

Date	Time	Location
February 22-23, 2012	Friday 9:00 – 4:30 Saturday 9:00 – 1:00	2nd Floor Board Room, 465 Davis Drive, Newmarket

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

Minutes	Timekeeper
Lori Holmes / Kate Beath	Kate Beath / Lori Holmes

Agenda Item	Discussion	Action
1. Welcomes and Introductions		
2. Approval of Agenda	Moved: Kate Beath Seconded: John Cannan	.
3. Review and Approval of Previous Minutes	Approval of Jan 22, 2013 minutes Approval of December 19, 2012 minutes Moved: T. Makrostergios Seconded by: L. Holmes Motion Carried Approval of January 22, 2013 minutes Moved: P. Doyle Seconded by: J. Cannan Motion Carried	Action Item (Jan 22): C. Weighill to forward approved minutes to C. Kuate for posting on website -
4. Review and Approval of Electronic Motions	No Electronic Motions	

5. Standing Items	Items Brought Forward	
5.1. Strategic Plan	<p>Accountability Agreements</p> <ul style="list-style-type: none"> • Document tries to put in more accountability and transparency into what we do • What we should expect of each other and ourselves as CIPHI On Exec • Would like exec to sign the document, scanned and placed on the website (goal) • Document is new to ON branch, borrowed from the NEC • Once completed could change the titles, and the document could be utilized for committees and therefore all volunteers should be signing document as well; will assist committees • (Patrick) – concerns about original signature on the internet; (Cam/Ken) –suggest original signed by to remove risk of signature theft • (John) – roll it into TOR for volunteers • <i>Document signed by OBEC at the meeting</i> <p>– Review Strategic Objective Priorities</p> <ul style="list-style-type: none"> • C. Weighill went over each objective, noted two were similar (volunteer ones) • C. Weighill any changes; “review and update...by-laws” should also include “policies” within this particular objective <p>– C. Weighill previously bylaws extremely ridged, makes it difficult because need to go back to exec, go to AGM; at NEC they are changing the format – there are certain items which could be moved into policy therefore we can change those items with more ease (ie. Secretary</p>	<p>Action Item (Jan 22): C. Weighill to pick out strategic aspects of work plans by January 28, 2013. - Complete</p> <p>Action Item (Jan 22): C. Weighill to circulate work plan document to OBEC by January 28, 2013. - Complete</p> <p>Action Item (Jan 22): C. Kuate to forward email access information to J. Cannan and L. Holmes. - Complete</p> <p>Action Item (Jan 22) C Weighill to forward Presidential roles to OBEC by Jan 28th - Complete</p> <p>Action Item (Feb 22) P. Doyle to to add signature information into policy</p>

<p>Strategic Plan (continue)</p>	<p>Brainstorming Session</p> <ul style="list-style-type: none"> • Task: one sticky note to state how we can accomplish each goal; place as many thoughts ideas as possible • Task: take goals that dovetail with portfolios; each person take one theme, come up with 3 ideas for each goal, then “dotplomacy” this will allow the idea which is most poignant to help develop workplans etc. • Discussion re: mandatory membership... what can we do to make the credential + membership the industry standard; difficulties re: HUs vs other industry PHIs and access to have employers make it necessary/mandatory to have membership with CIPH • Executive conducted brainstorming on the following: promote CPC program, review current membership recruitment and retention strategies with a goal of achieving 100% membership, develop process for recruiting and screening volunteers including a terms of reference, develop a process which will identify and present volunteer opportunities, CIPHI membership needs assessment, to strengthen the relationship and communication between CIPHI On and ASPHIO, develop a framework for committees to function ensuring inclusiveness work completion and communication with executive, create sustainable operation budget to enable long-term planning, review and develop plan to update CIPHI On and policies to accommodate restructured executive 	
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<p>5.2. Finance</p>	<p>Finance Committee (Ken)</p> <p>Terms of Reference – Membership and Term</p> <ul style="list-style-type: none"> • Ken has a national draft – adapt the national TOR, discussed transfer of bookkeeper to MPS and what their roles are, etc • Committee who reviews numbers, sec-treas chairs committee, as a committee they discuss the finances with the rest of OBEC. Works well for transparency. • Established TOR, code book (accounting codes), roles and responsibilities • Look at year-end budget in Nov-Dec and plan for next year right away • Roles and Responsibilities • Chair: sec-treas, bookkeeper: MPS • Streamlining what we're doing and move sec-treas to admin-role and less • Guidebook – including codes • Reporting Structure with MPS • Kate Beath discussed 2012 Budget and 2013 projected budget ---- still waiting for AEC budget to be finalized before CIPHI On budget can be finalized. A few ideas need to be clarified for projected budget. • 	<p>Action Item (Dec 1): C. Weighill to place discussion of MPS on the agenda for February face-to-face meeting. - Complete</p> <p>Action Item (Dec 1): C. Weighill to place operational budgeting on the agenda for February 2013 face-to-face meeting. - Complete</p> <p>Action Item (Jan 22): K. Beath to communicate to MPS that first financial report must be in to OBEC by February 22, 2013. - Complete</p> <p>Action Item: (Jan 22): K. Beath and K. Diplock to work on terms of reference. K. Diplock to send Nationals terms of reference to K. Beath. Draft due February 22, 2013. - Complete</p>
<p>5.3. Membership Support and Engagement</p>	<p>No Update Provided</p>	<p>Action Item (Jan 22): T. Makrostergios to follow-up regarding membership. - Complete</p>

<p>5.4. Strategic Communications and Partnerships (ASPPIO, MOHLTC, PHO, OPHA)</p>	<p>ASPPIO Update – Christopher Beveridge <i>ASPPIO Update – Christopher Beveridge</i></p> <ul style="list-style-type: none"> • May 2012 took over as president • Spring conference at Blue Mountain; include Farmer’s Market Ontario (they want exemptions in the regulations); discussion on updating the guideline document • FMO wants to deal with food safety issues and how those issues impact their members • Plans to look at strategic plan to make it more user friendly • Using e-health domain instead of CIPHI website • Listserv – consensus that this works well for disseminating information; sometimes topics/questions posed might “sit” which does not allow for responses to be provided in a timely manner; believes that some topic areas might be better placed into a portal rather than through a listserv • Question asked re: listserv - Is the information getting back to front line staff; response was that it was “hit and miss,” depends on the manager/topic and the “need” for staff to know • Have decided to pursue Joint OPHA membership with CIPHI ON • Working with PHO on a consistent approach re: Legionella and cooling towers (MOE has COAs on cooling towers therefore will have the inventory being requested) • As part of OPHS revisions, have sent comments to ministry; next protocol is IC PSS • Reviewing guidance document on ungraded eggs • Working w/ province on open for business plan • MNR is changing involvement re: wild game dinners; responsibility may fall to HUs (PHIs); will start working with the ministry on this <p style="text-align: center;">○</p>	<p>Action Item (Jan 22): C. Weighill to forward Well document to OBEC and J. Yan for comment.- Complete</p> <p>Action Item (Jan 22): Webmaster terms of reference to be finalized by January 31, 2013. - Complete</p> <p>Action Item (Dec 1) C. Weighill to discuss Stanier Institute Opinion at NEC Teleconference in Spring 2013</p> <p>Action Item (Feb 22) C. Weighill to follow-up with OPHA with regard to ASPPIO and CIPHI decision to move forward as a single Constituent Society by March 20.</p>
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Discussion re: regulated profession

- Alberta has made membership a condition of employment;
- CIPHI will not be able to make everyone who is certified to be a member; may have to look at a tiered approach?? (ie. Accountants); incorporating membership into job descriptions??
- Executive (ASPHIO) supports the idea of being a regulated profession; CIPHI does not have the strength of that of other regulated professions (ie nursing);
- Suggestion that need a small committee to discuss the profession – CIPHI and ASPHIO...look at small successes to eventually come to a goal;
- Ontario could be a leader in moving the profession to a new level since we hold the greatest percentage of the membership nationally
- Identification of challenges (i.e collective agreements) when moving forward
- Needs, challenges need to be looked at by the leadership of the profession (ASPHIO – CIPHI); we have things on our side – legislation, national body...licence to practice public health in Ontario would be the next step
- ASPHIO has changed constitution to say that to be associated with the group members need to have membership with CIPHI to be included, or any person as an extension of that group
- Strengthen communication to have a coordinated approach

MOHLTC Update – Tony Amalfa

- Three areas to provide update
- Provincial Food Handler Training and Cert
- Working to implement and release program in March 2013 (probably later); significant initiative and collaboration
- Program will consist of 4 parts – adopted part of the program from Windsor Essex County Health Unit; made their program generic; having it translated into French
- HUs can adopt program, use different parts of it, or use current food safety training program as long as it follows the same content and aligns with provincial standards;
- Part of the new program was adapted from national guidelines, program will:
 - need to be advertised;
 - must be a min of 8hrs,
 - provision of exams;
 - inventory of those who have taken/passed course;
 - issuance of a certificate (5yrs)

Action Item (Feb 22) C. Weighill to follow-up with C. Beveridge on next steps with regard to investigating a regulated profession.

MOHLTC Update – Tony Amalfa (continue)

- ASPHIO has agreed to take leadership role;
- Currently working on standard for commercial providers; will be list on the provincial website of commercial providers that meet the standards for training the same as ON HUs; standards across HUs and that HUs will accept certification from other HUs,
- Still looking into ways to review external providers so minimum standards are met for the course
- Early fall should have everything up and running
- Looking at strengthening our PH system
- Accessibility issues have been met, consistency across the province
- Inquiry into how industry/commercial programs will be reviewed? they will have to apply;
- content will be looked at, exams etc;
- will have to apply to be on list of providers;
- key item is that the content from industry must be similar to what HUUs providing (ie. Provincial legislation must be included)

Update on practicum program

- Proposal was for a 3yr pilot for annual funding (25 practicums across the province); timeliness of the funding was an issue
- 3 yrs funding package; approval came late, but were able to fill 20/25 placements
- At end of the pilot there is a need to find a way to find out how these positions will deal with PHI vacancies within the province
- Looking for support/advice to ensure this program remain as a standard resource – need to make a good case for the funding
- Because vacancies do not really reveal true need for PHIs in the province may need to provide additional rationale for continuance of the program
- CIPHI Provincial Conference

MOHLTC Update – Tony Amalfa (continue)

- Question posed regarding the creation of a position for a PHI similar to the Chief Nursing Officer; currently there is nothing in the works; but there might be an association with the provincial MOH position; Arlene King has had a difficult time filling position; Robin Williams is an ACMOH, associate position for EH
- A request was made for an update on the Open for Business Committee – FT going well; wanted to know if there is anything on disclosure in the works
- Tony informed us that once FHT has been completed then will look at disclosure; there was a focus group with industry –wanted to know how disclosure programs have helped industry; developed guidance doc for HUs (for those that do not have a program right now); would like to have areas of consistency; build on existing programs and pull out best practices (understand there will not be one that is common disclosure program for the whole province); also want to look at things such as communication strategies
- Over the next couple weeks will be touching base with HUs that have disclosure programs and then look to see what could be a standard approach;
- Important that education is provided; industry needs to understand that disclosure programs are for the public not for industry; looking for a draft for May???
- Hoping that current disclosure programs can strengthen not necessarily have to change
- Inquiry re: Compliance and Assessment working group?
- Group was working on RA tool; have had some difficulty with this project,
- RCT – had some ideas on how to build consistency instead of a tool, therefore vision is look for 10-15 objectives and provide to HUs and build those into their systems; seems to be the only way to have consistency of risk category
- Currently variations with what a high risk is from one health unit to the other, high risk definition and compliance is the priority
- risk categorization will help standardize; looking for a simple solution to the issue

<p>5.5. Advocacy and Policies</p>	<ul style="list-style-type: none"> • CIPHI Bylaws • Formatting issues with the print-out • What constitutes core business, any changes – note changes have to be voted in at AGM by members, looking at what should be shifted to P&Ps vs bylaws • OBEC reviewed by-law • Discussion regarding: <ul style="list-style-type: none"> ○ Article 13 section 1 – Ken to contact Peter Heywood re: Incorporation Lawyer ○ Article 13 section 10 -- repealed ○ Article 17 – reviewed for wording to permit electronic voting and ballots ○ Article 17 section 7 – Rework wording so ballot box says secured • Policies and Procedures – what do we need to do as the exec and what do we need to expect of our members. OBEC take administrative role and allow more members to be active members. • Committees <ul style="list-style-type: none"> ○ Ken reviewed and discussed Draft Committee TOR ○ OBEC needs to decide which councillor is the point person for the committee ○ If have interdisciplinary committees (non-ciphi committee) do we want them to be represented on the committee ○ CIPH appoints committee chair, chair can appoint delegates to go to meetings, etc ○ Have TOR to send to applicants so that they are aware of what to do as a volunteer on that committee ○ Committee chairs for report to OBEC at two face-to-face meetings and whenever called upon to i.e. teleconference ○ Brainstorm ideas: <ul style="list-style-type: none"> ▪ CIPHI Committee TOR (draft) ▪ Website volunteer, Ops, expectations, reporting ▪ Share existing TOR ▪ Minute template ▪ List of volunteers ▪ Accountability agreement ▪ Volunteer recognition ▪ Letters to employees thanking them for allowing staff, etc 	<p>Action Item: (Oct 22) K. Diplock to draft a list of policies that need to be update and/or created by November 21</p> <p>Action Item (Dec 1): C. Weighill to place policy and by-law review on the agenda for the February face-to face meeting – Complete</p> <p>Action Item: (Feb 22) K. Diplock to send draft committee terms of reference to OBEC</p>
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Advocacy and Policies (continue)

- Procedures
 - Caroline review OBN and printing
 - Kate review Sec-Treas
 - Move food safety, healthy environment down to committee level
 - Need to define roles and responsibilities for new OBEC structure
 - Professional Development
 - Ray to develop P&P for workshops
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- Strategic communications discussion
 - Changing have info is sent through the listserv so that the subject of what's being sent is clear
 - Webmaster – put specialized posting out
 - OBN delegated
 - Quick slide-deck with voice over and volunteer opportunities on YouTube
 - Post all volunteer opportunities on website – have a volunteer page with link on front page
 - Hell redesign the face of CIPHI On
 - Showcase the website during an AGM

Action Item: (Feb 22) C. Kuate will update the webmaster posting and send to C. Weighill for distribution on listserve.

Action Item: (Feb 22) ; All OBEC : P&P on dropbox –update existing P&P as they are and discuss at April 10, 2013 teleconference

<p>5.6. Professional Development</p>	<ul style="list-style-type: none"> ○ Late 2012 CIPHI and ASPHIO discussed needs assessment. P Heywood has put together a workbook ○ Both agencies have common goals in terms of what our membership is looking for ○ Establish planning team and resources for performing a needs assessment ○ Target audience ○ How does NA compliment the leadership needs of both organizations ○ How do we go about it ○ Workshops: <ul style="list-style-type: none"> ▪ PH Media workshop – March 11 ▪ Legal Enforcement Part II – June ▪ Dianne Mass – Beach Water Quality Monitoring webinar ▪ Shawna Bourne – TOPHC – offer it as a workshop lead by P. Heywood ○ Request for student price for workshops – student meaning in an undergraduate environmental health degree program – must be student CIPHI member ○ Use our partnerships and relationship with ASPHIO regarding what other health units may want for workshops, continuing education ○ Ray attended the Ryerson Career Fair – very well attended, HU there conducting interviews, set-up booth and answered questions. 	<p>Action Item: (Oct 22) Raymond report back to the OBEC with regard to feasibility and timeline for a professional development needs assessment by November 21 – In progress</p>
<p>5.7. COPE Update</p>	<p>Deferred</p>	
<p>5.8. BOC Update</p>	<p>Deferred</p>	

<p>5.9. Workgroup Updates</p>		<p>Action Item (Dec 1): 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 - Complete</p> <p>Action item (Dec 1): 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. - Complete</p> <p>Action Item (Dec 1): John to provide list of all working group members by February 22, 2013</p>
<p>5.10. Conferences</p>	<ul style="list-style-type: none"> • 2013 CIPHI Educational Conference (H. Doyle) <ul style="list-style-type: none"> ○ September – Celebrating our Evolution and Sustaining our future, Hilton Garden Inn ○ Greetings on behalf of Joe LaMarca ○ Celebration of 100 years of CIPHI, would like to know if there is anything they can do to increase the profile ○ Ensure that programming doesn't interfere too much with the AGM, any ideas to make the flow better ○ Call for abstracts has went out via list serve ○ Ken sent it to the University of Waterloo ○ Cam asked for list of those universities with MPH programs – <i>Ken to send link to Cam</i> ○ Monday night social –Yuk Yuks, make sure its memorable ○ Sustainability, evidence based research, technology ○ Tickets to Wonderland?? ○ Fundraising is going extremely well, PHO platinum sponsorship ○ Half way to sponsorship goal 	

	<p>Conferences (continue)</p> <ul style="list-style-type: none"> ○ CIPHI will be the only people at the venue ○ 200-230 delegates could be present – 615 for early bird ○ Stephen Lewis (day one); trying to discourage from daily membership; may be putting on daily/student/retiree attendees ○ Suggested webinars for students etc. so more people can “attend” without being present ○ MOHLTC – HP division been trying to get \$\$ to have some tobacco content ○ Small speakers prior to lunches (encouraging PHO to organize that?) ○ Caroline requested some info for the OBN – couple weeks <i>Helen to send to Caroline – Cam needs to submit</i> ○ Early bird will be EARLY ○ Helen provided a quick update on conference planning ● How to get people to AGM <ul style="list-style-type: none"> ○ Have it over the lunch hour – have meeting and then serve lunch ○ AGM is separate from all other sessions ○ Colour code to know who members are ○ Have open forum discussion of ideas, lunch and then proceed to voting and official agenda ○ AGM and one other session that is geared towards non-members 	<p>Action Item (Feb 22) C. Weighill to follow-up with Conference Steering Committee ways to enhance participation in AGM</p>
<p>6. Other Business</p>		
<p>6.1. Malawi</p>	<ul style="list-style-type: none"> ● Hosted an EHO from Malawi – ministry level EHO and EHO ● African leadership program, bring person to Canada for a month, spent a week with Ken ● Would like to explore opportunities to get person out into the field with PHIs 	

6.2. Centennial	<ul style="list-style-type: none"> • Discussed opportunities to send more OBEC reps to National Conference • TBD at March 20, 2013 teleconference • 	Action Item (Feb 22) C. Weighill to place OBEC attendance at national conference on agenda of next teleconference
6.3. Branch Historian	<ul style="list-style-type: none"> • Cameron told OBEC that Tim Roarke's requested we establish a historian for the Ontario Branch – if we'd be doing it we'd have to attach a \$1000 budget line. Ken reviewed procedure regarding what historian would do. National and other branches have a branch historian established. Not part of executive, but report closely to OBEC. 	<p>Motion: K. Diplock with a budget of \$1000 for 2013. Seconded: Raymond Ramdayal -- Carried</p> <p>Action Item (Feb 22): C. Weighill to let Tim know and Lori and John will establish a job description.</p>
6.4. Ontario Branch New	<p>What type of topics would people like to see in the OBN?</p> <ul style="list-style-type: none"> • Things that are good for the branch, interest stories, ways to promote our volunteers/members • "Credentials Corners" – certifications, masters, CIC, etc. • Interview of a CIPHI volunteer • International highlights • BOC and COPE standing update • Report from Ryerson or Conestoga, UW • Highlight section on awesome PHI (member spotlight) • Timeline – pictures, historical accomplishments • 	Action Item(Feb22): All OBEC members to Send pictures, updates, etc to C. Kuate by March 15, 2013
7. Next Meetings		

8. Teleconference	<ul style="list-style-type: none"> • October 22, 2012 → John Cannan • November 21, 2012 → Raymond Ramdayal • December 19, 2012 → Cathy Egan • January 22, 2013 → Kate Beath • February 20, 2013 → Cancelled • March 20, 2013 → Caroline Kuate • April 17, 2013 → Tony Makrostergios • May 22, 2012 → Ken Diplock • June 12, 2012 → Patrick Doyle 	
9. Face-to-Face	<ul style="list-style-type: none"> • Fall 2013 	
10. Adjournment	<ul style="list-style-type: none"> • Motion: Tony Makrostergios Seconded: Kate Beath Carried 	