

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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April 22, 2007 Teleconference Meeting Minutes
(As approved at the Teleconference Meeting of June 17, 2007)

1.0 Roll Call

Present:

Shendra Brisdon, Ken Cross, Ron de Burger, Duncan Ellison (**Chair**), Michael Florian (joined at 1:00 pm), Len Gallant, Claudia Kurzac, Marilyn Lee, Paul Medeiros, Tim Roark, Peter Rogers, Klaus Seeger, Pamela Scharfe (**Recorder**)

Regrets:

Dean Sargeant, Keith Smith

2.0 Adoption of Agenda

The Agenda was reviewed, with the following additional items found under Item 11.0 Other Business.

- 11.1 Website
- 11.2 CIPHI Ontario Branch Research Project (Klaus)
- 11.3 Update on TempSafe Symbols (Klaus)
- 11.4 Update on ground water and septic (Tim)
- 11.5 EHFC brochure and display (Pam)

Ron moved adoption of the agenda, 2nd by Tim. **Adopted**

3.0 Review of Previous Minutes

- 3.1 November 19, 2006 teleconference meeting minutes – deferred.

Action: Trustees to send any changes to Pam
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Tim moved deferral of the Nov. 19, 2006 minutes to the next meeting, 2nd by Ken.
Adopted

4.0 Financial Reports – Tim Roark**INTERIM FINANCIAL ESTIMATE****(January 1/07 to March 31/07)****Environmental Health Foundation of Canada****CHANGE IN PROJECT FINANCES**

CIPHI/EHFC Continuing Education Award	– (\$500.00) <i>07 Award</i>
Len Hiebert EHR Award	+ \$100.00
Lilli Ann Zahara Award	+ \$75.00
Sewage Video Education Project	– (\$261.44)
Ground Water Video Education Project	– (\$210.00)
TempSafe Education Project	– (\$1,454.45)
Ed Fleming Memorial Fund	+ \$12.50
Canadian Partnership for Cons. Fd Protection	+ \$16.67
Public Health Research Project	+ \$66.67
All Approved Projects Fund	+ \$225.00
NSF Contribution (No Terms of Reference Yet)	+ \$500.00
EHF Administration:	
Bank Interest	+ \$1,050.45
General Receipts/Expenses	– (\$48.06)
Web Page	– (\$38.88)
CURRENT FUNDS AT BMO	\$72,382.70

NOTES:

One VISA donation being processed by CIPHI	+ \$250.00
Outstanding amount on an order by Health Canada	+\$3,748.16

Discussion:

- Tim's written update is from the beginning of the year
- If you compare with the last interim report the Foundation is \$2,000 better than last year
- funds moving in and out – better picture as we have outstanding monies owed to us
- had to spend some money on ground water and septic videos to meet the Health Canada order
- also starting to issue awards – 1st one for continuing education
- need to clarify if the National Sanitation Foundation scholarship is a one time donation or will it be annual

Action: Duncan to speak to Stan Hazen, NSF to clarify if the \$500 is to be an annual contribution; terms of reference; how money is to be spent.

Ken moved adoption of the report, 2nd by Peter. **Adopted**

5.0 Awards Committee Report – Marilyn Lee, Chair

Our committee received three applications for the EHFC-CIPHI Continuing Education Award in Fall 2006 and in early January 2007 selected Lis Vallaster of the Vancouver Coastal Health Unit as the recipient. She said she was “grateful and excited” to be receiving the award. Because applications are received in the Fall and the award is made early in the new year, there seems to be some confusion over the year we should ascribe to the award. I suggest that the year should go with the year we make the award. So Lis would be the 2007 recipient. If there are any other thoughts on the year to be attached to the award, we can discuss it.

We finally had a nominee, in December, from the First Nations University for the Len Hiebert-EHR Award. We had already selected and presented the awards to the other four Public Health Inspector institutional recipients when I made my report last November. Therefore, I was in a position to gather their five abstracts together which were published in the Winter 2006 issue of *Environmental Health Review*, as a collection, and with background information on and photo of Len Hiebert. I didn't count on each of the five students sending in such a variety of summaries of their papers – some a half page up to several pages long. I had to rewrite some of the Abstracts to make them approximately the same length. For the next round I will ask for 500 words. Is that acceptable to the committee?

Shauna Dimock from Capital Health, was the recipient for the inaugural Lilli Ann Zahara Award. This award was established in memory of Lilli Ann Zahara to commemorate her devotion to public health efforts, particularly food safety. The nominating letter, written by Phi Phan, mentions that she has been a health educator for 15 years and has taught over 15,000 food handlers about food safety. Phi added that she is an integral part of the internal training program for the Environmental Health Officers employed by Capital Health and is a "stalwart supporter of the CIPHI and its educational opportunities". The Awards Committee thought she was very well qualified for the award which will be presented to her in June at the CIPHI meeting in Kelowna.

Discussion:

1. Continuing Education Award:

- Duncan, Tim, Klaus and Marilyn are on the committee
- PHI Phan is involved with the Lilli Ann Zahara award as she was from Alberta
- Committee communicates via email
- Marilyn asked what year of the award (i.e., application year or presentation year if not the same year) – agreement that it should be the year that the recipient receives it
- 2007 award winner Lis Vallaster will receive at the AGM in Kelowna
- discussed the need for firm deadlines especially as we get more applicants

2. Len Hiebert-EHR Award:
 - discussed the length of abstracts
 - 2 pages, double spaced, maximum 500 words
 - Marilyn would like to encourage that full feature articles be considered although doesn't mean they would be published by EHR
 - Duncan inquired about photos of the students on the website and Marilyn advised problem with schools submitting photos
 - Peter suggested requesting the student applicants to submit a photo with their application

3. Lilli Anne Zahara Award:
 - Duncan inquired if this award was open to all public health units
 - Marilyn confirmed that it is open to all health units just thought it would be nice that it come from Alberta as it was the first time awarded
 - Duncan asked Claudia if we can get a list of all of the public health units as it would be useful for disseminating information – Claudia suggested the branches; Ron suggested the Public Health Agency of Canada

Action: Len will contact the Public Health Agency to see if they have a list and then send to Tim.

Tim moved adoption of the report, 2nd by Ken. **Adopted**

6.0 Canadian Partnership for Food Safety – Duncan Ellison

Since the last reported meeting of the CPFSE (September 12, 2006), there have been two teleconference meetings. The following summarizes the key events and activities since then.

1. Some success has been had in increasing the membership – the Public Health Agency has joined at the full membership rate of \$10,000 and Wal-Mart has also agreed to join, although the membership fee has not been determined. This is considered particularly successful given that Wal-Mart has an extensive food section and will use the Partnerships logo on its product marketing announcements.

2. Katherine Dunster from the Museum of Science and Technology did a brief presentation on **Food For Health Exhibit**. The exhibition addresses from a consumer's point of view, concerns and questions that many Canadians have about the safety of our food supply and the role of food in their health. This exhibition was developed by the Canada Agriculture Museum. It opened at the Canadian Agriculture Museum on March 1, 2007. This exhibition and website (www.agriculture.technomuses.ca/english/exhibitions/food_for_health.cfm) answers questions about the safety of Canada's food supply and the role that food plays in ensuring good health. This exhibit will be available at the end of 2007 to tour Canada until 2011. The Partnership has been involved with this exhibit for the last 5 years.

3. A meeting was held with the U.S. Partnership for Food Safety Education and the USDA-FSIS Be Food Safe Campaign. This campaign is targeting caregivers of

children and seniors. An information package was circulated. The Board felt that the Partnership may be able to adapt this material for the Canadian market. Both Provincial and Federal governments will be approached about funding for this campaign.

The next meeting of the Board will be at the AGM scheduled for the end of May.

Discussion:

- Public Health Agency have committed to the Level 1 Partner \$10,000 and up
- Duncan agreed to write to Canadian Health Units inviting them to join the Partnership as currently there are only 4 Canadian health units that are members
- US. Food Safety Education Campaign has a nice package and can be adapted slightly for the Canadian market but there is no money for this
- Duncan asked if anyone had seen this – no one had
- The Canadian Partnership Annual General Meeting is being held in Ottawa on May 29th. Both Pam and Paul plan to attend.

Action: Trustees to provide provincial health unit manager lists to Duncan who will write to all Canadian Health Units to advise them of the benefits of being a member of the Partnership for only \$100. per year.

Klaus moved adoption of report, 2nd by Peter. **Adopted.**

7.0 Aboriginal Scholarship – Duncan Ellison

At a meeting with Health Canada's Aboriginal Health Program Directorate on April 4, it was disclosed that the proposal to fund Aboriginal Scholarships for Environmental Health Inspectors was still alive and well, but caught up in workloads. Apparently these are expected to be cleared shortly.

Discussion: no discussion.

Klaus moved adoption of report, 2nd by Marilyn. **Adopted**

8.0 EHFC Newsletter – Tim Roark

During November 2006 approximately 1,400 fund raising flyers were printed and distributed. Approximately 200 former donors received colored copies and return addressed envelopes. Except for about 100 former donors who were not members of CIPHI, all the copies were distributed by Debra Losito, Office Manager for CIPHI, as part of the Institute's annual membership renewal drive. Many thanks are to be given to Debra and CIPHI for all her help with this project. The EHFC is not charged by CIPHI for the extra time handling and inserting all the flyers.

A total of 18 donations were received as a result of the mail-out, nine in 2006 and nine in 2007. A grand total of \$6,227.09 was received. The majority of donors are repeat donors. The flyers cost \$414.22 to produce and distribute.

There has been virtually no feedback about this flyer which was intended to provide members and other donors and potential donors more information about our projects and

who was receiving the awards. The format and length of future flyers needs to be discussed to see if it is appropriate. We also need to consider if there is a better way to reach not only all CIPHI members but also all PHIS and EHOs across Canada.

Extra copies of the flyer will be available for distribution at the 2007 CIPHI conference in Kelowna, BC.

Discussion:

- coloured version of the fund raising flyer was sent to previous donors accompanied by a return envelope
- majority of donors are loyal supporters so we need to do outreach to a larger audience
- need to discuss format in the future
- Klaus wondered about including a page on the CIPHI electronic newsletter – Claudia advised that the newsletter is sent to the Branch Presidents for distribution with the majority distributing via an electronic listserve
- Claudia advised that the CIPHI will have a new data management system that once it is populated can be utilized by the Foundation
- Paul asked Tim out of the \$6,200 how much was from new donors and of the loyal donors who are they? Tim advised \$500 and the majority of donors are front-line PHIs and retirees. Len commented that this demonstrates that there has been an increased

Action: Claudia to provide Duncan with the list of CIPHI Branch Presidents so he can send out request for health unit manager contact lists.

Klaus moved adoption of report, 2nd Pam. **Adopted.**

9.0 Proposed EHFC Workshop in Kelowna – “Response to Waterborne Disease Outbreaks”. EHFC Workshop in Kelowna – Klaus Seeger

Issue:

Development of a Workshop on Emergency Preparedness and Response to Waterborne Illness Outbreaks by Public Health Units.

Background:

As a result of the work undertaken by EHFC for Health Canada, it was concluded that there was a great variation across the country in the preparedness and measures of Public Health Units to respond to a waterborne disease outbreak.

EHFC Trustees agreed that it would be appropriate to prepare workshop materials that could be used to run a half-day workshop at the Kelowna Educational Conference if the organizers were able to schedule it.

A paper has been submitted instead.

The offer was submitted, but the Conference Organizers were unable to schedule it.

Options:

EHFC could:

- abandon the project or

- proceed to develop the material and offer it to Provincial Chapters or individual PH Units

If the project is to be proceeded with, then we would need to confirm volunteers to work on it.

Recommendation:

Proceed to develop the material.

Who volunteers?

Discussion:

- Tim advised that far more conference program abstracts were submitted than they need; numerous submissions on water quality; the hotel is full; probably going to be turning people away
- if the EHFC paper is accepted - Klaus and Duncan will jointly present
- Duncan asked if we still wanted to proceed with a half day workshop or do it in St. Johns
- Marilyn suggested that we look at who are the stakeholders first
- Paul asked if they have considered other ways to deliver such as Webcast. Duncan pointed out that part of the workshop is a “table top” exercise
- Klaus mentioned that if they are able to present at Kelowna

Marilyn moved adoption of the report, 2nd by Klaus. **Adopted**

10.0 Development of a PHI Video – Ken Cross

Issue:

Possible development of a Video/DVD to encourage students to consider Public Health Inspection as a career.

Background:

The suggestion came from Western Canada for this, and was widely supported by a number of correspondents receiving the original email from Ken Cross.

Klaus Seeger identified that the Ontario Association of Local Public Health Agencies has a PPT that might be the basis of a DVD – he indicated he would enquire as to its availability for adaptation to a national format.

Duncan Ellison learned that Health Canada’s First Nations Health Unit – Québec Region apparently has developed one for Aboriginal Students.

Options:

1. Obtain one or both of these programs with permission to adapt for national use.
2. Continue to search for other potential reference material.
3. Drop the project.

Volunteers would be needed to work on the project.

Discussion:

- Marilyn mentioned that students from Ryerson Broadcast journalism assisted in the production of a video approximately five years ago
- Marilyn suggested that we start with who is the target audience
- Claudia this has been discussed at the national level and brought up by retirees and need someone to take the lead on it
- Tim asked Claudia if we could seek funding from PHAC. Claudia advised that we need to demonstrate the link to their mandate. Claudia suggested writing a contract proposal to promote the profession as PHAC has provided funding for other public health career materials. Len advised that PHAC have been hearing the PHI shortage issue from retirees, schools, so it will be good if EHFC brings it up
- Claudia suggested EHFC take the lead
- Len needs to talk to the schools and this is one of the areas they also have concerns
- Paul asked if the focus is only on PHIs practicing in public health or in private practice
- Ken provided an overview of his vision of a video

Motion: creation of an advisory committee with Ken Cross as the Chairperson, Tim Roark, Michael Florian, Len Gallant and Marilyn Lee as an advisor.

Paul moved adoption of the report, 2nd by Len. **Adopted.**

11.0 Other Business

11.1 EHFC Website

Tim Roark, Duncan Ellison and Klaus Seeger have been reviewing extensively the EHFC website and have identified a number of changes to the site that:

1. should be made immediately (editorial corrections, outdated information, etc.);
2. could be made, when we have developed revised wording or information; and
3. could be made if there is agreement to rename some of the pages to better reflect messaging and linkages.

It is proposed in respect of:

Point 1 that we continue to identify those immediate changes and pass them to Dean Sargeant to implement with Mike LeBlanc as soon as possible – a copy of the instructions will be circulated.

Point 2 that we identify those sections where rewording will be required, and request volunteers to provide new text.

Point 3 that we will propose to Dean and Mike that a mock re-ordering and restructuring of the website be established with an undisclosed URL so

that the Trustees can see what is proposed and discuss this in Kelowna.

Establishment of a Permanent Mail Address for EHFC

The website currently lists the mailing address for EHFC as being

P.O.Box 75264
White Rock Postal Outlet
White Rock, BC
V4B 5L4

In view of the expected move of CIPHI's Office to Ottawa, it is suggested that Tim Roark be authorized to open a Postal Box at a Post Office convenient to him and that we use that address from now on.

Discussion regarding the mailing address:

- Debra and Nick will continue to be involved with EHR
- Tim said very little mail goes to CIPHI office but 90% goes directly to Tim but he is moving in the next little while and suggested holding for now until he knows what his new address will be and the new national CIPHI address

Action:

- Trustees are to reviews the website document and the website and forward comments to Pam by May 12th
- Pam will forward the comments onto Duncan
- need to separate into immediate and obvious corrections and longer range material
- Klaus suggested that the website be a standing meeting agenda
- Pam suggested a back-up to assist Dean especially when he is down south
- Peter said he could assist Dean and Mike as they live in the same City
- Paul commented that the website is what people see of us so it is important to be up-to-date

Duncan moved adoption of the report, 2nd by Marilyn. **Adopted**

11.2 CIPHI Ontario Branch Research Project – Klaus Seeger

Klaus reported that the Ontario CIPHI Branch is looking at sponsoring a research project to collaborate with the Foundation. The main reason for mentioning it is to have discussion on how to do this – we would just be depository for the in and out of the funds. How would we deal with branches sponsoring projects?

Discussion:

- Marilyn we should promote research as it is one of our missions
- defer to the next meeting
- Duncan's thoughts the minimum for a fixed fee for service should be \$100 or 1% to cover book keeping, etc.

11.3 Update on TempSafe Symbols – Klaus Seeger

- Ontario Farmers' Markets food safety project
- Managed to get the TempSafe symbols into educational materials (DVD, ppt, brochure)
- the hope is that once the products are being used will translate into orders
- communicate with Canadian health units that these are available to use in food safety campaigns
- **Klaus received a letter from the US Partnership and they are not interested at this time as they have just initiated new materials**

11.4 Update on ground water and septic video – Tim Roark

- Ed Fleming project to deliver to every library in Canada
- Already went to the Sudbury and district libraries
- Tim has asked Shendra to help get a list together so we have no idea how many libraries and the cost
- the company that produced video went bankrupt so since Nov. Tim has been dealing with various people to track down the 5 masters (BC , National and 3 languages) – found the BC and National but the foreign languages are still missing.
- Tim is in the process of having a DVD duplicate made
- we are looking at a cost of \$300 to have the two made
- Tim will report on the progress at the Kelowna meeting
- Len commented \$300 is cheaper than trying to reproduce
- Duncan advised that he raised this with a CMHC rep. and they would be interested but would want the Canadian Wastewater
- CMHC would be interested in supported but would need have the Canadian Water and Wastewater Association to comment which Duncan did and the Association feels the video is a bit out of date
- the Ontario Ground water association has produced a “Well Aware” video

11.5 EHFC brochure and display – Pam Scharfe

- Pam advised that she has been working with Rhea Seeger on a draft brochure and display that compliment each other
- Had hoped to have drafts out in advance of this meeting but Rhea has been tied up with other work and personal commitments
- Pam is aiming to have a draft sent out in advance of the Kelowna meeting as had hoped to have the new products available for Kelowna

12.0 Next Meeting

Sunday, June 17, 2007, Kelowna, 1:00 pm – 5:00 pm

Discussion:

- meeting originally scheduled from 3:00 pm – 5:00 pm
- Claudia advised that EHFC could have the room starting at 1:00 pm
- Duncan suggested we meet at 1:00 until 5:00 as we have many items that require discussion and a two hour meeting is not adequate
- Discussed whether or not a phone would be available for those who cannot attend in person and would only be able to participate via teleconference

Action: Duncan will confirm whether or not a phone will be available for teleconferencing.

13.0 Closure

Meeting adjourned at 1:35 pm. Moved by Pam, 2nd by Duncan