

# Environmental Health Continuous Improvement Board

## Meeting Summary

Wednesday, September 13, 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, Hennepin County; Kim Carlton, Steven Diaz, Chris Elvrum, Caleb Johnson, Julie Kadrie, Sharon Smith, Daniel Symonik, Minnesota Department of Health, Environmental Health Division; Kirsten Knopff, Minnesota Department of Agriculture; Jeff Travis, Washington County*

### Facilitators:

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

### Welcome and Introductions

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

Ms. Beck reviewed the meeting agenda and objectives.

Meeting Objectives:

1. Continue developing the EPH framework: focus on water.
2. Determine next steps for FPLS performance measures.
3. FPLS program evaluation workgroup update.

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**

Based on the results of the first food, pools, and lodging services (FPLS) program evaluation pilot, which tested the tools and instructions for self-assessment and verification of food standards 2 and 8, the Environmental Health Continuous Improvement Board (EHCIB) recommended refining the instructions and methodology for the FDA Voluntary Retail Standards criteria so that increased consistency can be attained. A subgroup made up of one MDH, MDA, and a local dual-delegated representative met to work on better instructions and additional resources.

At the September EHCIB meeting, this subgroup reported that they have made good progress on clarifying and defining the instructions and have developed templates such as sample letters, forms, written procedures, and for CEU tracking. They also feel an education component prior to completing the self-assessment will be important, though developing this for the pilot may not be feasible. The FPLS Program Evaluation Workgroup will review the subgroup's updated materials at its meeting in October and the final updated materials and pilot process will be presented to the EHCIB at its November meeting. The second pilot will occur November-December 2017. Washington County, Horizon Community Health Board, Le Sueur-Waseca Counties, MDH, and MDA will participate in the second pilot.

Meeting participants raised three main concerns they want the workgroup to consider as it finalizes the materials and process for the second pilot: 1) how will this address concerns from the first pilot, 2) how will we know if training/education works, and 3) what will be different in the 2<sup>nd</sup> pilot. Meeting participants discussed these concerns briefly. Though a full training may not be possible for the second pilot, meeting participants felt a more robust kickoff meeting and walk-through of the standards would help. With this, the main differences for the second pilot will include a lot more information and detail in the forms, templates (training record, waivers, affidavits, forms, policies, etc.), a robust kickoff meeting, and a walk-through of the standards. The hope is that these changes will address concerns from the first pilot like inter-rater reliability and time commitment of the self-assessment and verification processes. Meeting participants also noted that the whole FPLS Evaluation process is now

based on a continuous model. So far, only the tools have been tested. The continuous model itself may help address some of the initial concerns too.

The EHCIB thanked the subgroup for their work, and looks forward to seeing the final documents and plans for the second pilot at its meeting in November.

## **FPLS Statewide Performance Measures**

Megan Drake-Pereyra, MDH PHP, walked meeting participants through the draft statewide and local reports of the 2016 FPLS statewide performance measures. Meeting participants discussed and recommended several changes. The changes recommended will provide more detail for those less familiar with FPLS in MN including a description of the system and rationale behind the statewide performance measures. The changes will also improve interpretation of the data by clarifying the data limitations. Lessons learned and the EHCIB's overall next steps will be added to the statewide report.

Ms. Drake-Pereyra will make the recommended changes and share the reports with the EHCIB for final approval prior to disseminating them to local community health boards (CHBs) and FPLS programs. The statewide and local reports will be disseminated simultaneously once approved by the EHCIB.

Following dissemination of the reports, the EHCIB's next steps include: a) interpret the data and develop recommendations as appropriate, b) create a data development agenda and evaluate the data collection method, and c) gather more feedback from local programs and CHBs. The November 2017 EHCIB meeting will focus on addressing these next steps.

## **Environmental Public Health Framework**

Based on conversations from previous EHCIB meetings, MDH PHP staff created a draft environmental public health (EPH) framework document that listed MN's water protection activities. MDH staff who work in the water protection area were present at this EHCIB meeting so that both state and local environmental public health staff could have a discussion about this draft document. After reviewing the document, meeting participants discussed its purpose, level of detail needed, how to refine it for clarity, and next steps.

The purpose of this environmental public health framework is to be a tool for EH managers, commissioners, and directors to say this is what is currently done and this is what is missing. It can dually serve as a management tool – for budgeting, staffing, etc. It is meant to be an internal document, not necessarily for the public. Meeting participants discussed how other governmental agencies are involved in water protection, such as the Department of Natural Resources (DNR) and Pollution Control Agency (PCA). They agreed that this EPH framework should focus on public health's role. Meeting participants felt that there is a difference between what is currently done and what Minnesotans expect, so the EPH framework would make most sense if divided into current and future

states. The future state could address gaps and expectations. They also noted that the level of detail needed to be refined and the whole document organized differently.

The MDH water protection staff present at the EHCIB meeting agreed to develop a refined and organized inventory of activities done to protect drinking and recreational water in MN. They noted that there is a big gap between public and private drinking water and they will do their best to address the gap in the document. They also noted that public health has a limited role in recreational water – currently focused on pools. Beach water protection varies by local jurisdiction.

At the next EHCIB meeting, participants will review and discuss the inventory developed by MDH water protection staff. The discussion will include perceived gaps and state-local communication.

## **Business Items**

### Member Updates

- Steven Diaz, MDH EH shared that they received a 3-year FDA grant. It will support a full time standardization coordinator. Michelle Messer will be in that role. The grant will focus on providing standardization and overall standardization efforts at the state level. The goal is to have 100% of MDH FPLS staff standardized and at least 50% of local food inspection staff standardized.
- Kirsten Knopff, MDA, shared that MDA also received a 3-year FDA grant. It will focus on providing training and assistance to local jurisdictions regarding the FDA food program standards along with supporting continued participation on the standards committee.
- Ms. Beck shared that Olmsted County also received a 3-year FDA grant. It will help with developing a community of practice focused on bringing state and local agencies together to learn about meeting FDA food program standards and improving active managerial control in establishments.

### Community Health Conference

Ms. Beck, Jeff Brown, City of Edina, and Diane Thorson, Becker County, will be hosting 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/>). Meeting participants liked the draft handout shared by Ms. Drake-Pereyra and suggested a poster as a good complement to it. Ms. Drake-Pereyra will create a poster and finalize the handout.

### Approve July Meeting Summary

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

### Word on the Street

There was no word on the street shared.

### 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:

- Join members of the Environmental Health Continuous Improvement Board (EHCIB) at its 2017 Community Health Conference learning station! Learn about the EHCIB's current efforts to improve food safety in Minnesota.
  
- Based on the results of the first food, pools, and lodging services (FPLS) program evaluation pilot, which tested the tools and instructions for self-assessment and verification of food standards 2 and 8, the Environmental Health Continuous Improvement Board (EHCIB) recommended refining the instructions and methodology for the FDA Voluntary Retail Standards criteria so that increased consistency can be attained. A second pilot will occur later this year. Three local pilot sites, MDH, and MDA will all participate. Next steps include:
  - A subgroup made up of one MDH, MDA, and a local dual-delegated representative is working on better instructions and additional resources such as templates.
  - The FPLS Program Evaluation Workgroup will review the subgroup's updated materials at its meeting in October.
  - Final updated materials will be presented to the EHCIB at its November meeting.

The EHCIB is confident that the continuous improvement (CI) approach they are taking to improve the FPLS program evaluation process is working. Testing and needing to refine the tools, instructions, and process prior to full implementation is expected and welcomed as part of the CI process. The CI process can take time, but the results are worth it.

- The Environmental Health Continuous Improvement Board (EHCIB) reviewed the draft statewide and local reports of the Food, Pools, and Lodging Services (FPLS) statewide performance measures and recommended several changes. The EHCIB wants the final reports to include more detail so that data limitations and the intended use of the data are clear. The local and statewide reports will go out simultaneously once the EHCIB has approved the changes. For more information, please direct questions to your [EHCIB representative](http://www.health.state.mn.us/divs/eh/local/cib/#membership) (<http://www.health.state.mn.us/divs/eh/local/cib/#membership>).

- 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, participated in the conversation and agreed to develop an inventory of current drinking and recreational water protection activities. The inventory will be presented and refined at the next EHCIB meeting. All are welcome to attend the next EHCIB meeting to participate in this discussion.

Action Items

- The Center for Public Health Practice will update the draft reports of the FPLS Annual Performance Measure data.
- FPLS program evaluation workgroup will plan to present the updated materials at the November EHCIB meeting.
- MDH EH staff will prepare an inventory of state drinking and recreational water protection activities.
- The Center for Public Health Practice will update the EHCIB charter and edit the website.
- The Center for Public Health Practice will help the EHCIB prepare for its Learning Station at the upcoming 2017 Community Health Conference.

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