

BC Branch CIPHI Executive Council Meeting

Agenda

~~October 19th~~ November 23rd, 2021 from 08:45 to 10:15 PST
Via Google Meet

ITEM	DETAILS	NAME (S)																																																																		
	Location: Google Meet																																																																			
1.00	Roll Call																																																																			
Members	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Past President</td> <td style="width: 30%;">Casey Neathway</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Councillor</td> <td style="width: 30%;">Amber Lee</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President</td> <td>Stephanie Tooke</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Tegbir Gill</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President-Elect</td> <td>Valerie Jackson</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Treasurer</td> <td>John Pickles</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Executive Secretary</td> <td>Celine Hsin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Aletta Schurter</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>1st Year Student Liaison</td> <td>Payman Baharmand</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Michael Wu</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>2nd Year Student Liaison</td> <td>Aman Dhaliwal</td> </tr> <tr style="background-color: #4f81bd; color: white;"> <td colspan="6">Guests:</td> </tr> <tr style="background-color: #ffff00;"> <td colspan="6">Stacey Sowa, CoPE BC Member</td> </tr> <tr style="background-color: #ffff00;"> <td colspan="6">Gary Tam, BoC BC Member</td> </tr> <tr style="background-color: #ffff00;"> <td colspan="6">Tim Roark, BC Branch Historian</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><i>*Indicates maternity/paternal leave</i></p> <p style="text-align: center; margin-top: 10px;"><i>Those highlighted in yellow are absent</i></p> <p style="margin-top: 10px;">Call to order: 8:49am</p>	<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Councillor	Amber Lee	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President-Elect	Valerie Jackson	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	Aletta Schurter	<input type="checkbox"/>	1st Year Student Liaison	Payman Baharmand	<input type="checkbox"/>	Councillor	Michael Wu	<input type="checkbox"/>	2nd Year Student Liaison	Aman Dhaliwal	Guests:						Stacey Sowa, CoPE BC Member						Gary Tam, BoC BC Member						Tim Roark, BC Branch Historian						All
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	* denotes that a document was circulated for NEC to review prior to the meeting	
1.1	Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i>) Quorum Met [✖]. Quorum not met [].	All
2.00	Approval of Agenda	All
2.01	Additions to Agenda: <ul style="list-style-type: none"> • Item 7.6: BC Branch's feedback on Ontario's letter to Trudeau Motion: To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email October 16th, 2021. Motioned [John]. Seconded [Casey]	All
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on September 21st October 19th, 2021 as circulated via email on September 20th October 18th, 2021. Motioned [Aletta]. Seconded [Casey].	All
4.00	Electronic Motions	
	<u>MOTION:</u> To nominate Brendan Fitzgerald Dr. Patty Daly as the recipient for the 2021 Bob Herbison Memorial CIPHI Award. Alexander Officer Award. Motion passed and accepted by BC Branch Executive. Email sent to BCIT Program Head, Dale Chen on October 13th, 2021 .	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> ● PD Model pending on the launch of the new Member Service Centre so we can provide information on how to enter PDHs in the new system, within the document. ● Will begin revamp of CPC Manual in January 2022. ● Expect the new member service centre to be live shortly and information/communication to be available for that transition. Expecting old system to be merged with new system so already submitted PDHs should be available in the new system. ● With CPC Codes disappearing, the creation of the applications and overall process for vetting "trusted education" sources such as NCCEH, BCCDC, etc. is underway. This will allow members to know which education providers are a "sure thing" for PDHs. ● Group is still busy with the big IT/PD Model projects underway. No plans for face to face meetings. Ongoing monthly meetings underway. Stacey Sowa, CoPE BC Representative as of January 1, 2022 	Stacey
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> ● Next edition will be released October 29, 2021. On track to have the issue completed on time. ● Always open to new ideas, content, etc. 	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> ● Updated organized policies of BOC posted on the CIPHI website ● Established Policy #11 ● Revamping BOC regulations ● Evaluating and assessing the current written segment (practicum reports) ● Next BOC exam Oct 27 Gary Tam, BOC Vice-Chair as of January 1, 2022 	Gary

	<ul style="list-style-type: none"> • <u>Motion:</u> To nominate Angela Whalen as the incoming BOC BC Branch Representative. ○ Motioned []. Seconded []. ○ Result: 	
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • 14 deaths of PHIs in BC in 18 months—keeping me busy doing In Memorials and locating photos of departed colleagues • We have all BC Branch minutes from 1st meeting of the BC branch in 1925 to date. All early minutes were hand written. Several members including Claudia Kurzac, Gary Tam, John Pickles and myself have been helping type them up. Hopefully once done they will all go in a Historical section as part of the revised BC Branch/National website. • I now have photos of all but 1 of 38 BC Branch Presidents. Working on the last one who was the 1st <u>Branch</u> President in 1925. • Working on locating photos for BC Life & Honorary Members, award recipients, Editor of BC and Canadian journals, etc. • BC Centennial Celebration is in 2025 	Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> • Review Treasurer’s Report for October 2021 • Revenue is currently looking good; net gain at the moment. Most expenses come at the end of the year. 	John
5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> • Letter to Ms. Sterloff on the roles of EHOs in BC in response to word that the Ministry of Health, along with some Regional Health Authorities in BC, are considering the use of "Environmental Health Technicians" to provide surge capacity in the 	Stephanie/ Casey

	<p>province to fulfill activities under the Public Health Act and its Regulations.</p> <ul style="list-style-type: none"> ● Letter sent September 23rd, 2021 ● Planned letter to Ministry advocating for recognition of the roles EHOs played during the pandemic <ul style="list-style-type: none"> ○ As provided by Jessica Ip <ul style="list-style-type: none"> ■ Contract negotiations are underway for the upcoming contract ■ Unions, HA's Managements are all in agreement to get more pay and recognition for our group ■ This will be an opportunity to represent our members and get recognized for the contribution EHOs bring to Public Health and the skills set EHOs possess. <p>Action: Stephanie to look into the previous letter highlighting EHO roles and updating it</p>	
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> ● Send ideas to Teg and Aletta for social media updates <p>Action Casey to send Aletta the twitter account info Completed, Teg is testing the twitter account</p>	Aletta
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> ● BCIT "Meet and Greet" <ul style="list-style-type: none"> ○ Jessica reached out to BCIT and Fraser health for any interest. ● BCIT came back expressing interest. They have 20 second year students and 26 first year students. Actual number participating will depends on date etc..., their final week of class is Dec 6 — 10 so they would like to avoid that week if they can. Numbers to be confirmed by the student Reps at the committee (Aman and Payman) 	Jessica

	<ul style="list-style-type: none"> • Timothy, Manager at Fraser has confirmed that they are interested in participating and asked for details. <p>Action: Stephanie to reach out to Jessica, Aman and Payman for a best date for the Meet and Greet that suit the students</p> <ul style="list-style-type: none"> • Action: Ciphi reps to ask their HA to see if the meet and greet is something they are interested in and to send reps 	
5.09	<p>NEC Update</p> <ul style="list-style-type: none"> • Annual Education Conference <ul style="list-style-type: none"> ○ September 11-14, 2022 ○ Ajax, ON ○ Hybrid - In person and online ○ All keynotes have confirmed and consented to being live-streamed • Advocacy Project <ul style="list-style-type: none"> ○ Be the Change will be meeting with Branches and National Webmaster to discuss changes to website and updates on October 25 ○ Subsequently meeting with advocacy committee on November 3 to review final changes before going live BC webmaster, President-Elect and President met with BTCG to view website and review branch section of the website ○ Website launch on schedule <ul style="list-style-type: none"> ■ Launch before end of year • Educational Committee <ul style="list-style-type: none"> ○ 40+ people attended emotional intelligence workshop on October 14 ○ Working on new sessions for November including MHO panel, career building, communications skills ○ Moving forward on building schedule for 2022 up until conference Holiday Social happening this Friday, November 26th 	Casey/Steph

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Still time to join ○ ● EPH Week Governance <ul style="list-style-type: none"> ○ Social media focus for this year. MB Branch had CTV news segments, and Alberta employer put together video and write-up. Indigenous Services Canada hosted half day session recognizing federal EPHOs. ○ Next year to look at broader media coverage. ○ Social media may not get to all people, including those in older cohorts or who don't use the platforms. Need to ensure future EPHW activities are inclusive. Directors positions approved and posted <ul style="list-style-type: none"> ■ Email circulated November 17, 2021 ■ Letter available in 'Supporting Document' file on the drive https://drive.google.com/drive/folders/18xgjWly8Z10OCnnSu-8uUd6QA_xVAkzN ● CoPE Appeals <ul style="list-style-type: none"> ○ Currently on final stages ● Waiting for final submissions from appeal panel <ul style="list-style-type: none"> ○ Request brought forth for each branch to put 2 names forward for next year's CoPE appeals panel <ul style="list-style-type: none"> ■ Any interested individual can email Stephanie Tooke at president@ciphi.bc.ca ● National AGM <ul style="list-style-type: none"> ○ Monday, November 15 @ 10:00AM PST ● Vaccine Support Statement ● Released October 16th, 2021 Vaccine Support Statement <ul style="list-style-type: none"> ○ Released October 16th, 2021 via social media 	
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	<ul style="list-style-type: none"> ○ Request to circulate via email as not everyone has social media <p>Suggestion: Coordinate emails with the promotion and social media team</p>	
6.0	Old Business	
6.1	<p>Education Committee</p> <ul style="list-style-type: none"> ● Poster will be ready by end of this week for the webinaires (will include AGM details) ● Action: Stephanie to send Aletta list of EHO emails in the different HA 	Aletta
6.2	<p>Executive Council</p> <p>Welcome to Valerie Jackson, President-Elect</p> <p>ACTION</p> <ul style="list-style-type: none"> ● 4 Councillor Positions <ul style="list-style-type: none"> ○ Vacant <ul style="list-style-type: none"> ■ Please recruit ■ Criteria: Nomination form and CV 	Stephanie
7.0	New Business	
7.1	<p>Awards</p> <ul style="list-style-type: none"> ● CIPHI Life Membership Nomination <ul style="list-style-type: none"> ○ Claudia Kurzac <p>Details here: https://drive.google.com/drive/folders/18xgjWly8Z100CnnSu-8uUd6QA-xVAkzN</p> <p><i>Motion: To nominate Claudia Kurzac for CIPHI Life Membership. (Moved by Stephanie, Secoded by Casey)</i></p> <p><i>Motioned by Gary Tam</i> <i>Secoded by Tim Roark</i></p> <p><i>Motion has passed (all in favour who attended meeting)</i></p> <ul style="list-style-type: none"> ● CIPHI BC Award Nomination <ul style="list-style-type: none"> ○ Nominations can be submitted to Jessica Ip 	Stephanie

	<ul style="list-style-type: none"> ○ Alex Nilsson Award and BC Branch Member of the Year Award ○ Details here: https://drive.google.com/drive/folders/18xgjWly8Z10OCnnSu-8uUd6QA_xVAkzN 	
7.21	<p>BC Branch AGM</p> <ul style="list-style-type: none"> ● Thursday, December 16th, 2021 at 11:30am <ul style="list-style-type: none"> ○ Save the date went out Register via zoom: ○ https://zoom.us/meeting/register/tJYsf-yhpi4vHtWGyLLiAwcKR3Te-kqOcQ9H ● Please let me know if you want to have your name stand for re-election by November 1st, 2021 ● Update website with AGM date and details To be done 	Stephanie
7.3	<p>Website</p> <ul style="list-style-type: none"> ● Website information requires update <ul style="list-style-type: none"> ○ AGM details ○ Awards details ○ Reinstate link to BC Page ● Meet with NEC and Be the Change Group to discuss branch webpages under the new website <ul style="list-style-type: none"> ○ Elden (webmaster) will be in attendance 	Stephanie
7.42	<p>Christmas Luncheon Discussion</p> <ul style="list-style-type: none"> ● December 16th at 12pm <ul style="list-style-type: none"> ○ At Holiday Inn Vancouver-Centre 711 West Broadway, Vancouver, BC ○ Registration is required ● Poster available in 'Supporting Docs': https://drive.google.com/drive/folders/18xgjWly8Z10OCnnSu-8uUd6QA_xVAkzN ● Continued from last meeting ● As per Jessica Ip, need feedback from committee re funds i.e. lump sum for each HAs to do their Christmas luncheon and draws ● \$500 in budget for luncheon/social events 	Stephanie/John /Aletta Jessica

	<ul style="list-style-type: none"> Idea: Each HA has their own social and send a photo (ex. cake/food at the luncheon) to the ciphi committee for social engagement and get reimbursed for the cake/food <p>Action: Stephanie to engage the social committee to work out the HA Christmas Socials</p>	
7.5	<p>CIPHI Emails</p> <ul style="list-style-type: none"> BC Page contact information <ul style="list-style-type: none"> Provided CIPHI emails Recently updated and provided new executive members with emails <ul style="list-style-type: none"> Activation emails sent Please activate If you need reactivation, please let me know 	Stephanie
7.6	<p>Ontario Public Health Association, CIPHI Ontario and CHASE has drafted a letter to send to Trudeau regarding sustainability and climate change, which includes a list of call to actions</p> <p>Question: Whether the BC Branch support Ontario's letter to Trudeau</p> <p>Action: Ciphi council to review the letter Ontaio has drafted. Provide thoughts to Stephanie on whether or not you support the letter.</p> <ul style="list-style-type: none"> Update: Ontario has sent the letter on Oct 18 → no action needed from council 	Stephanie
	<p>Adjournment at 10:03am</p> <p>Motioned [Valeria]. Seconded [Aletta]</p>	
	<p>Next Meeting: (Tuesday, November 16th December 21st, 2021)</p>	