

NEC Teleconference

March 20, 2021

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); Lisa Fortuna (ON President); David MacDonald (NS/PEI President); Tammy McDonald (NL Past-President)

Regrets: Valerie Jackson (MB President); Joel-Andre Hachey (NB President);

Guests: Shain Mergulhao (ON President-Elect)

Minute Taker: Casey Neathway

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

#	Item	Outcome	Action	Lead
1	Welcome & Roll Call & Introductions			
2	Agenda & Minutes			
2.01	Agenda approval/additions †	Approval of the agenda as presented: Motion by: Tammy McDonald Seconded by: Meaghan Allen		
2.02	Minutes Approval †	Approval of the February 20, 2021 meeting minutes Moved by: Bradford Geisbrecht Seconded by: David MacDonald		
2.03	NEC Action Items †			
3	Electronic Motions			
3.01		National Representative CoPE ratification - Motion: To appoint Cameron Weighill as the National Representative to the Council of Professional Experience		

		<ul style="list-style-type: none"> - Moved by David MacDonald; Seconded by Meaghen Allen - 6 votes for, 5 abstained. Motion carried. 		
4	Corporate Reports			
4.01	BOC	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Virtual oral exam planning is still ongoing. I've attached all the planning documents as an FYI only. I don't expect any feedback from the NEC on these. The documents are all still in draft form. I have met with exam coordinators twice so far (Mar 2 and Mar 9). I'm meeting with the Ontario Exam Coordinator on Mar 17 to plan the paperwork logistics and the coordination with the office. I am meeting again with exam coordinators Mar 23 to finalize the policy and process. I will send out the call for expressions of interest only if the ECs are having difficulty finding examiners. To date they tell me that they have enough. Manitoba estimates that they will have no oral exam candidates but they have 9 available examiners to help Ontario. I also met with ASPHIO, upon their request, with the ON Exam Coordinator and the ON BOC Rep, to give them an update on the April 28th exam. ○ The BOC Policy review and modernization project is almost complete. In the end we will have 10 policies (down from 15). The policies will be ready for posting on our new website when that is up and running later this summer. ○ The updated practicum and exam policy requires applications to be received in full by the office 50 days in advance. The 21 day timeline to submit the practicum evaluation has been removed. Only transcripts can be submitted up to 21 days in 		

		<p>advance. This is to give the BOC enough time to review the report from the office and ensure Form C requirements are being met. If candidates fail to demonstrate they have met the full practicum requirements they will not be able to proceed with the exam (this will come into full effect October 2022).</p> <ul style="list-style-type: none"> ○ The updated practicum and exam policy also deems rabies / animal bite reports no longer acceptable for the certification exam (effective October 2021 exam). ○ Kelly Holbein from Alberta is the new western rep for the National Exam Panel. ○ The University of Montreal Professional Advisory Committee is meeting this June. Students are entering their 3rd and final year in the fall. The 3rd year will include the newly developed practical (6 or 9 credit course) for PHIs. The BOC review will likely happen within the next year. CIPHI, NEC, BOC, and CoPE <u>need to start planning</u> for French members. If this program is approved there will be demand for CIPHI content in French, including documents, forms, member service centre, etc. ○ I met with CIPHI website consultants this week to finalize the BOC site map. ○ I haven't heard from the office yet if there were any appeals from the January exam. 		
4.02	CoPE	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ Data Migration Update ○ in1touch - I connected early this week to receive some clarity on the project management, custom development, and non-standard support request fees. Also discussed data export. Stephen is 		

		<p>willing to answer any additional proposal or services contract questions. We have until April 11th at the latest to respond.</p> <ul style="list-style-type: none"> ○ Audits 2020 - Total of 18 auditors. Audits will be launched March 31st. Our Audit Lead will pull all the PCC members and 5% of membership. Each Auditor will complete 10 audits, and if anyone has extra time to complete more before the June 30 deadline, they will take more. The focus will be the audits of PCC members. Training dates for auditors to be announced shortly - to take place the last week of March. ○ National Rep - Cameron Weighill. Awaiting ratification of appointment. ○ Educational opportunities - CoPE reviewed the list and it will be sent by the end of the week to NEC. CoPE Communication team is planning communication to membership for the first week of April notifying them of the change. CoPE agreed to a review/update of the list 2x year and to not have to include CPC approved in each posting provided that the posted activities are hosted from organizations on the list ● VIBE (current MSC software company) has proposed move of CIPHI data to servers in USA. NEC has received legal opinion that prior to move, CIPHI needs to advise members / ensure alignment with privacy policy <ul style="list-style-type: none"> ○ <u>ACTION</u> - updates to CIPHI personal information / privacy policy need to be completed prior to data move. VIBE has been advised of this by Kevin. 		
4.03	EHFC	<ul style="list-style-type: none"> ● Update ● ToR and Expectations of NEC Representative <p>Board of Trustees:</p>		

		<ul style="list-style-type: none"> ● Two new Board Trustees were nominated at our Feb 28th meeting: Gord Stewart, BC Retired member and Fatih Sekercioglu, CPHI(C), Assistant Professor Ryerson University, ON Branch regular member. We also have another BC regular member considering letting their name stand for nomination. ● It is a tough time to recruit new board members with everyone so consumed by the pandemic. But we will push on and appreciate the support of the NEC and branches. We are hoping to recruit representation from SK NB, NL and additional from AB & MB) With reserving a spot for a NEC rep we have 10 board trustees and our regulation allows up to 15 board members so we can accommodate 5 more board members. ● Dr. David Jones continues as our Honorary Chair ● Our Board make-up is as follows: 6 Regular members (AB, MB, 2-ON, 2-NS/PEI); 3 Retired members (BC, 2-ON) ● of these we have a rep from Cape Breton University, Ryerson University and the Assembly of First Nations Ottawa ● all of our board members are currently holders of the CPHI(C) <p>Fund Raising:</p> <ul style="list-style-type: none"> ● We have now reached 89% of our \$30,000 30th anniversary fundraising goal. We have only \$3,231 left to raise to reach 100%. We have been able to achieve this without being able to hold any of our annual fundraising events in 2020 and now are facing the same in 2021 with the cancellation again of the 		
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		<p>national CIPHI AEC and the branch education conferences and education days.</p> <ul style="list-style-type: none"> ● The funds are being split evenly between the two new endowment funds (1) an annual international/domestic environmental public health aid project up to \$5,000 annually and (2) to support students in their final year to attend the National AEC by paying their registration fee up to \$5,000 annually. ● We are hopeful that the branches who have been able to support our annual fundraising in the past will be able to do so in 2021. Their support along with that of our faithful annual donors will help us reach 100% of our goal. <p>Draft Terms of Reference for NEC representative to the Board:</p> <ul style="list-style-type: none"> ● I discussed our conversation about the board's expectations of a NEC rep. and that it is not practical for the rep. to be a working member on one of our two committees (Governance & Committee). The Board still supports the benefits of having a rep. for communication purposes from the NEC to the EHFC and vice versa while still maintaining our "arms length relationship". The Board was in agreement that we would take on the task of creating another Terms of Reference reflecting this realization. Our Governance committee will discuss at our next meeting and aim to have a draft to you in advance of your April NEC meeting. 		
5	Old Business			
5.01	Annual Education Conference	<ul style="list-style-type: none"> ● Contracts are all signed; no new updates 		
5.02	Advocacy Project	<ul style="list-style-type: none"> ● Casey provided update on advocacy work: <ul style="list-style-type: none"> ○ creating consistent brand 		

		<ul style="list-style-type: none"> ○ draft final website map available for review ○ style guide being drafted ○ content for website being drafted by BTCG for review by subject matter experts ○ Listserv to be updated ○ Summary of 3 year strategy to be shared broadly; BTCG to create ● ACTION - ensure style guide is connected / merged with existing NOP14 (Logo Use) ● ACTION - develop communications tools (documents; Q&A; etc.) to share overall vision/direction of CIPHI with members Nationally. Follow up with BTCG on creation & implementation 		
5.03	Educational Committee	<ul style="list-style-type: none"> ● Editing terms of reference ● Looking at scheduling, pricing on workshops (est. start in May) ● Modeled last 3 years in ON; some existing money in bank ● Finance in future years - how to be sustainable? Need for discussion ● Promotion of first workshop/scheduled in April ● Need to ensure platform is professional & low maintenance ● Discussion on inclusion of peer-shared experiences & presentations; require vetting for professionalism & relevance ● ACTION - Education committee to meet with Kevin/Kari/Casey to look at schedule, cost, content, etc. 		
5.04	Merchandise Committee	<ul style="list-style-type: none"> ● No updates 		
6	New Business			
6.01	2021 CIPHI Budget	<ul style="list-style-type: none"> ● ACTION- Kevin to create separate meeting for budget review & discussion ● Discussion of MSC cost increase, new contract <ul style="list-style-type: none"> ○ ACTION - all NEC members to review contract ● Modification of budget lines that do not align with best practices / transparency ● Budget is available in G-Drive 		
6.02	Committee Member updates*	<ul style="list-style-type: none"> ● Policy - Policy committee has met and is working on documents ● Appeals ● Awards - 1 life member nomination; sent back to Branch ● Update the list 		

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 		
6.05	NSF Survey	<ul style="list-style-type: none"> ● Survey distribution and branding ● Comfortable with going out through Listserv? ● Might be helpful to have exclusion question for individuals not involved in the work ● No need to have CIPHI branding on it, given our minimal involvement 		
6.06				
6.07				
7	Next Meeting			
7.01		Saturday April 17 9am PST Saturday May 15 9am PST		