

## Minutes

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

**Regrets:** Lisa Fortuna (ON President); David MacDonald (NS/PEI President); Jillian Young (NL President); Joelle-Andre Hachey (NB Branch President);

**Guests:** Shain Mergulhao (ON President-Elect); Tammy McDonald (NL Past-President)

**Minute Taker:** [Casey Neathway](#)

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

#	Item	Outcome	Action	Lead
1	<b>Welcome &amp; Roll Call &amp; Introductions</b>			
2	<b>Agenda &amp; Minutes</b>			
2.01	Agenda approval/additions *	<ul style="list-style-type: none"> <li>Approval of the agenda as presented</li> <li>Moved: Kari Engele-Carter; Seconded: Meaghen Allen               <ul style="list-style-type: none"> <li>None opposed; Motion Carried</li> </ul> </li> </ul>		
2.02	Minutes Approval *	<ul style="list-style-type: none"> <li>Approval of the April 10, 2021 NEC Budget meeting minutes               <ul style="list-style-type: none"> <li>Moved: Bradford Geisbrecht; Seconded: Valerie Jackson. None opposed; Motion carried.</li> </ul> </li> <li>Approval of the March 20, 2021 NEC Meeting Minutes               <ul style="list-style-type: none"> <li>Moved: Kari Engele-Carter; Seconded: Valerie Jackson. None opposed; Motion carried</li> </ul> </li> </ul>	Update motion template	Casey
2.03	NEC Action Items *	<ul style="list-style-type: none"> <li>Review</li> </ul>	Review & track action items	Casey & Kevin
3	<b>Electronic Motions</b>			
3.01		<ul style="list-style-type: none"> <li>None to Report</li> </ul>		

4	Corporate Reports			
4.01	BOC	<ul style="list-style-type: none"> <li>● Update               <ul style="list-style-type: none"> <li>○ We had no appeals from the January BOC exam.</li> <li>○ BC (4 candidates), AB (8), NS (2) and NL (2) are holding in-person oral exams on April 28th. SK (3), ON (64), NB (5) are holding virtual oral exams. Manitoba does not have any of their own oral exam candidates but will be examining 2 to 4 Ontario candidates to help out.</li> <li>○ The Office is providing the IT support for the virtual exam. Juli-Anna will be starting at 5:30am on the 28th to support NB, ON, MB and SK.</li> <li>○ The BOC is offering two online examiner training sessions to examiners before the April 28th exam. One session for the western and central provinces, and one for the eastern provinces.</li> <li>○ BC, MB, and ON each have one confirmed foreign-trained candidate sitting the equivalency exam on the 28th. There are a number of candidates who have had to defer due to the travel restrictions.</li> <li>○ After the April exam I would like to recognize our BOC volunteers (the exam coordinators and examiners) for their commitment to holding this exam. I'm thinking something simple like a recognition statement on our website, or maybe a social media shout out, but each Branch may also want to do their own thank you to their members. The exam coordinators, in particular, have dedicated a lot of time to working through the virtual exam logistics with the BOC.</li> </ul> </li> </ul>		
4.02	CoPE	<ul style="list-style-type: none"> <li>● Update               <ul style="list-style-type: none"> <li>○ Four audit training sessions took place, and audits are now in progress. PCC members are the first priority. Once these members are audited, we will move onto the regular members selected at random and work towards the 5% of membership. Audit completion deadline remains the same (June 30th).</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>○ Our Documents/Forms team is working hard to revise our PD Model to bring it up-to-date and to include our revisions to the activity categories and category caps. It will be completed by September 1st at the latest so that it is ready to roll out with the new system.</li> <li>○ Our Communications team is finalizing the draft communication piece to membership notifying them that we will no longer be doing CPC Codes and explaining what it will be replaced with. It will be shared with NEC Educational Committee for review once it's ready.</li> </ul>		
4.03	EHFC	<ul style="list-style-type: none"> <li>● No update provided <ul style="list-style-type: none"> <li>○ Meaghen noted that EHFC has reached out to Alberta for funding, and Alberta Branch has requested information on role of EHFC</li> </ul> </li> </ul>		
<b>5</b>	<b>Old Business</b>			
5.01	Annual Education Conference	<ul style="list-style-type: none"> <li>● No update provided</li> <li>● Alberta &amp; Manitoba: planning Branch conferences</li> </ul>		
5.02	Advocacy Project	<ul style="list-style-type: none"> <li>● Update provided by Casey &amp; Kevin <ul style="list-style-type: none"> <li>○ Support for PHI's/EHO's</li> <li>○ Update to website</li> <li>○ Manitoba: advocacy statement, "day in the life"</li> <li>○ 3-page advocacy update from Be The Change on the CIPHI strategy</li> <li>○ Casey/Kevin/Kari to set aside time to attend branch meetings &amp; speak to advocacy and national vision</li> <li>○ Manitoba: reaching out to Concordia to request ongoing online classes to support MB students, improve recruitment of "local" PHIs</li> <li>○ Ongoing contract with ISC/Be The Change to support recruitment &amp; retention; focus on unique and different type of work of "federal" EPHOs</li> </ul> </li> </ul>	Share media notes / messaging with Manitoba	Casey
5.03	Educational Committee	<ul style="list-style-type: none"> <li>● Update provided by Shain <ul style="list-style-type: none"> <li>○ Original plan included transfer of funding from Ontario to National; some concerns from ON Branch</li> <li>○ Focus on nationalizing process, starting fresh</li> <li>○ Looking to move forward in May</li> <li>○ Terms of Reference almost finalized</li> </ul> </li> </ul>	Engage with Branches on potential for "sponsorship" / partnership	Branch Presidents / NEC members

		<ul style="list-style-type: none"> <li>○ Focus on a niche for “soft skills” for public health professionals (not just technical skills within the realm of other training/education agencies)</li> <li>○ National funds have been allocated to this initiative in 2021 Budget</li> <li>○ Alberta would be willing to sponsor: was planning on doing monthly sessions anyway, but put on pause since National was developing</li> <li>○ BC Branch launching survey from Education Committee on what types of activities/they'd like to receive</li> <li>○ Can also bring Branch educational opportunities up to the National level for broader sharing &amp; collaboration</li> </ul>	NEC discussion with Branches on education intentions (specific SK request)	Casey/Kevin/Kari
5.04	Merchandise Committee	<ul style="list-style-type: none"> <li>● No update provided</li> </ul>		
<b>6</b>	<b>New Business</b>			
6.01	New MSC	<ul style="list-style-type: none"> <li>● Update provided by Kevin <ul style="list-style-type: none"> <li>○ Have signed a 3-year contract with InOneTouch/OlaTech to move away from VIBE for new Member Access Platform (MAP)</li> <li>○ Juli-Anna has been meeting with OlaTech to get the project kicked-off</li> <li>○ Need to do data extraction from VIBE (will likely occur before September)</li> <li>○ Main user initially will be COPE, but lots of modules of program can be used for other aspects of National work (e.g. website, BOC, etc.)</li> </ul> </li> </ul>		
6.02	Policy Committee Update	<ul style="list-style-type: none"> <li>● Update on VIBE Privacy <ul style="list-style-type: none"> <li>○ Policy committee working on privacy policy</li> <li>○ As data will be moving to new MAP, no strong urgency from NEC on this item</li> </ul> </li> </ul>		
6.04	Orientation to new members	<ul style="list-style-type: none"> <li>● Branch email addresses only to be used for access and email correspondence</li> <li>● Provide access/orientation to Gdrive</li> <li>● Review of website features required for all new members</li> <li>● Advocacy documents to be provided - (BTCG projects docs)</li> <li>● Sharing of NEC meeting dates and past meeting documents</li> <li>● Review of 2020 AGM report for background information</li> </ul>	Set up orientation sessions with new NEC members (multiple - e.g. East/West)	Kari

		<ul style="list-style-type: none"> <li>● NOP #26 Code of Conduct declaration to be signed and provide to President/Office</li> <li>● NOP review, especially NOP #22, #23, #24, #25, including NOP #27 Code of Ethics</li> <li>● timelines, accountabilities and portfolios for NEC members, including delegating tasks to Branch</li> <li>● Review of all facets of CIPHI (BOC, CoPE, Historian, EHFC, RAC, List Serve, National Awards)</li> </ul>	google drive NOP #18 Communications appendix needed in reference to emails/Gdrive access	Casey/Kevin
6.05	RAC	<ul style="list-style-type: none"> <li>● Review of current state provided by Kevin <ul style="list-style-type: none"> <li>○ Not an official committee of CIPHI</li> <li>○ They'd like to know more about how retirees can be brought into the fold and have presented a number of options from their perspective</li> <li>○ Originally established post-SARS; learnings from PHAC to engage with retired public health workers</li> <li>○ Have not seen that desire for retirees in 2020 during COVID-19 pandemic</li> <li>○ Noted that retirees could join one of the existing CIPHI boards/programs if they wish to be involved</li> </ul> </li> </ul>		
6.07	BOC Policy	<ul style="list-style-type: none"> <li>● BOC Policy 5 and 6 - on the G-drive (in "upcoming meetings/04-17-2021")</li> </ul>	Review policies and prepare to comment	All NEC members
6.08	By-Law	<ul style="list-style-type: none"> <li>● Update on Independent Board Members provided by Kevin <ul style="list-style-type: none"> <li>○ Looking at quick way to add members to NEC that can do just National work - current NEC members have existing Branch responsibilities</li> <li>○ Looking at Bylaw &amp; supporting articles to see if it can be done in current structure, or if amendment (with AGM approval) is needed</li> <li>○ Longer-term: actual governance change that's sustainable</li> <li>○ Have engaged with lawyer, who will read through articles and confirm that independent directors can be added (if so - will come to NEC table for vote)</li> <li>○ If article/bylaw changes needed, will discuss at NEC table prior to bringing forward to AGM for ratification</li> </ul> </li> </ul>		
		- membership suspension emails going out this week (post-'17) and non-payment membership suspension		

		- Employers responsible for confirming membership of employees as necessary		
<b>7</b>	<b>Next Meeting</b>			
7.01		Saturday May 15 9am PST Saturday June 19 9am PST		