

Food, Pools and Lodging Program Evaluation Workgroup Meeting Notes

Friday, February 17, 2017 9:00-3:30,

5200 85th Ave. N. Brooklyn Park, MN 55443 [Map & Directions](#)

Welcome & introductions

Present: Kim Carlton, Lisa Gyswyt, Kirsten Knopff, Mike Melius, Jason Newby, Sharon Smith, Jason Kloss, Caleb Johnson, Denise Schumacher, Karen Swenson, Jeff Luedeman

Discussion about vacancy left by Kris Keller. Equivalent (i.e. single-delegation) metro programs to Washington County would be Edina, Maplewood, or Anoka County.

Continuous Improvement Cycle Models

- Discussion about terminology for “tier, level, required,” etc.
 - Should the terms be self-defined?
 - Can this be explained in the instructions?
 - At this point – change “Tier” to “Level” and include definitions in instructions. MDH & MDA have different expectations for fulfillment of Tier/Level 2 items, so agreeing on a self-defining term was difficult.
 - MDA will confer with their 7 delegated agencies for input on the cycle related to the delegation agreement discussions
- Add language about state agency-provided resources prior to self-assessment, and during the Level 2 feedback loop
- Pare down the correction plan and meeting boxes to reduce confusion

Standard 2 & 8 tools

- Tools will be edited
 - Correct “MDH” to “state agency”
 - Add a notation to “level designation” column for items from the FDA Standards
 - Change “Tier 1 & 2” to “Level 1 & 2”

“Packet” discussion

- A packet of documents to review and approve will be sent to the EHCIB prior to their March 8 meeting.
 - Standard 2 & 8 evaluation tools
 - Continuous Improvement Cycle flow diagrams
 - Instructions
 - Template forms

Volunteers for pilot

- The tools for Standards 2 and 8 will be piloted by MDH, MDA, and a local agency
- Pilot will be of **tools only – not the continuous improvement model**
- Participation in pilot is not a substitute for participating in statewide roll-out
- A volunteer has not stepped forward from a local agency yet
 - Ideally, this would be a dual-delegated agency who has not regularly been involved with EHCIB or evaluation workgroup meetings... Bloomington or Ramsey County were recommended
 - Lisa from Minnetonka-Wayzata offered to pilot if another non-involved local agency doesn’t volunteer
- Discussion about who will audit the state agencies... no determination was made

Strategy for next steps

- ASAP:
 - MDA will share the continuous improvement model with their delegated agents

- MDH staff will make edits to the tools, continuous improvement models, and instructions and send to group
- Feb 24:
 - Final review and approval of edited tools, continuous improvement models, and instructions by workgroup
- Feb 27:
 - MDH staff will send “packet” to EHCIB facilitators to share with EHCIB members prior to March 8 meeting
- March 8:
 - EHCIB members will approve (or not approve) the packet of materials
 - EHCIB members will nominate or approve local agency to pilot Standard 2 & 8
- Post-March 8:
 - Local agency that is participating in the pilot notified
- May (date?):
 - Self-assessment phase of pilot completed
- Summer 2017:
 - MDA delegation agreement finalized (?)
- July (date?):
 - Verification audit phase of pilot completed
- July 12:
 - Workgroup and pilot participants reports back to EHCIB
- Fall 2017
 - “Boot camp”
 - Evaluation workgroup meets for consecutive days to develop tools for remaining standards
 - Proposed 2-day meetings, on 2 consecutive weeks
 - Dates and locations TBD
 - Intent is to maintain momentum, reduce workgroup fatigue, keep project moving
- November 2017
 - Workgroup presents evaluation tools and proposal for roll-out to EHCIB
- 2018 and beyond
 - Roll-out of new unified evaluation process, tools, workshops, etc.