

## Minutes

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

**Regrets:** **Natalie Lowdon (MB President)**

**Guests:**

**Minute Taker:** Kevin Kapell

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

#	Item	Outcome	Time	Lead
1	<b>Welcome &amp; Roll Call</b>			
2	<b>Agenda &amp; Minutes</b>			
2.01	Agenda approval/additions *			
2.02	Minutes Approval *	<p><b>Motion to approve minutes from September 18, 2020 meeting</b>  <b>Moved by</b> Vanessa  <b>Seconded by</b> Tammy  <b>Motion carried.</b></p> <p><b>Motion to approve minutes from October 16th meeting</b>  <b>Moved by</b> Brad  <b>Seconded by</b> Vanessa  <b>Motion carried.</b></p>		
2.03	NEC Action Items *			
3	<b>Electronic Motions</b>			
4	<b>Corporate Reports</b>			

4.01	BOC	<ul style="list-style-type: none"> <li>● <b>BOC Exam:</b> January 20, 2021 has been confirmed as the new exam date in lieu of October 28, 2020. Plans are to return to normal schedule for April 21, 2021</li> <li>● <b>Foreign-trained PHI equivalency exam:</b> BOC Policy 8. Accepting applications until February 1, 2021 with first equivalency exam is set for April 21, 2021 at the same time as the BOC exam.</li> <li>● <b>School accreditations:</b> University of Montreal's Environmental Public Health program now has students in their second year, but the program is not yet accredited by the BOC. Course will be finalized this year so that students entering their third and final year next year will be able to take that intensive (6 credit) course. Review and approval hoped to be completed within the next year. treal to complete a review within the next year or so</li> <li>● <b>Canadian Armed Forces:</b> They are still working towards professionalizing PHIs within CAF, but the process is long and slow.</li> <li>● <b>Appeals:</b> The BOC had one appeal from the September exam that did not meet requirements to move to appeal panel.</li> <li>● <b>BOC Membership:</b> The BOC awaits a new appointment from the New Brunswick Branch: Either a re-appointment of the current BOC rep for another term, or a new rep for a first term.</li> </ul>		
4.02	CoPE	<p><b>Motion to appoint Karen Edgar as the new NS/PEI representative to CoPE. Information circulated.</b></p> <p><b>Moved by</b> Vanessa <b>Seconded by</b> Meaghen <b>Motion carried.</b></p> <ul style="list-style-type: none"> <li>● Technical reviews are ongoing. Each member has an audit to evaluate and review from another members audit. Due by November 21.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Survey was provided to members regarding any improvements for audit process to use as a guide going forward</li> <li>• reassessed priorities for the upcoming year. PD model revision is the focus with the proposed launch February 2022. Subcommittees reevaluated</li> </ul>		
4.03	EHFC	<ul style="list-style-type: none"> <li>• NEC rep to EHFC - update and discussion</li> <li>• Meeting on November 8th. General business as usual</li> <li>• Awards not awarded this year. Plan for double awards for 2021.</li> <li>• EHFC AGM Monday December 6th.</li> </ul>		
<b>5</b>	<b>Old Business</b>			
5.01	AEC 2021	<ul style="list-style-type: none"> <li>• No update. NEC and planning committee will need to consider feasibility of 2021 in person event</li> </ul>		
5.02	National AGM	<ul style="list-style-type: none"> <li>• Debrief from Kari/Casey and NEC <ul style="list-style-type: none"> <li>○ attendees/quorum assessment -65</li> <li>○ Adobe Connect allows motions and voting</li> <li>○ microphone access and volume. CIPHI now owns a directional USB mic for virtual events</li> <li>○ In Memoriam slides incomplete (pictures and dates) and with repeating names</li> <li>○ Parliamentarian/Seargant-At-Arms/Scrutineers and Moderator.</li> </ul> </li> <li>• Awards presentations worked well. Recommend separate picture docs for posting on screen.</li> <li>• Feedback received from members</li> <li>• Tips for the platform to be provided</li> <li>• Reminder for members to review the report at the event.</li> <li>• NOP to be developed for virtual AGM</li> <li>• Discussion on the future of AGMS with a focus on virtual platforms. The historical format of holding the AGM at the AEC was discussed. An AGM separate from the AEC would spread the work away from AEC, remove the competition with education session, reduce the AEC costs in supplying a room for AGM</li> </ul>		
5.03	National Awards	<ul style="list-style-type: none"> <li>• Announcement/reading of awards at National AGM</li> </ul>		

		<ul style="list-style-type: none"> <li>• Presentation of Awards will be planned locally. AB and BC Branch.</li> </ul>		
5.04	Advocacy Project	<ul style="list-style-type: none"> <li>• Webinar planned for November 25 From Cholera to COVID: How CIPHI is Bringing Awareness to the EHO Profession in Canada</li> </ul>		
5.05	ISC Advocacy Project	<ul style="list-style-type: none"> <li>• Update provided. Ongoing discussion to partner with ISC for awareness/recruitment/retention objectives</li> </ul>		
5.06	Educational opportunities for members	<ul style="list-style-type: none"> <li>• Question: Should we use a disclaimer when posting hour opportunities? Lorelle indicated the other option would be a streamlined process to have CoPE approval.</li> <li>• Request to auto post discussion with CoPE.</li> </ul>	Education committee to include Lorelle in discussions	Education Committee
5.07	Code of Ethics complaint	<ul style="list-style-type: none"> <li>• Complaint from a member about inappropriate behaviour of another member. This was an excellent opportunity to work through new NOP. Complaint was a grey area complaint that provided points of clarification to policy and the result was an internal draft backgrounder policy.</li> <li>• NOP to be updated that the complaint information will be shared with all parties involved including names of person making complaint. Group decided to verify that the complainant name would be provided to the subject, including accusations.</li> <li>• Legal opinion will be sought as to what will be shared with subject.</li> <li>• In this case the complainant decided to not move forward with complaint when clarification was provided that name and details would be provided to subject. Evidence was limited but some statements may have been available.</li> </ul>	Legal opinion to be requested	Kari
5.08	PDH appeals	<ul style="list-style-type: none"> <li>• First run through new policy. Backgrounder document also drafted and provided to appeal panel for feedback and update. Feedback from appeal panel about policy will be considered and incorporated into policy as applicable.</li> <li>• 18 appeals received for various reasons. All appeals were sent to appeal committee as there is currently no screening process to remove from process. Appeal panels are complete and will move to next step of notifying member.</li> </ul>		

		<ul style="list-style-type: none"> <li>New policy in draft to bring all appeals under one NOP for all appealable processes.</li> </ul>		
<b>6</b>	<b>New Business</b>			
6.01	IFEH members	<ul style="list-style-type: none"> <li>Discussion on the appointment of representatives to IFEH.. The NEC confirmed that the reps would be current NEC members.</li> </ul> <p><b>Motion to appoint Kevin and Vanessa as representatives to IFEH. Kari is currently a representative.</b></p> <p><b>Moved by</b> Shaun <b>Seconded by</b> Meaghen. <b>Motion carried.</b></p>	Notify IFEH of updated reps	Kari
6.02	Merchandise Committee	<ul style="list-style-type: none"> <li>Discussion about product opportunities</li> <li>Discussion about platform to provide items</li> </ul> <p>Casey to chair this committee moving forward. Meaghen.</p>		
6.03	Blue Flag Jury*	<ul style="list-style-type: none"> <li>Discussion about relevance to the mission/mandate to CIPHI</li> <li>memo to be forwarded to members with request to itemize representations including language that If you aren't appointed to represent CIPHI you aren't a CIPHI rep</li> </ul>	Format letter	Kari
6.04				
<b>7</b>	<b>Next Meeting</b>			
7.01	December 20, 2020 9am PST			