

**National Executive Council**  
Teleconference April 16, 2016

**MINUTES**

#	Item	Notes	Lead
1	<b>Welcome &amp; Roll Call</b>	NEC Members: Ann Thomas (President), Dale Chen ( BC President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Tony Makrostergios ( ON President), Nina van der Pluijm (NB President -Elect), Sean O’Toole (NS/PEI President), Laurie Hearn (NL President), Guests: Garth Gosselin (Chair BOC),Keir Cordner (Chair COPE) Regrets: Doug Walker ( NB President)	
2	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	<b>MOTION:</b> Approval of the Agenda as circulated Moved: Sean O’Toole Seconded: Laurie Hearn Opposed: None <b>Motion: CARRIED</b>	
2.02	Minutes Approval	<b>MOTION:</b> Approval of March 18 <sup>th</sup> 2016 NEC Meeting Minutes Moved: Ann Thomas Seconded: Laurie Hearn <b>Motion: CARRIED</b> via Electronic voting prior to meeting	
2.03	NEC Action Items	No updates / tasks completed to be noted	
3	<b>Standing Committee Reports</b>		
3.01	Environmental Public Health Week	Update: Upcoming Teleconference on April 27. Jason Feltham to have graphic design draft for the meeting for discussion. Will provide update during May Teleconference.	Doug Walker
3.04	Finance and Audit	Crystal Brown sent her regrets	
3.05	Appeal Review Committee	No update	Kathleen
3.06	Members Service Centre	<ul style="list-style-type: none"> <li>- Looking for guidance documentation / positions responsibilities from Jason McDonald.</li> <li>- Meeting with Bonnie on Tuesday to discuss roles and responsibilities for office and NEC Lead.</li> </ul>	Kari

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		- Guidance documentation will be developed for future knowledge transfer	
<b>4</b>	<b>Corporate Reports</b>		
4.03	Council of Professional Experience	<ul style="list-style-type: none"> <li>- CoPE launched audits for this year. Total of 140 audits (10% of membership). The auditors are currently reviewing their assigned audit list for conflicts. Audit process to commence Friday April 22, and expected to be completed within 2 weeks. Delay as a result of glitches with C-Factor.</li> <li>- Action item of Progressive enforcement policy may require an extension of June 1<sup>st</sup>, given current audit tasks</li> <li>- 6 C-Factor requests: 5 of 6 change request are interface, 6<sup>th</sup> one is large one is to re-open the audits; i.e. for an appeal. Delays noted in response from C-Factor.</li> <li>- Enquiry about certified member (1992) whereby lapse in membership and wanting to renew membership. Question regarding what type of membership to obtain. Issue with professional practice in order to obtain the required amount of CPC hours. Never practiced in public health, employed as IT support for EH program. Discussion outcome:               <ul style="list-style-type: none"> <li>o Join as Regular Member; if audited then aspect reviewed as part of the individuals' audit process.</li> <li>o Join as an affiliate member.</li> </ul> </li> </ul> <p><b>Parked Action Item:</b> Evaluation of professional practice</p>	Keir
4.04	Board of Certification	<ul style="list-style-type: none"> <li>- 50 BOC candidates sitting the oral exams Spring 2016.</li> <li>- Face to Face Meeting occurring in May. Item to be discussed               <ul style="list-style-type: none"> <li>o CPC participation requirement for BOC members / volunteer positions.</li> <li>o Automated essay scoring program will be evaluated / reviewed</li> </ul> </li> <li>- Have written a letter of support regarding the process for BOC for BC Branch to assist in recruitment of BOC members / volunteers.</li> <li>- Working on improving the document for the Criteria for review of schools.</li> <li>- Vacancy in NB exam coordinator and representative – Nina van der Pluijm confirmed that NB Branch have recruited an exam coordinator (name to be released at upcoming Branch Executive Meeting); Branch has been actively engaging membership. BOC representative will be vacant at this time.</li> <li>- Instructional Objectives project continues; will now go to the schools for review and comment</li> <li>- Received feedback with respect to written report; positive and constructive criticism has been received. To be reviewed by BOC. Thanks for the feedback from Branches.</li> <li>- BCIT and Ryerson are nearing completion of school review reports.</li> </ul>	Garth

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		<ul style="list-style-type: none"> <li>- Setting up review for the Military Program; although not a school but review would have similar aspects (~15 years ago the last review of the program).</li> <li>- International candidates coming up again for the BOC; discuss a bridging system will be discussed (similar to Nurses); This issue will be discussed with the School Consortium</li> <li>- As noted on Q&amp;A section on website an employment survey is to be conducted every 3 years to determine the percentage of work PHIs / EHOs do within the various program areas to ensure that the oral exam is made up of similar percentage of exam questions. BOC commitment to conduct the survey; moving forward not every 3 years.</li> </ul>	
4.05	EHFC	No update.	Pam
<b>5</b>	<b>Old Business</b>		
5.01	PHPC/CHNC/CIPHI Collaborator Session	<p><b>MOTION:</b> For Ann Thomas to attend the PHPC/CHNC/CIPHI collaborator session at the June CPHA conference in June, and CIPHI will support the monetary amount for the travel.            Moved: Kathleen Martin Seconded: Sean O’Toole            Opposed: None            All in favor  <b>Motion: CARRIED</b></p>	
6.02	CIPHI AEC and Ontario Branch AEC 2016	<ul style="list-style-type: none"> <li>- Feedback from 2016 AEC Conference planning committee regarding confusion over CIPHI AEC and Ontario Branch AEC. Sponsors and delegates are questioning which location is the National AEC.</li> <li>- Changes have been made with event name for Ontario Branch Conference</li> <li>- Moving forward NEC should take the lead regarding branch and National conferences to avoid competing and conflicts between events (sponsors and delegates) including details of advertising, naming, dates.</li> </ul> <p><b>Action Item: Establish calendar link on the website and on the MSC (as there is that functionality). Ann to discuss with Mike.</b>  <b>Parked Action Item:</b> Accessing MSC and issue with passwords</p>	Thomas
6.03	CIPHI/CPHA Joint Conference Potential 2017	Defer to May 2016 teleconference; awaiting response from contact	Kathleen/Sean
6.04	Volunteer Coordinator	Draft Terms of Reference for the position not complete– deferred to May 2016 teleconference	Ann
6.05	Draft Code of Ethics	Initial draft circulated with agenda. Thomas looking for feedback on content before moving forward refining this document. Discussion: <ul style="list-style-type: none"> <li>- What resources do we have to address the code of ethics once established? Alongside</li> </ul>	Thomas

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		<p>the code of ethics and conduct a requirement for disciplinary action</p> <ul style="list-style-type: none"> <li>- Aspects to be captured: PHI/EHOs don't overstep our boundaries as law enforcement, trustworthiness, population health not patient health, breach of public trust.</li> <li>- Creation and adoption of Code of Ethics &amp; Conduct a critical piece, therefore contracting this work for assistance is supported.</li> <li>- Council on Licensure, Enforcement and Regulation (CLEAR) have resources to assist in the development and several other agencies have referred / mentioned that they are a valuable resource.</li> </ul> <p><b>MOTION:</b> To obtain membership with CLEAR            Moved: Sean O'Toole    Seconded: Kathleen Martin            Opposed: None            In Favor: All  <b>Motion: CARRIED</b></p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>- <b>Ann to obtain membership with CLEAR</b></li> <li>- <b>Thomas to continue working on Code of Ethics with the resources available from CLEAR.</b></li> </ul>	
<b>7</b>	<b>New Business</b>		
7.01	Proposed NOP "Inclusion" Document	Discussion and Decision <ul style="list-style-type: none"> <li>- Inclusion policy should be within the Code of Ethics &amp; Conduct</li> </ul> <p><b>Action item: Thomas to report back to Jason MacDonald indicating that decision is to include Inclusion Policy within the Code of Ethics &amp; Conduct.</b></p>	Ann
<b>8</b>	<b>Next Meeting</b>		
8.01	Meeting Schedule	Friday May 13th Teleconference	
<b>9</b>	<b>Meeting Adjourned</b>		