

NEC Teleconference

June 18, 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); Lisa Fortuna (ON President); Joël-André Hachey (NB Branch President); Valerie Jackson (MB President); David MacDonald (NS/PEI President)

Regrets: Brad Giesbrecht (SK President); Jillian Young (NL 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	Time	Lead
1	Welcome & Roll Call & Introductions			
2	Agenda & Minutes			
2.01	Agenda approval/additions *	<ul style="list-style-type: none"> • Approval of the agenda as presented, with addition of AGM planning <ul style="list-style-type: none"> ◦ Moved by Valerie Jackson, Seconded by Stephanie Tooke <ul style="list-style-type: none"> ■ Motion passed 	3 min	Kevin
2.02	Minutes Approval *	<ul style="list-style-type: none"> • Approval of the May 15, 2021 NEC meeting minutes <ul style="list-style-type: none"> ◦ Moved by Meaghan Allen, Seconded by Joelle <ul style="list-style-type: none"> ■ Motion passed 	2 min	Kevin
2.03	NEC Action Items *	<ul style="list-style-type: none"> • Review 	5 min	Kevin
3	Electronic Motions			
3.01		<ul style="list-style-type: none"> • None 	5 min	Kevin

4 Corporate Reports				
4.01	BOC	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ BOC Exam Results: 68/92 pass = 74% pass rate <ul style="list-style-type: none"> ■ AB: 8/10 pass ■ BC: 5/7 pass ■ MB: 1/1 pass ■ NB: 5/5 pass ■ NL: 1/2 pass ■ ON: 47/64 pass. 1 fail due to plagiarism. ■ SK: 1/3 pass ○ Appeal period is open until June 27th. ○ The BOC has not had a debrief yet on the virtual exam, but we will keep you posted once we have had a chance to do that. ○ BOC Equivalency Exam Results: 3/3 fail (63% - candidate had trained in Zimbabwe, 48% - candidate had trained in Nigeria, 63% - candidate had trained in Australia). The passing grade is a minimum of 75%. We did not release the exam marks to these candidates, but the BOC will discuss how we may be able to provide feedback to candidates in the future who are not successful on this exam. ○ University of Montreal has a PAC (professional advisory committee) meeting coming up next week. A member of the Canadian Armed Forces who is also a CIPHI member will be joining the PAC. This may create opportunities for both CAF and Montreal to support each other in gaining accreditation (e.g. CAF needs French programming for French speaking members and Montreal needs French practicum placements and employment opportunities for their graduates). ○ BOC has provided feedback to BEtheChangeGroup on the Certification section of the new CIPHI Website. 	15min	Kevin for Keara
4.02	CoPE	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ Audit deadline has been set for June 25 and they are on track to wrap audits on time 	10min	Kevin for Lorelle

		<ul style="list-style-type: none"> ○ Have had many members fail to provide adequate information when claiming hours so they are anticipating several failures and perhaps appeals ○ Emails have gone back and forth between CoPE and BTCG regarding the website ○ PD Model Update- still in progress. Feel they will be done by August and want to start on the communication campaign for the PD model and want to tie in the new MSC ○ Need to determine if PDh's entered into the old system already for this year will transfer to the new system 		
4.03	EHFC	<ul style="list-style-type: none"> ● Still have not finalized the NEC Rep ToR as the most recent meeting had to be cancelled due to lack of quorum as members of the board of trustees are overwhelmed with work and trying to ensure family time. There is a meeting scheduled next week and a draft ToR for comment will be provided after and will hopefully get the ToR finalized at the next NEC meeting. <ul style="list-style-type: none"> ● The EHFC 2020 financial report has been finalized and will be sent into the Charities Directorate of Revenue Canada this week. The deadline was not extended this year and is due by June 30th. ● The Vice Chair Ralph Stanley and Chair Pam Scharfe attended a fundraising golf tournament hosted by the Canadian Outreach Medical Mission Team on June 5th where we presented a cheque in the amount of \$5,000 towards their water well projects in the villages they support in Nicaragua. This money was part of the \$30,000 fundraising for EHFC's 30th anniversary. This was posted on EHFC social media. ● EHFC 2021 award deadline is June 19th however there has only been a few nominations received so most likely the deadline will be extended. All award partners supported giving two awards this year for each award given that the awards were postponed last year. The awards ceremony will be virtual and EHFC will use Event Brite for people to 	5min	Kevin for Pam

		register to participate. Plan to host the ceremony within 2-3 weeks after the extended deadline date which is TBD		
4.04	Retirees Advisory Committee	<ul style="list-style-type: none"> The committee has a meeting coming up next week. RAC has received a lot of positive feedback on their latest Senators Forum newsletter. The Committee Chair has been contacted by the University of Waterloo to participate in a survey regarding protecting workers in a pandemic. The University received a CIHR-funded grant considering policy strengths and weaknesses relating to precarious workers' health protections, and the intersection of public health and occupational health. They are compiling information about the policies in four provinces (BC, AB, ON, QC) and are conducting an international policy overview next Fall. I have reached out to recently retired PHIs that have expertise in infection control and pandemic planning to see if they would participate. As requested I followed up with the senior researcher with CTRS Solutions, a market intelligence firm in Vancouver. Their client has an innovation for public health training they think CIPHI would be interested in. The client is creating virtual reality simulations, in a variety of settings, for future public health inspectors to learn from. The prototype is a demo kitchen with 15 infractions, and technical development of other health training scenarios will expand from there. ACTION - Kevin to speak with Pam about appropriate contacts for each of these researchers 	5 min	Kevin for Pam
5	Old Business			
5.01	Annual Education Conference	<ul style="list-style-type: none"> Planning to start again in September 	8 min	Lisa
5.02	Advocacy Project	<ul style="list-style-type: none"> Pause on rollout of 3 year advocacy plan until Spring Continuing work on Website - wireframe, content review complete EPHWeek still a targeted advocacy activity for CIPHI (see 6.01) 	8 min	Casey

5.03	Educational Committee	<ul style="list-style-type: none"> • First session canceled (had 270 people registered); to be rescheduled • Rollout of first set of sessions; one on June 24 • Shain is identifying sponsors • 3 events per month may be too many to navigate • Explored virtual reality platform for meetings, education, etc. Human-centric approach for adult learning <ul style="list-style-type: none"> ◦ Money generating opportunity; have to explore budget availability • Arranging a wine tasting (virtual) event. Group discussed whether this would be appropriate as CIPHI-hosted 	5 min	Kari/Shain
5.04	Merchandise Committee	<ul style="list-style-type: none"> • No updates at this time 	5 min	Casey
6	New Business			
6.01	EPH Week	<ul style="list-style-type: none"> • ISC would like to do something specific for their employees during EPHWeek • Past years have been focused on proclamations; more public outreach this year (like 2020) • EPHW is Sept 15-21, 2021 • Work with partners, unions, employers to support them in rolling out their own strategies either independently or in partnership with CIPHI • ACTION - Casey to email Branch Presidents to identify reps for EPHW Committee 	15 minutes	Casey
6.04	Code of Conduct/Code of Ethics	<ul style="list-style-type: none"> • Code of Ethics complaint received and found to be in scope. Ethics Committee has met and started the investigation • Ethics Committee will complete investigation and bring a report with findings and suggestions for discipline/action to the NEC at the next meeting 	10 min	Casey
6.06	CoPE/BOC Appeals	<ul style="list-style-type: none"> • One BOC appeal received • Last year had many COPE appeals • Kari can support appeals committee • ACTION - Kevin to confirm appropriate permissions for appeals committee folder on G-drive • ACTION - Kevin to email appeals document to group; to be uploaded to G-drive 	10 min	Kevin
6.07	SK Branch Representation	<ul style="list-style-type: none"> • SK Branch President has stepped down from his role; currently no NEC representation from SK 		

		<ul style="list-style-type: none"> Casey has reached out to SK Branch about appointing an NEC rep (either new President or other delegate) SK Branch has reached out about support for secret ballot vote. Casey can facilitate if desired. 		
6.08	AGM Date	<ul style="list-style-type: none"> Hope to be able to have in-person meeting in the fall, based on personal comfort for travel and COVID restrictions Roundtable on thoughts of in-person gathering 	5 min	Kevin/all
6.08	BOC Policy	<ul style="list-style-type: none"> Tabled 	10 min	Kevin
6.09	By-Law	<ul style="list-style-type: none"> Director Appointments - looking at legal opinion for appointing additional Directors (outside of NEC members) Ensure continuity given relatively short terms of NEC members compared to other committees 	10 Min	Kari
7	Next Meeting			
7.01		Friday July 16 18 @9am PST Friday August 20 @ 9am PST		