart of PHI numbers - average 1/20,000. Not a confirmed average. 		
6.02	Social Media	<ul style="list-style-type: none"> PDH alert proposed icon presented and approved by NEC. 		
6.03	Advocacy - ISC partnership	<ul style="list-style-type: none"> ISC has reached out for assistance in a recruitment and retention project for EPHOs. Casey/Kari have been working with them to develop strategy. Casey has reached out to BTCG as a contractor to determine interest in participating and developing materials. ISC will fund the project. ISC looking at options for recruitment/retention including providing grants/scholarship opportunities.. 	Continue work on project	Casey/ Kari
6.04	IFEH update	<ul style="list-style-type: none"> Newly elected President Elect AGM October 24th that Kari and John will attend as CIPHI representatives. 		
6.05	General Branch updates	<ul style="list-style-type: none"> BC planning AGM for mid December. New President Elect has been found. 30 new positions pending in BC. AB AGM October 24. Potential cuts in AB not directly affecting EHOs. 6 contracts renewed in Edmonton with 3 additional positions. SK AGM pending in early December. High vacancy numbers. MB short staffed trouble recruiting. 		

		<ul style="list-style-type: none"> ● ON AGM next week. John Cannan moves to Past President. Thanks given to John for his time as NEC member. Shain coming in as President Elect. PHI positions available. Lisa indicated Ryerson students are without practicums so not able to be certified. ● NS/PEI Branch exec meeting shortly to plan AGM for this fall. 		
6.06				
6.07				
7	Next Meeting			
7.01				