

Date	Time	Location
January 22, 2012	12:00 – 13:30	

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

Minutes	Timekeeper
Kate Beath	

1. Agenda Item	Discussion	Action
2. Welcomes and Introductions		
3. Approval of Agenda	7.4 Teleconference Schedule	Motion: P. Doyle Second: K. Diplock Carried.
4. Review and Approval of Previous Minutes	<ul style="list-style-type: none"> <li>Approval of Dec 1, 2012 Minutes</li> <li>Defer approval of Dec 19<sup>th</sup> minutes</li> </ul>	Motion: T. Makrostergios Second: P. Doyle Carried.
5. Review and Approval of Electronic Motions		

<p>Review and Approval of Electronic Motions</p>	<p><b>Motion 1:</b> The OBEC appoints Michelle Martin as the CIPHI(O) representative on the Guelph Food Safety Seminar Series Committee. Moved by T. Makrostergios Seconded by C. Kuate - Carried</p> <p><b>Motion 2:</b> The OBEC appoints Jessica Morris as the CIPHI(O) representative on the Interagency Council of Food Safety Committee Moved by T. Makrostergios; Seconded by C. Kuate – Carried</p> <p><b>Motion 3:</b> The OBEC appoints Clothilde Howieson as the CIPHI(O) representative on the Ontario Multi-Agency Foodborne Outbreak / Food Recall Working Group Moved by T. Makrostergios, Seconded by C. Kuate - Carried</p> <p>All individuals notified and J. Yan notified as to the additions to the committee.</p> <p>Food Safety chairs/representatives are to attend teleconferences if necessary and as required.</p>	
<p>6. Standing Items</p>	<p>Items Brought Forward</p>	
<p>6.1. Strategic Plan</p>	<ul style="list-style-type: none"> <li>• Work Plans (C. Weighill)             <ul style="list-style-type: none"> <li>○ Presidential Roles (C. Weighill) – Ken, Tony and Cam are back-up support for the portfolios.</li> <li>○ Timelines for next steps (C. Weighill) – main legwork for this will be done at face-to-face in February. Discussion regarding existing emails and what to do regarding to exec heading up a portfolio.</li> </ul> </li> </ul>	<p><b>Action Item (Jan 22):</b> C. Weighill to pick out strategic aspects of work plans by January 28, 2013.</p> <p><b>Action Item (Jan 22):</b> C. Weighill to circulate work plan document to OBEC by January 28, 2013.</p> <p><b>Action Item (Jan 22):</b> C. Kuate to forward email access information to J. Cannan and L. Holmes.</p> <p><b>Action Item (Jan 22)</b> C Weighill to forward Presidential roles to OBEC by Jan 28<sup>th</sup></p>

<p>6.2. Finance</p>	<ul style="list-style-type: none"> <li>• Update on Transfer to MPS (K. Beath and T. Makrostergios) – all items have been transferred to MPS, require first financial report before budget can be done.</li> <li>• Discussion regarding a finance committee like National.</li> </ul>	<p><b>Action Item (Dec 1):</b> C. Weighill to place discussion of MPS on the agenda for February face-to-face meeting.</p> <p><b>Action Item (Dec 1):</b> C. Weighill to place operational budgeting on the agenda for February 2013 face-to-face meeting.</p> <p><b>Action Item (Jan 22):</b> K. Beath to communicate to MPS that first financial report must be in to OBEC by February 22, 2013.</p> <p><b>Action Item: (Jan 22):</b> 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.</p>
<p>6.3. Membership Support and Engagement</p>	<ul style="list-style-type: none"> <li>• Calendars sent to all MOHs as well as other key stakeholders.</li> <li>• Discussion regarding making CIPHI membership more appealing.</li> </ul>	<p><b>Action Item (Jan 22):</b> T. Makrostergios to follow-up regarding membership.</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) – ASPPIO appears to be interested and C. Weighill to carry on communication with the need for OBEC approving motions.</li> <li>• ASPPIO Webpage (C. Weighill) – some interest regarding hosting page on CIPHI ON website with ASPPIO documents.</li> <li>• Simcoe Muskoka District Health Unit letter re Menu Labeling in Ontario Restaurants and Food Premises (C. Weighill)</li> <li>• MOE EBR: Test Holes and Dewatering Wells Best Management Practices Manual (C. Weighill)</li> <li>• PHO: Peer Review Panel (K. Diplock) – deferred</li> <li>• Ungraded eggs ASPPIO/CIPHI (C. Weighill) – issue regarding non-hen ungraded eggs. CIPHI and ASPPIO to possibly partner to create a document. J. Yan to join once hear from ASPPIO.</li> <li>• Infection Control Survey (C. Weighill) – L. Imbiscuso still needs to forward information entered into survey to OBEC. In future, OBEC to make sure that terms of reference, etc regarding volunteers or jobs include a statement about reporting to OBEC.</li> <li>• PHO Strategic Planning (C. Weighill) - -- Cam going to session in February and will update OBEC at face-to-face meeting. Tony and Peter went to a similar session in October 2012.</li> <li>• OBN (C. Kuate) – end of March beginning of April is when next issue will be out. Input required re: articles. Suggestion to talk to Centennial Committee.</li> <li>• Webmaster – discuss at February meeting.</li> </ul>	<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 (Jan 22):</b> C. Weighill to forward document to OBEC and J. Yan for comment.</p> <p><b>Action Item (Jan 22):</b> Webmaster terms of reference to be finalized by January 31, 2013.</p> <p><b>Action Item (Dec 1)</b> C. Weighill to discuss Stanier Institute Opinion at NEC Teleconference in Spring 2013</p>
---	--	---

<p>6.5. Advocacy and Policies</p>	<ul style="list-style-type: none"> <li>Internal Scan of By-laws and Polices (C. Weighill) – on-going.</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)</li> <li>CIPHI/ASHIO Needs Assessment</li> </ul> <p>Deferred</p>	<p><b>Action Item:</b> (Oct 22) 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>	<ul style="list-style-type: none"> <li>Deferred</li> </ul>	<p><b>Action Item:</b> (Oct 22) Raymond report back to the OBEC with regard to feasibility and timeline for a professional development needs assessment by November 21</p>
<p>6.8. BOC Update</p>	<ul style="list-style-type: none"> <li>Deferred</li> </ul>	
<p>6.9. Workgroup Updates</p>	<ul style="list-style-type: none"> <li>J. Cannan did not know all of the working groups and will ask OBEC for their assistance.</li> </ul>	<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 February 22, 2013</p>

6.10. Conferences	<ul style="list-style-type: none"> <li>• 2013 Conference (C. Weighill) – planning is going well, PHO is platinum sponsor.</li> <li>• AGM</li> <li>• 2014 Conference C. Weighill) – still looking for a host.</li> <li>• 2015 Conference (C. Weighill) – June in Ottawa</li> <li>• MOHLTC Conference funding letter (Cameron) – letter sent to Ministry.</li> <li>• CD Conference (L. Imbiscuso) -- <b>deferred</b></li> </ul>	
<b>7. Other Business</b>		
7.1. MPH Student Research	<ul style="list-style-type: none"> <li>• Update and Next Steps</li> <li>Deferred</li> </ul>	
7.2. Support for baseball	<ul style="list-style-type: none"> <li>• Contact with planning committee (C. Weighill) – money sent to committee</li> </ul>	
7.3. Passing of a member	<ul style="list-style-type: none"> <li>• ANDERSON, Gordon Eric - June 30, 1928 - November 20, 2012</li> <li>• <a href="http://yourlifemoments.ca/sitepages/obituary.asp?oId=658318">http://yourlifemoments.ca/sitepages/obituary.asp?oId=658318</a></li> </ul>	
7.4. Teleconference Schedule	<ul style="list-style-type: none"> <li>• Discussion regarding poor attendance. Consequences if miss three in a row. Discussion regarding change dates and having some on Saturdays, consensus was regardless of when the dates are there will be absenteeism.</li> </ul>	
<b>8. Next Meetings</b>		

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 → Cathy Egan</li> <li>• January 22, 2013 → Kate Beath</li> <li>• February 20, 2013 → Cancelled</li> <li>• March 20, 2013 → Caroline Kuate</li> <li>• April 17, 2013 → Tony Makrostergios</li> <li>• May 22, 2012 → Ken Diplock</li> <li>• June 12, 2012 → Patrick Doyle</li> </ul>	L. Holmes to take minutes during face-to-face.
10. Face-to-Face	<ul style="list-style-type: none"> <li>• February 22-23 in Newmarket ON</li> </ul>	
11. Adjournment	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Motion: T. Makrostergios</p> <p>Second: C. Kuate</p> <p>Carried.</p>

