

Environmental Health Continuous Improvement Board

Meeting Summary

Wednesday, January 11, 2017
8:30 a.m. – 10:30 a.m.
WebEx Meeting

Members Present and Absent:

Name	Organization	Present	Absent
Dawn Beck (co-chair)	Olmsted County		X
Allie Freidrichs	Meeker-McLeod-Sibley Counties	X	
Bill Groskreutz	Faribault County Commissioner	X	
Tom Hogan (co-chair)	Minnesota Department of Health	X	
Daniel Huff	City of Minneapolis		X
Jeff Luedeman	Minnesota Department of Agriculture	X	
Carol Schefers	Wright County		X
Jeff Brown	City of Edina	X	
John Weidner	Lake County	X	
John Weinand	City of Minnetonka	X	

Other Meeting Participants:

Kim Carlton, Steven Diaz, Sharon Smith, Minnesota Department of Health, Environmental Health Division; Valerie Gamble, Minnesota Department of Agriculture; Lorna Schmidt, Local Public Health Association; John Tracy, Stearns County

Facilitators:

Megan Drake-Pereyra and Chelsie Huntley, Minnesota Department of Health, Center for Public Health Practice

Welcome and Introductions

The Environmental Health Continuous Improvement Board (EHCIB) co-chair Tom Hogan welcomed everyone to the EHCIB's January meeting. Mr. Hogan proceeded to review the meeting agenda and noted this is the first web-based EHCIB meeting and he will ask for feedback at the end. Meeting

participants each introduced themselves. Mr. Hogan acknowledged both EHCIB members and other meeting participants and invited everyone to fully participate in the meeting.

Meeting Objectives:

1. Receive updates about the FPLS statewide annual performance measures.
2. Receive updates on FPLS Evaluation Workgroup progress.
3. Plan for onboarding new EHCIB members prior to March meeting.
4. Complete Business items.

Updates about the FPLS Annual Performance Measures

Megan Drake-Pereyra, MDH Center for Public Health Practice, shared the following updates about the FPLS annual performance measures:

- We are testing the reporting system. Data will be collected from delegated agencies via a survey. MDH and MDA will submit their data via a spreadsheet that will be uploaded into the system.
- Reporting instructions are drafted and being reviewed by MDH and MDA staff. A small group is working on the foodborne illness risk factor measure instructions.
- A communications plan is being developed. It will include a webinar, web, and email communications.

Ms. Drake-Pereyra also had a few questions/decisions for meeting participants:

- One or two EHCIB member are needed to share the rationale for the FPLS annual performance measures on the webinar. No one volunteered in the meeting; Ms. Drake-Pereyra will follow-up with EHCIB members to get at least one volunteer.
- Who should the pre-reporting email come from?
Meeting participants felt the email should come from the entire EHCIB in order to show agreement and unity on the direction and importance of the FPLS annual performance measures.
- Should the survey be shared during the webinar or should it be sent when annual reporting opens?
Meeting participants felt it would be fine if everything was sent at once. It was also clarified that all of this information will go directly to the EH contacts, not CHS administrators. So, it should not interfere with what is sent to CHS administrators for LPH Act annual reporting.

Updates from FPLS Program Evaluation Workgroup

Kim Carlton, MDH FPLS Partnership and Workforce Development Supervisor, provided an update on the work of the FPLS Program Evaluation Workgroup. In the workgroup's last meeting the group

discussed the feedback from the EHCIB asking them to come back with a proposal for how to bundle the standards during the self-assessment and verification process. The workgroup felt standards 2 and 8 go together because they are foundational, 3 and 5 are policies on paper – a lot of documentation, 4 and 6 are implementation and operational, and 1 and 7 are straightforward and should be easy to complete together. Meeting participants thought this bundling made sense.

The workgroup also discussed and refined the templates for standards 2 and 8 and the flowchart. The templates include instructions, description and rubric, and scoring form. Everyone in the workgroup has looked at the document, but no one has responded to requests for feedback. Ms. Carlton, noting the intent to develop the evaluation process as a state-local partnership, asked if the EHCIB is okay to move forward with the documents developed. The EHCIB expressed their sentiment that silence should not be considered approval and recommended that Ms. Carlton not proceed until workgroup members indicated whether they agree or disagree with the documents. If they agree, then the EHCIB will review and approve the documents at the March meeting. Once approved by the EHCIB the materials will be piloted. The goal is to complete the pilot and have the results ready for the July EHCIB meeting. It is anticipated that there will be learnings and changes to be made before the full implementation. The workgroup recommends that MDH, MDA, and a local agency (who has not been involved in EHCIB or the workgroup) participate in the pilot. Ms. Carlton asked who will verify/audit MDH and MDA in the pilot. Ms. Carlton specifically asked, if the MDH Planning and Workforce Development Unit should verify MDH FPLS program? One suggestion was to have MDH verify MDA and MDA verify MDH. Mr. Hogan shared a recent experience about how valuable it was to have another state agency involved in the evaluation they went through. Meeting agreed that others should be involved as verifiers.

Next steps for the EHCIB are to 1) identify local programs who could take part in the pilot, and 2) review the workgroup documents prior to the March EHCIB meeting and come prepared to approve/finalize them.

Workgroup meeting dates, agendas and past meeting summaries, are available on the [EHCIB webpage](#).

EPH Framework Updates

Chelsie Huntley, MDH Center for Public Health Practice (PHP), provided updates about the environmental public health framework and SCHSAC.

Staff at MDH spoke with environmental health staff in Oregon to understand how they developed foundational public health services in the area of environmental public health. Staff learned that the framework was largely developed by the State and local jurisdictions provided feedback. They had a short timeline and would have liked more time for conversations. Their overall process does not appear consistent with EHCIB's approach to developing this framework; however, the language used, overall intent, and some of Oregon's documents will be helpful to the EHCIB.

MDH staff also started to speak with people involved in the development of the MN Disease Prevention and Control Framework (DP&C). So far the conversations have been helpful and they are working on scheduling a few more.

For the March meeting, MDH PHP will bring some guiding principles for the EPH framework. The EHCIB will review those and then start to really dive into developing the EPH Framework for MN.

At the previous meeting the EHCIB agreed that the exposure and endorsement of SCHSAC was worth working through any potential drawbacks. The SCHSAC Executive Committee briefly discussed inclusion of the EHCIB in its work plan at their November meeting. The December SCHSAC meeting was shortened due to weather and the EHCIB was not discussed. MDH PHP anticipates the EHCIB will be included in the 2017 SCHSAC work plan; the work plan will be discussed at the next SCHSAC meeting in March.

The SCHSAC MDH Technical Assistance Ad Hoc Group recently concluded their work and are waiting to present their report to SCHSAC. The report calls on SCHSAC to re-establish a strong statewide public health infrastructure and includes a call for the EHCIB to continue its efforts and develop an environmental public health framework for MN. The Ad Hoc Group also noted the EHCIB's role in improving the state-local relationship around FPLS and called for a similar CIB for infectious disease, prevent and control. It is anticipated that SCHSAC will approve the Ad Hoc Report in March.

EHCIB Membership Transition

Meeting participants discussed how to help transition new members into their role on the EHCIB. Meeting participants felt it could be done similarly to how members were transitioned last year: outgoing members meet (phone or in-person) with new member to discuss activities, expectations, etc. New members should be advised to read the summary notes of the last few meetings, the EHCIB charter, and work plan. Outgoing members will also be asked to attend the March meeting to help with the transition.

To thank outgoing members, the co-chairs will plan to send them a card or email thanking them for their dedication to the EHCIB.

LPHA has been recruiting for five open positions. Lorna Schmidt, LPHA, shared that they have extended the call for applications. While they have received enough applicants to fill the delegated agency positions, they still need applicants for the non-delegated program representatives. LPHA's executive committee will review the applications next week.

Business Items

Member Updates

Mr. Hogan shared the following updates:

- Water Town Hall summit was called by the Governor at the University of Minnesota – Morris. It will also be webcast. It is occurring next Friday, January 20th. It is a follow-up to last year's summit. There is more information available on the [Governor's website](#).
- The Environmental Quality Board will be hosting an Environmental Congress in St. Paul on February 3rd. It will include sessions on water, energy, air, and climate. More information can be found on the [Minnesota Environmental Quality Board website](#).
- Governor's budget is expected to be announced on January 24th. It is unknown until then if it will include anything related to water, fees, technical support for local public health, etc.
- MDH is working with its human resources division to try to align its position classifications with those of MDA. There are no other proactive MDH-MDA conversations at this time.

Jeff Brown, City of Edina, shared that they are working with the Local Government Information Systems to develop food inspection software. Mr. Brown will be looking to learn from others who have gone through a similar process. He will share the outcome with others if successful. Meeting participants shared that Minneapolis, St. Cloud, and Olmsted have worked on food inspection software recently and MDH is interested in learning from/participating in the process too. One meeting participant recommended to start by documenting and cleaning up existing process first and develop the new software around the updated processes.

John Tracy, Stearns County, shared that they are going live next week with new inspection and licensing software. It was a year-long process.

Approve November Meeting Summary

John Weinand, City of Minnetonka, motioned to approve the EHCIB's November meeting summary. Mr. Brown seconded that motion. The meeting summary was approved.

To close the meeting, Mr. Hogan asked how the WebEx format worked. Meeting participants felt it worked well for this meeting because of the content but would not work well for an interactive meeting. Face-to-face is preferable overall.

Take-home Points, Action Items, and Adjournment

Meeting participants agreed on the following take-home points and action items.

Take-home points:

- Statewide reporting on the Food, Pools and Lodging Services (FPLS) annual performance measures will occur in February/March. Additional information including reporting instructions and a webinar will be available soon. Watch the [EHCIB webpage](#) for more information.
- As noted in earlier discussions, the focus of the Environmental Health Continuous Improvement Board (EHCIB) is broadening. The EHCIB will begin to develop an Environmental Public Health

(EPH) Framework for Minnesota at its March 2017 meeting. The Framework will outline roles, responsibilities, and expectations for EPH in MN and is intended to make advocating for and communicating about environmental public health easier. Other potential benefits of an EPH Framework for MN include:

- Identify gaps in EPH services across MN
- Assure Minnesotans receive the EPH services they should
- Improve partnership/coordination to deliver EPH services

The draft work plan for developing an EPH Framework for MN is available on the [EHCIB webpage](#). [Contact your EHCIB representative](#) for more information.

- The Food, Pools, and Lodging Services (FPLS) program evaluation workgroup continues to make progress. At its latest meeting, the workgroup focused on refining the templates for Standards 2 and 8. Other key recommendations shared with the Environmental Health Continuous Improvement Board (EHCIB) include:
 - Initial proposal from EHCIB about doing a standard-by-standard program evaluation model may not be most economical method. The workgroup proposed bundling some standards together: 2 and 8, 3 and 5, 4 and 6, and 1 and 7.
 - Volunteers will be needed to pilot the self-evaluation and verification process for standards 2 and 8. The workgroup would like MDH, MDA, and a delegated agency for the pilot.

The EHCIB expressed support for the workgroup's recommendations. The next workgroup meeting and location is TBD. The meeting information, including agenda and past meeting summaries, will be available on the [EHCIB webpage](#).

- The Environmental Health Continuous Improvement Board (EHCIB) is in the process of filling the following five (5) open member positions:
 - 1 Metro, locally run environmental health (EH) program representative – currently held by Daniel Huff, City of Minneapolis
 - 2 Non-Metro, locally run EH program representatives – currently held by Dawn Beck, Olmsted County, and one new position being added this year
 - 2 state run EH program representatives – currently held by Allie Freidrichs, Meeker-McLeod-Sibley Counties, and Carol Schefers, Wright County

EHCIB members serve 2-year terms and meet six times per year in-person in St. Paul (distance options may be considered in the future). The Local Public Health Association (LPHA) is responsible for recruiting and selecting members. If you are interested in serving on the EHCIB contact [Lorna Schmidt](#), LPHA Executive Director, for more information. If you know someone who would be a great EHCIB member, please encourage them to apply for an open position.

Action Items

- MDH Health Partnerships Division staff will continue to pursue conversations with SCHSAC and those involved in developing the DP&C Framework and share what they learn that could help with the EPH Framework at the next EHCIB meeting.
- EHCIB members will review the FPLS program evaluation workgroup items in advance of the next EHCIB meeting and be prepared to approve.
- LPHA will continue the process for filling the open EHCIB positions.

The next EHCIB meeting is Wednesday, March 8, 2017 at MCIT in St. Paul.