

Environmental Health Continuous Improvement Board

Meeting Summary

Wednesday, November 8, 2017

9:00 a.m. – 1:30 p.m.

Minnesota Counties Intergovernmental Trust Building, St. Paul, MN

Members Present and Absent:

Name	Organization	Present	Absent
Dawn Beck (co-chair)	Olmsted County	X	
Jeff Brown	City of Edina	X	
Daniel Disrud	Anoka County	X	
Bill Groskreutz	Faribault County Commissioner		X
Tom Hogan (co-chair)	Minnesota Department of Health		X
Jeff Luedeman	Minnesota Department of Agriculture	X	
Sarah Reese	Polk County	X	
Diane Thorson	Partnership4health (representing Becker County)	X	
John Tracy	Stearns County	X	
John Weidner	Lake County	X	
John Weinand	City of Minnetonka	X	

Other Meeting Participants:

Debra Anderson and Patrick Kuisle, Hennepin County; Mageen Caines and Dan Huff, City of Minneapolis; Kim Carlton, Chris Elvrum, Julie Kadrie, Denise Schumacher, Sharon Smith, Minnesota Department of Health, Environmental Health Division; Doug Dyer, Washington County; Lorna Schmidt, Local Public Health Association

Facilitators:

Megan Drake-Pereyra, Kim Gearin, Beth Gyllstrom, and Chelsie Huntley, Minnesota Department of Health, Center for Public Health Practice (PHP)

Welcome and Introductions

The Environmental Health Continuous Improvement Board's (EHCIB) co-chair, Dawn Beck, Olmsted County, welcomed everyone to the November meeting.

Ms. Beck reviewed the meeting agenda and objectives.

Meeting Objectives:

1. Continue developing the EPH framework: focus on water.
2. Identify next steps for EPH framework development.
3. Identify statewide improvement opportunities from the results of the FPLS performance measures.
4. Review updated materials from the FPLS program evaluation workgroup.

Ms. Beck continued by asking meeting participants to introduce themselves. She acknowledged both EHCIB members and other meeting participants and invited everyone to fully participate in the meeting.

FPLS Program Evaluation Workgroup Update

Kim Carlton, MDH EH, presented the final materials for pilot two on behalf of the food, pools, and lodging services (FPLS) Program Evaluation Workgroup. Pilot two will re-test the tools and instructions for self-assessment and verification of food standards 2 and 8. [Appendix A](#) contains the update report Ms. Carlton shared with meeting participants. Based on findings from the first pilot, the workgroup refined the worksheets and instructions, developed templates, and clarified the process for questions and communications. In addition, training will be provided to all participants. These changes address the need for increased clarity, decreased time commitment to complete the self-assessment and verification, and increased consistency among verifiers.

In pilot two, four local FPLS programs will complete the self-assessments: Washington County, Horizon Public Health, Le Sueur-Waseca Counties, and City of Minnetonka (dual-delegated agency). The workgroup and EHCIB appreciate that a dual-delegated agency is participating to help provide feedback on MDH-MDA alignment. MDH and MDA will complete all four verifications and the local FPLS programs participating have the option of completing verifications of the other local programs.

Pilot two will begin December 2017/January 2018 with the results presented to the EHCIB at its March or May 2018 meeting. The EHCIB applauded the workgroup and subgroup (that helped work on the instructions, tools, and templates) for their excellent work, thanking them for their efforts to create well thought out, clear changes for testing in pilot two. The EHCIB appreciates the commitment of everyone involved in pilot two and looks forward to seeing the results.

Ms. Carlton also mentioned that the food, pools, and lodging services (FPLS) program evaluation workgroup would like the EHCIB to help recruit a new member from a locally delegated FPLS program in the metro area. The member position has been vacant for a while. Doug Dyer, Washington County, and Jeff Brown, City of Edina, both expressed interest; they will contact Ms. Carlton to discuss this further.

FPLS Statewide Performance Measures

Meeting participants discussed next steps for the food, pools, and lodging services (FPLS) statewide performance measures. The discussion centered around determining what feedback/information the EHCIB needs in order to make decisions regarding the statewide performance measures moving forward. Meeting participants thought that getting a better understanding of the value of the data and the effort and barriers to reporting the data would be very important. They also want to explore which measures are most important to FPLS programs and which ones help tell the best picture of FPLS in Minnesota. For example, meeting participants brought up the idea of reporting number of inspectors per establishment rather than the staff qualifications information that was reported in 2017. They felt this tells more about FPLS program capacity. Meeting participants also want to determine a better way to collect food violations (or foodborne illness risk factors), and possibly how to tie it to foodborne outbreaks. Doug Dyer, Washington County, shared that they tracked special event risk factors, which then lead to a quality improvement project that resulted in new educational materials for special event operators. Mr. Dyer offered to share how they collected the risk factor data at a future EHCIB meeting.

Also discussed was the purpose of collecting the FPLS statewide performance measures and how the EHCIB intends to use the information collected. The EHCIB wants to make sure the data is meaningful and used. MDH PHP staff offered some suggestions as to other ways the data could be looked at that might provide more meaning and opportunities for improvement. For example, the EHCIB could consider doing case studies or focus groups with the data currently collected for food violations. This would help provide more depth to the data allowing for better usability.

MDH PHP staff offered to bring a proposal to an upcoming EHCIB meeting that will offer an idea about how the EHCIB can:

- Gather feedback on the pilot year of data collection to get a better understanding of the barriers and value of the data,
- Determine what data to collect in 2019 and how best to collect it, and
- Conduct deeper analysis of the data collected in the pilot year.

Ms. Drake-Pereyra also informed meeting participants that the EHCIB approved the final 2016 statewide and local food, pools, and lodging services (FPLS) statewide performance measure reports via email. The reports are in the process of being formatted and generated, and will be sent out as soon as they are ready.

Environmental Public Health Framework

After a grounding discussion focusing on the purpose, assumptions, and guiding principles established in prior meetings for the EPH framework, Chris Elvrum, MDH EH, shared an overview presentation about water in MN. Then meeting participants reviewed and provided feedback on the draft inventory of current drinking and recreational water protection activities the MDH water protection staff created based on the conversation from the September EHCIB meeting. After reviewing the document, meeting participants discussed several changes.

One item discussed was how to improve the section that reflects who does the activities and whether or not it would be better to denote who is responsible for the activity rather than who does the activity. Defining terms like ‘public water supplier,’ ‘public water supply,’ ‘transient water,’ etc. would help provide more clarity. In addition, meeting participants wanted more clarity around the communications role. One suggestion was to divide it into routine, risk, and unusual events communication and possibly provide some examples under each type.

Also discussed was how to depict activities that are happening everywhere and those happening based on local needs and funding. The format currently used (a table) does not reflect this clearly. Required local public health activities should also be included.

MDH water protection staff agreed to create a new version for the EHCIB meeting in January. At that meeting, participants will review and discuss the updated inventory of current drinking and recreational water protection activities.

Business Items

Member Updates

- Chris Elvrum, MDH EH, provided the following updates on behalf of Tom Hogan, MDH EH:
 - Governor’s 25x25 town hall meetings on improving water quality have wrapped up. Staff from agencies and the Governor’s office are in the process of summarizing what was heard.
 - Legislative: Drinking Water Program is developing an action plan to inform citizens and legislators of the importance of affordable clean drinking water. There are a lot of uncertainties with the 2018 legislative session and MDH is continuing to pursue resources to adequately support the work of the Safe Drinking Water Act.
 - The MN Food Code is at the Governor’s office for review before going out for public notice for hearing and adoption.
- Ms. Beck shared that she saw the [Private Well Protection Household Survey results](http://www.health.state.mn.us/divs/eh/cwl/wells/householdsurvey.pdf) (<http://www.health.state.mn.us/divs/eh/cwl/wells/householdsurvey.pdf>). Mr. Elvrum said he would be interested in bringing the report to the EHCIB to discuss how local agency’s can partner to help with arsenic efforts.

Community Health Conference

Environmental Health Continuous Improvement Board
Minnesota Department of Health
Center for Public Health Practice
P.O. Box 64975
St. Paul, MN 55164-0975
(651) 201-3880

Ms. Beck, Jeff Brown, City of Edina, and Diane Thorson, Becker County, hosted the EHCIB's learning station at the [2017 Community Health Conference](http://www.health.state.mn.us/divs/opi/pm/conf/) (<http://www.health.state.mn.us/divs/opi/pm/conf/>). Most people that attended the EHCIB station were county commissioners or non-delegated public health agency directors and staff.

EHCIB Membership

Five membership terms will be ending February 28, 2018. Megan Drake-Pereyra, MDH PHP, will work with Lorna Schmidt, LPHA, SCHSAC, and John Weinand, City of Minnetonka, to work on recruitment for new members.

EHCIB Meeting Venue

Due to changing membership and needs of EHCIB members, the EHCIB needs to reinvestigate distance-meeting options such as ITV. Ms. Schmidt is testing some options for LPHA members, and she will share what she learns with the EHCIB. MDH is an option, but parking is an issue. Meeting participants agreed that the ideal location would be a place with video-capability, free parking, and have an optional in-person meeting space so that people could choose to attend in-person or via distance. MDH PHP staff will continue to investigate venues and inform the EHCIB of progress.

Word on the Street

The MDA delegation agreement discussions continue. Delegated agencies in attendance at the EHCIB meeting welcomed others to attend. The next meeting is on November 22, 2018 at the City of Bloomington's McLeod Conference Room, 12:30-3:30 p.m. Contact Lynn Moore if you plan to attend to make sure there is enough seating available.

Approve September Meeting Summary

John Weinand, City of Minnetonka, made a motion to approve the July meeting summary and John Weidner, Lake County, seconded the motion. No additional changes were made.

Constituent Engagement

The EHCIB is still seeking a second SCHSAC representative. Bill Groskreutz, SCHSAC, will continue to keep the EHCIB informed on this progress.

Take-home Points, Action Items, and Adjournment

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

Take-home points:

- The food, pools, and lodging services (FPLS) program evaluation workgroup is looking to recruit a new member from a locally delegated FPLS program in the metro area. Members meet in person, as needed, and help shape the new FPLS program evaluation process. For more information see the [workgroup charter](#)

<http://www.health.state.mn.us/divs/eh/local/cib/process/charter.pdf> or contact [Kim Carlton \(kim.carlton@state.mn.us\)](mailto:kim.carlton@state.mn.us).

- The food, pools, and lodging services (FPLS) Program Evaluation Workgroup presented the final materials for pilot two, which will re-test the tools and instructions for self-assessment and verification of food standards 2 and 8, to the Environmental Health Continuous Improvement Board (EHCIB) at its November 2017 meeting. Based on findings from the first pilot, the workgroup refined the worksheets and instructions, developed templates, and clarified the process for questions and communications. In addition, training will be provided to all participants. These changes address the need for increased clarity, decreased time commitment to complete the self-assessment and verification, and increased consistency among verifiers. Pilot two will be conducted as follows:
 - a. Four local FPLS programs will complete the self-assessments: Washington County, Horizon Public Health, Le Sueur-Waseca Counties, and City of Minnetonka (dual-delegated agency).
 - b. MDH and MDA will complete all four verifications. The local FPLS programs participating have the option of completing verifications of the other local programs.
 - c. Pilot two will begin December 2017/January 2018 with the results presented to the EHCIB at its March or May 2018 meeting, depending on start date.

The EHCIB applauded the workgroup and subgroup (that helped work on the instructions, tools, and templates) for their excellent work, thanking them for their efforts at creating very well thought out, clear changes for testing in pilot two. The EHCIB appreciates the commitment of everyone involved in pilot two and looks forward to seeing the results.

- The Environmental Health Continuous Improvement Board (EHCIB) asks that you watch your inbox for the statewide and local food, pools, and lodging services (FPLS) statewide performance measure reports. They are in the process of being finalized and will be sent out as soon as they are ready.
- The Environmental Health Continuous Improvement Board (EHCIB) discussed next steps for the food, pools, and lodging services (FPLS) statewide performance measures. In order to ensure value and utility of the FPLS statewide performance measure data, over the course of the next year, the EHCIB plans to:
 - Gather feedback on the pilot year of data collection to get a better understanding of the barriers and value of the data,
 - Determine what data to collect in 2019 and how best to collect it, and

- Conduct deeper analysis of the data collected in the pilot year.

Plans to accomplish this are being developed and will be reviewed at an upcoming EHCIB meeting.

- The Environmental Health Continuous Improvement Board (EHCIB) made progress on its effort to develop a public health framework for the protection against environmental health hazards area of public health responsibility. Minnesota Department of Health (MDH) staff, who work in the area of water protection, shared their draft inventory of current drinking and recreational water protection activities and received feedback. Based on this feedback MDH staff will refine the inventory and share it at an upcoming EHCIB meeting.

Action Items

- The Center for Public Health Practice will finalize the reports of the FPLS Statewide Performance Measure data.
- The Center for Public Health Practice will develop a proposal for the FPLS statewide performance measure data activities.
- FPLS program evaluation workgroup will conduct pilot two and report results at either the March or May 2018 EHCIB meeting.
- MDH EH staff will update the draft inventory of state drinking and recreational water protection activities.

The next EHCIB meeting is Thursday, January 4, 2018 at MCIT in St. Paul.

Appendix A: FPLS Evaluation Workgroup Status Update

November 8, 2017

Where We Have Been – Pilot 1.0 Timeline

- 2016: EHCIB approved concept for new evaluation structure, approved charter for new evaluation workgroup, workgroup convened, and work begun according to the EHCIB's recommendations
- March 2017: EHCIB approved pilot of Standards 2 & 8 tools & worksheets
 - MDH, MDA, Kandiyohi-Renville participated
- April 20, 2017: Meeting with pilot participants
- April 20-June 2: Self-Assessment phase
- June 5-June 23: Verification Audit phase
- June 28: Meeting with pilot participants and Health Partnerships staff – pilot feedback
- July 12: Workgroup reports to EHCIB on pilot – feedback received; further direction given to workgroup to make improvements and do a second pilot of the same standards with different agencies.
- September 13: Sub-workgroup gives report to EHCIB on improvements being made.
- October 30: Evaluation workgroup meets; develops proposal for Pilot 2.0

Where We Are Going – Pilot 2.0

Objectives

- Test and refine methodology – come closer to a process that both MDH and MDA can implement
- Decrease time commitment needed to complete self-assessment and verification
- Increase consistency among verifiers

Participants

Self-Assessments

- Washington County
- Horizon Public Health
- Le Sueur-Waseca Public Health
- City of Minnetonka

Verification Audits

- MDH & MDA will verify all four local agencies
- Washington County, Horizon, Le Sueur-Waseca, Minnetonka will be given the opportunity to verify one or more of their peers (this is optional but strongly encouraged)

Training

- Training will be provided to all participants (self-assessments and verification audits)
- Likely a half day or longer

- Topics will include responsible parties, timelines, worksheets, scoring, criteria, templates, and communication plan

Methodology

Worksheets and instructions

- These have been updated and will be refined using feedback from pilot 1.0 and direction from the EHCIB
 - Add a “did not assess” option to meets/does not meet drop-down on worksheets
 - Separate the required (statutory/delegation agreement) items from the level 2 / optional (VNRFRPS) items in the worksheets
 - Make it clear that the VNRFRPS items are optional (although strongly encouraged for the pilot)
 - Incorporate the MDA Appendix A items into the spreadsheet
 - Glossary of terminology

Templates

- Additional templates will be provided along with those that were provided to the 1.0 participants
 - Template for Standard 2, item 3 (joint inspections)
 - Template for continuing education
 - Template for training equivalency
 - Template for equipment inventory

Process for follow-up questions, responses, etc.

- Follow-up questions and communication between self-assessors and verifiers will be encouraged during the entire process
- Interpretations will be recorded for future reference

Mechanism to share information / documentation

- A central location for storing worksheets, instructions, templates, etc. will be created
- FoodShield, DropBox, Google Drive were discussed as options
- A summary report will be shared between verifiers and self-assessors prior to a closing meeting

Timeline

- Refine terminology, instructions, worksheets – by November 6
- EHCIB Meeting – November 8
- Training for pilot participants – Early-mid-December (earliest)
- Self-assessment period – 30 days after training
- Verification audit period – 30 days after self-assessment period ends
- Follow-up / back-and-forth period – 14 days after verification audit period ends
- Final meeting or call
- Report to EHCIB March or May, depending on timing