

Date	Time	Location
December 19, 2012	12:00 – 13:00	Teleconference

Attendees:	Regrets	Guests
Cameron Weighill (Chair), Cathy Egan, Caroline Kuate, Tony Makrostergios , Patrick Doyle	John Cannan, , Raymond Ramdayal, Kate Beath, Ken Diplock, Lori Holmes	Ray Copes

Minutes	Timekeeper
Cathy Egan	

1. Agenda Item	Discussion	Action
2. Welcomes and Introductions		
3. Approval of Agenda		T. Makrostergios moved approval of the agenda. P. Doyle seconded.
4. Review and Approval of Previous Minutes	<ul style="list-style-type: none"> <li>Approval of Nov 21 Teleconference minutes</li> <li>Defer approval of Dec 1, 2012 Minutes</li> </ul>	P. Doyle moved to approve. T. Makrostergios seconded.
5. Review and Approval of Electronic Motions	<p><b>Motion 1:</b> The Ontario Branch Executive recognizes the importance of strong public health leadership and endorses Brenda Armstrong’s Masters of Public Health research project to investigate a framework for interpretation and prioritization of leadership needs among public health inspection programs in Ontario, Moved by T. Makrostergios Seconded by: P. Doyle – Carried</p>	<p><b>Action Item:</b> (Nov 22) Forward change of email addresses (if applicable) to K. Beath - <b>Complete</b></p> <p><b>Action Item:</b> (Nov 22) C. Weighill will use Doodle for next electronic motion – <b>Complete</b></p>
6. Standing Items	Items Brought Forward	

<p>6.1. Strategic Plan</p>	<p>Work Plans (C. Weighill)</p> <ul style="list-style-type: none"> <li>• Template circulated for portfolio workplans</li> </ul> <p>Presidential Roles (C. Weighill)</p> <p>C. Weighill circulated a document that assigned roles of the three president positions to support councilors in their duties.</p> <p>Timelines for next steps (C. Weighill) <b>Deferred</b></p>	<p><b>Action Item (Dec 19):</b> Comments on workplan template to Cameron by January 16 to finalize the tool at our next teleconference</p> <p><b>Action Item (Dec 19):</b> Review presidential roles at next teleconference</p> <p><b>Action Item (Dec 1):</b> OBEC members are to review current CIPHI email and provide recommendation, if required, of new emails that new portfolios by December 19.</p>
<p>6.2. Finance</p>	<p>Update on Transfer to MPS (K. Beath) <b>Deferred</b></p>	<p><b>Action Item: (Oct 22)</b> Kate to provide the OBEC with update and list of recommendations for transfer of services and timelines by Nov 21 - <b>Expired</b></p>
<p>6.3. Membership Support and Engagement</p>	<ul style="list-style-type: none"> <li>• Reporting structure to Membership Engagement Committee (OBEC) <b>Deferred</b></li> </ul>	<p><b>Action Item:</b> (Nov 22) All OBEC to review survey and provide comments to J. Morris (copied to OBEC members) by Dec.12/12 - <b>Complete</b></p> <p><b>Action item (Dec 1):</b> C. Egan and C. Kuate to draft a letter to be used to send out with the calendars to OMOH and other VIPs by Dec 31. - <b>Complete</b></p> <p><b>Action item (Dec 1):</b> J. Cannan to provide OBEC the costs of mailing calendars to retired and student members by Dec 31.</p>

<p>6.4. Strategic Communications and Partnerships (ASPPIO, MOHLTC, PHO, OPHA)</p>	<ul style="list-style-type: none"> <li>• CIPHI/ASPPIO OPHA Constituent Society ( C. Weighill) <b>Deferred</b></li> <li>• ASPPIO Webpage (C. Weighill) <b>Deferred</b></li> <li>• Simcoe Muskoka District Health Unit letter re Menu Labeling in Ontario Restaurants and Food Premises (C. Weighill) <b>Deferred</b></li> <li>• MOE EBR: Test Holes and Dewatering Wells Best Management Practices Manual (C. Weighill) <b>Deferred</b></li> <li>• PHO: Peer Review Panel (K. Diplock)</li> <li>• Ungraded eggs ASPPIO/CIPHI (C. Weighill) <b>Deferred</b></li> </ul> <p>Ministry of Health and Long Term Care has asked CIPHI to provide comment on Key Components for an Infection Risk Assessment in Personal Services Settings</p>	<p><b>Action Item: (Oct 22)</b> C.Egan to provide OBEC and update on OPHA: Public Health Workforce study and provide recommendation by November 21. <b>-Expired</b></p> <p><b>Action Item (Dec 1):</b> C. Egan to investigate the possibility of partnering with ASPPIO as a single OPHA Constituent Society - <b>Complete</b></p> <p><b>Action Item (Dec 1)</b> C. Weighill to discuss Stanier Institute Opinion at NEC Teleconference in Spring 2013</p> <p><b>Action Item (Dec 19):</b> C. Weighill to forward Infection Control Survey to Lucie Imbiscuso for the CD Committee to comment on and return to him for review before submission.</p>
<p>6.5. Advocacy and Policies</p>	<ul style="list-style-type: none"> <li>• Internal Scan of By-laws and Polices (C. Weighill) <b>Deferred</b></li> </ul>	<p><b>Action Item: (Oct 22)</b> K. Diplock to draft a list of policies that need to be update and/or created by November 21</p> <p><b>Action Item (Dec 1):</b> C. Weighill to place policy and by-law review on the agenda for the February face-to face meeting</p>
<p>6.6. Professional Development</p>	<ul style="list-style-type: none"> <li>• TOPHC Workshop (R. Ramdayal) <b>Deferred</b></li> <li>• CIPHI/ASHIO Needs Assessment <b>Deferred</b></li> </ul>	<p><b>Action Item: (Oct 22)</b> Raymond report back to the OBEC with regard to feasibility and timeline for a professional development needs assessment by November 21</p>
<p>6.7. COPE Update</p>	<p>No updates</p>	
<p>6.8. BOC Update</p>	<p>No Updates</p>	

6.9. Workgroup Updates	No Updates	<p><b>Action Item (Dec 1):</b> Tony will draft a letter (email form) for committee members to let know of changes. Included in email will be what the goal of these changes and to engage members' assistance and possibly developing a focus group to discuss by Jan 22</p> <p><b>Action item (Dec 1):</b> OBEC member to review their portfolio and determine if there are any responsibilities that can be delegated to an individual outside of the OBEC by Jan 22.</p> <p><b>Action Item (Dec 1):</b> John to provide list of all working group members by Dec 31</p>
6.10. Conferences	<ul style="list-style-type: none"> <li>• 2013 Conference (C. Weighill)</li> <li>• AGM <b>Deferred</b></li> <li>• 2014 Conference C. Weighill) <b>Deferred</b></li> <li>• 2015 Conference (C. Weighill) <b>Deferred</b></li> <li>• MOHLTC Conference funding letter (Cameron) <b>Deferred</b></li> <li>• CD Conference (L. Imbiscuso) <b>Deferred</b></li> <li>•</li> <li>•</li> </ul>	
<b>7. Other Business</b>		
7.1. MPH Student Research	<ul style="list-style-type: none"> <li>• Update and Next Steps <b>Deferred</b></li> </ul>	<p><b>Action Item (Dec 1):</b> T. Makrostergios to provide more information to OBEC via email. - <b>Complete</b></p> <p><b>Action Item (Dec 1):</b> C. Weighill, after have had time to review that material will circulate a motion to endorse the MPH project by Dec 5 - <b>Complete</b></p>
7.2. Support for baseball	<ul style="list-style-type: none"> <li>• Contact with planning committee (C. Weighill) <b>Deferred</b></li> </ul>	
7.3. Passing of a member	<ul style="list-style-type: none"> <li>○ ANDERSON, Gordon Eric - June 30, 1928 - November 20, 2012 <b>Deferred</b></li> <li>○ <a href="http://yourlifemoments.ca/sitepages/obituary.asp?oId=658318">http://yourlifemoments.ca/sitepages/obituary.asp?oId=658318</a></li> </ul>	

<p>7.4. Public Health Ontario Update</p>	<p>Public Health Ontario – Ray Copes</p> <p>PHO has done some professional development and continuing education sessions in conjunction with CIPHI and want to continue this relationship.</p> <p>C. Weighill reported that CIPHI and ASPHIO are doing an education needs assessment that PHO is invited to help craft and/or use the results of to determine future training opportunities. Survey to go out in February.</p> <p>R. Copes reminded us that there are several pieces of equipment for loan from PHO. He would like to know if there is any additional equipment that PHO should consider purchasing. The list of existing equipment is on the PHO website at <a href="http://www.oahpp.ca">www.oahpp.ca</a>.</p> <p>R. Copes asked about data gaps in environmental health. EOH to begin to take concrete steps toward creating environmental health surveillance systems. iPHIS is useful for reportable disease information, but not exposures or risk factors with environmental factors. He would like to know what data gaps public health units see. C. Weighill shared that additional data collection beyond what is required in OPHS may be challenging for PHUs. C. Weighill suggested key informant interviews and surveys to confirm with field. 4</p>	<p><b>Action Item</b> (Dec 19) C. Weighill to connect with R. Ramdayal for confirmation on the timing of the needs assessment.</p>
<p><b>8. Next Meetings</b></p>		

9. Teleconference	<ul style="list-style-type: none"> <li>• October 22, 2012 → John Cannan</li> <li>• November 21, 2012 → Raymond Ramdayal</li> <li>• December 19, 2012 → Kate Beath</li> <li>• January 22, 2013 → Patrick Doyle</li> <li>• February 20, 2013 → Cathy Egan</li> <li>• March 20, 2013 → Lori Holmes</li> <li>• April 17, 2013 → Caroline Kuate</li> <li>• May 22, 2012 → Tony Makrostergios</li> <li>• June 12, 2012 → Ken Diplock</li> </ul>	
10. Face-to-Face	<ul style="list-style-type: none"> <li>• February 22-23 in Newmarket ON</li> </ul>	

