



Canadian Institute of Public Health Inspectors
NEC Teleconference
 February 20, 2021



Institut canadien des inspecteurs en santé publique

Google Hangouts

Minutes

NEC Members: Kevin Kapell (President); Kari Engele-Carter (Past-President); Casey Neathway (President-Elect); Stephanie Tooke (BC President); Meaghan Allen (AB President); Brad Giesbrecht (SK President); Valerie Jackson (MB President); Lisa Fortuna (ON President); (NB President);

Regrets: David MacDonald NS/PEI President); Jillian Young (NL President)

Reports submitted: Keara Shaw (BOC Chair); Lorelle Pegus (CoPE Chair); (reports presented in writing, entered into minutes below)

Minute Taker: [Casey Neathway](#)

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

#	Item	Outcome	Time	Lead
1	Welcome & Roll Call & Introductions	Meeting called to Order	09:02	Kevin
2	Agenda & Minutes			
2.01	Agenda approval/additions 📄	None	3 min	Kevin
2.02	Minutes Approval 📄	Approval of the January 16, 2021 meeting minutes Moved by: Bradford Giesbrecht Seconded by: Kari Engele-Carter	2 min	Kevin
2.03	NEC Action Items 📄		5 min	Kevin
3	Electronic Motions			
		None		
4	Corporate Reports			
4.01	BOC	<ul style="list-style-type: none"> Candidates have received their Jan 20, 2021 exam results. The BOC identified one case of plagiarism for this exam – both reports from the one candidate were deemed as plagiarized. 	15min	Kevin for Keara

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		<ul style="list-style-type: none"> ● April 28th BOC exam – virtual planning is ongoing - looking to use Zoom as software, sent a survey to exam coordinators to gather information, and the policy development is in progress. ● Certification exam applications – the BOC is reviewing timelines for the submission of applications. With the updates to Form C, the office now reports to the BOC on the details of this form. The BOC has recognized that the results need verification before candidates sit the oral exam. BOC reps are following up within their respective provinces to do some education on proper completion of Form C. ● Equivalency exam update - 13 applications in total: 9 approvals (1 BC, 1 Alberta, 1 Manitoba, 5 Ontario, 1 PEI), 4 refusals (2 BC, 2 Manitoba) ● 1touch platform - the BOC could very much benefit from the features of this software – particularly the testing component to help modernize our exam processes. ● Budget – BOC needs money. We are in the hole more than \$13,000. The plan is to gain \$47,000 this year if all goes according to 2021 budget. ● Unaccredited University of Montreal EPH degree, the practical course for PHIs will be available for third year students in September. ● BOC would like to re-extend an invite to a Newfoundland rep to join the BOC, if there is interest. Currently we are meeting virtually, but it is possible that in person meetings resume in late 2021 / early 2022, so that needs to be considered. ● Request for expression of interest for the National Exam Panel went out for western provinces (BC, AB, SK). These are due Feb 26 (Note: confirmed that all 3 branches received) 		
4.02	CoPE	<ul style="list-style-type: none"> ● MSC - new platform ● Data Migration ● 2020 PDH Audits <ul style="list-style-type: none"> ○ CoPE is prepared to "meet in the middle" to still be able to have an audit season. ○ To maintain the integrity of the CPC Program, CoPE put out a call for audit volunteers in order to try to complete all audits. The call went out to NEC Branch Presidents, Branch Exec, Retiree Advisory Committee, 	10min	Kevin for Lorelle

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		<p>and past-CoPE members. As of February 20th, 4 members have reached out to me.</p> <ul style="list-style-type: none"> ○ Any other interest? ○ If we don't get enough volunteers, the next discussion will be how to reduce the number of audits in a way that's fair and still keeps our program credible. <ul style="list-style-type: none"> ● Ratification required for CoPE members: <ul style="list-style-type: none"> ○ Branches have nominated two new CoPE reps. Resumes and cover letters were circulated. ○ Waheed Mehmood (SK). <ul style="list-style-type: none"> ■ Moved by Kari Engele-Carter; Seconded by Valerie Jackson. Carried ○ Jennifer Guth (AB) <ul style="list-style-type: none"> ■ Moved by Casey Neathway; Seconded by Stephanie Tooke. Carried ○ (overdue) Beth Driscoll (ON) is in her second term now. Lisa is in favour of nominating her for a second term. <ul style="list-style-type: none"> ■ Moved by Kari Engele-Carter; Seconded by Casey Neathway. Carried 		
4.03	EHFC	<ul style="list-style-type: none"> ● Update ● ToR and Expectations of NEC Representative ● Strategic Plan Communication ● ACTION - Casey/Kevin/Kari to look at ToR and have fulsome discussion with Pam/EHFC on role & function 	5min	Brad
5	Old Business			
5.01	Annual Education Conference	<ul style="list-style-type: none"> ● Update - no update given 	8 min	Lisa
5.02	Advocacy Project	<ul style="list-style-type: none"> ● Update - Casey provided update on history of advocacy project and future state of website, National cohesiveness <ul style="list-style-type: none"> ○ Question from Valerie: MB Executive has requested continued ability to control Branch website/content. Casey confirmed this would be possible, within the context of consistent visual standards and criteria 	8 min	Casey
5.03	Educational Committee	<ul style="list-style-type: none"> ● Update - doing CPHI(C) specific webinars, events, etc. To supplement, not replace with NCCEH, etc. are doing. Will include social event, leadership, etc. 	5 min	Kari/Shai n

Commented [1]: @president@ciphi.ca
Assigned to Kevin Kapell

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		<ul style="list-style-type: none"> Branches that are doing events should share Nationally where possible to make available to all (e.g. Meaghen (AB) noted human trafficking webinar approved for 1PDH) 		
5.04	Merchandise Committee	<ul style="list-style-type: none"> No update given. Casey to follow up by email 	5 min	Casey
6	New Business			
6.01	2021 CIPHI Budget	<ul style="list-style-type: none"> Kevin/Kari/Casey to review budget and bring to NEC at next meeting or hold special budget meeting 	5 min	Kevin
6.02	Committee Member updates*	<ul style="list-style-type: none"> Policy → Meaghen (AB), Valerie (MB) Appeals → David (NS - tentative, given background. Kevin to reach out and confirm), Stephanie (BC) <ul style="list-style-type: none"> Kevin to send G Drive folder access to Stephanie and David Awards → Lisa (ON) <ul style="list-style-type: none"> Kevin to send G Drive folder access to Lisa 	10 min	Kevin
6.03	Member Service Center	<ul style="list-style-type: none"> Discussed in 4.02 	5 min	Kevin
6.04	Orientation to new members	<ul style="list-style-type: none"> Branch email addresses only to be used for access and email correspondence Provide access/orientation to Gdrive Action Item: Identified google drive NOP #18 Communications appendix needed in reference to emails/Gdrive access Review of website features required for all new members Advocacy documents to be provided - (BTCG projects docs) Sharing of NEC meeting dates and past meeting documents Review of 2020 AGM report for background information NOP #26 Code of Conduct declaration to be signed and provide to President/Office NOP review, especially NOP #22, #23, #24, #25, including NOP #27 Code of Ethics timelines, accountabilities and portfolios for NEC members, including delegating tasks to Branch 	4 min	Kevin
6.05	CoPE Auditors	See 4.02	5 min	Kevin
6.06	NEC Updates	<ul style="list-style-type: none"> AB Branch President-Elect not prepared to take on the role of president at this time. Meaghen's term as President has been extended for 1 year. 		All
7	Next Meeting			

Commented [2]: Casey to follow up by email @pres.elect@ciphi.ca
Assigned to Casey Neathway

Commented [3]: @president@ciphi.ca @Past.President@ciphi.ca @pres.elect@ciphi.ca
Assigned to Kari Engele-Carter

Commented [4]: Kevin to reach out and confirm), Stephanie (BC) @president@ciphi.ca
Assigned to Kevin Kapell

Commented [5]: Kevin to send G Drive folder access to Stephanie and David @president@ciphi.ca
Assigned to Kevin Kapell

Commented [6]: @president@ciphi.ca
Assigned to Kevin Kapell

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7.01		Saturday March 20 9am PST Saturday April 17 9am PST		
	Adjournment	Meeting adjourned at 10:50am PST		