

Environmental Health Continuous Improvement Board Notes

Date: December 16, 2024

Time: 10:30 a.m. – 12:30 p.m.

Attendance

Amanda Buell	Kara Dennis	Denise Schumacher
Sodik Adelani	Diana Ditsch	Wendy Spanier
David Boberg	Bill Groskreutz	Mindy Stepnick
Lisa Brodsky	Sarah Grosshuesch	Dan Symonik
Kim Carlton	Jesse Harmon	Becky Thomas
Sagar Chowdhury	Linda Kopecky	Rick Toms
Brice DeGrand	Jason Newby	Cindy Weckwerth
Victoria Deitschman	Blake Nordin	

Setting the Table

Welcome | Amanda Buell

- Introductions: Share one positive work thing and one positive personal thing from this year.
- Meeting Purpose: Updates and Looking Forward to 2025

Review and approve meeting notes from September

- Approved

Regular updates

Mobile Food Unit workgroup

- Met the same day as the EH CIB meeting. Notes will be shared at the March EH CIB Meeting. It is an ongoing discussion including research and strategizing about streamlining the Licensing process with industry leaders and regulators from across the state.

Charter refresh workgroup

- Working on incorporating and finalizing the updates to the charter. Once finalized, Tom Hogan will run it past SCHSAC for their approval.

FPLS program evaluation workgroup

1. Completion of the First Half of the Evaluation Process:

- Covered foundational elements, including:
 - Regulatory Foundation
 - Trained Regulatory Staff
 - Policies & Procedures
 - Program Support and Resources

2. Standards 3 & 8 Final Reports:

- All programs met the criteria for Standards 3 and 8.
- Programs received final evaluation reports beginning of December.

3. Next Phase of Evaluation Process:

- Emphasis on self-assessment and verifying Standards 5 (Illness Investigation and Response) and 7 (Industry and Community Relations).
- A workshop will be scheduled for spring to provide guidance, review instructions, and address questions.

4. Annual Delegation Activities:

- Includes annual contact and information update requests each December.
 - Requests include any changes to staffing plans, MOUs, and contact lists (e.g., 24/7, licensing, and illness complaints).
- Delegated Program virtual check-ins
 - MDH FPLS Team meets individually with each delegated agency and their staff.
 - Purpose - Discuss program-specific successes, challenges, questions, and needs.
 - Goals of the check-ins:
 - Provide individualized support and a platform for open communication.
 - Gather insights into program needs and address any specific concerns.

Delegation Agreement Workgroup

1. The work group representatives have been selected.

- Selection process
 - Sent mass email seeking volunteers to participate on the delegation work group.
 - Contacted interested candidates and asked them to select a representative for their group from the list of candidates.

2. Next steps

- Co-chairs will be meeting to set an agenda and date for the initial meeting to be held sometime in January 2025.

SCHSAC Executive Committee Feedback

- No feedback about workplan. Workplan was accepted by the Executive Committee.

Digging Deep

Activities Inventory ([EH CIB Documents - By Topic](#))

- Documents in SharePoint site have been reviewed and organized.

FPHR Volunteer Request

- No volunteers at this time.

Legislative Update

- MDH has several Environmental Health Division fee proposals going forward along with a few items related to the Clean Water Council.

Agenda Topics for Next time

No discussion of agenda topics.

Word on the Street Forum

Local public health agencies shared their current work.

Minnesota Department of Health

Environmental Health Division

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www.health.state.mn.us/communities/environment/local/ehcib/index.html

2/27/2025

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