

Meeting Notes: Foundational Public Health Responsibility Workgroup

DATE: 5.7.25

ATTENDANCE

Members present:

Joanne Erspamer (NE), David Kurtzon (MDH), Jody Lien (WC), Mary Navara (MDH), Katherine Mackedanz (Central), Rod Peterson (SCHSAC), Kiza Olson (SC), Ann Zukoski (MDH), Gabriel McNeal (Metro), and Sarah Reese (NW).

Participants present:

Kim Milbrath (MDH), Heather Myhre (MDH)

Workgroup staff:

Ann March

Linda Kopecky

Purpose

Review additional sets of draft definitions

Decisions made

No formal decisions made.

Action items for members

- Review items in “[For Review](#)” folder on SharePoint. Look for and respond to meeting poll for follow-up meeting to review remainder of definitions.
- LPH workgroup members should be sharing talking points and the regional slides with regions to bring them up to speed on the FPHR workgroup, our charge and process. Ann and Linda are available to support and assist you if you'd like. Once all the definitions are reviewed by the workgroup, they should be brought to your region for feedback for points of clarity, red flags, and reactions.
- Respond to meeting poll regarding in-person meeting in July.
- Next meeting: June 4, 2025, 8:30 – 10:00 a.m.

Talking points

- Notes from the FPHR meetings will be posted on the SCHSAC workgroup webpage: [Standing and active SCHSAC workgroups - MN Dept. of Health \(state.mn.us\)](#)
- Small working groups of LPH and MDH subject matter experts and workgroup members have completed their meetings. 52 meetings have been held over the course of the past several months to clarify and refine descriptions for each of the 13 responsibilities. Over 50 representatives from LPH and MDH were involved in this initial review. Members will move into gathering additional feedback. Small groups generated ideas for standards, which will be considered by the workgroup as they continue to craft standards for fulfillment of each responsibility.

Meeting notes

Recap of small groups

As part of the process towards developing minimum standards to measure whether community health boards have fulfilled foundational responsibilities (needed before FPHR Grant funds could be used for local community health priorities), the workgroup organized small working groups for each responsibility, aimed at reviewing foundational responsibilities definitions to ensure they are clear, concise, actionable, and relevant for Minnesota, so that fulfillment of responsibilities can be consistently measured. This work did not change the [framework](#) or the intent of [categories \(aka headlines\) of work \(PDF\)](#).

All small working groups have concluded. There were 52 meetings held with over 50 representatives from LPH and MDH as subject matter experts and workgroup members.

Review of Draft Definitions

The workgroup reviewed and discussed draft definitions for Policy Development and Support, Chronic Disease and Injury Prevention, Emergency Preparedness and Response, and Environmental Public Health. Feedback from the workgroup will be brought back to the small working group for edits. The workgroup will have a brief meeting before June to finish definition review.

Launching Feedback Loops

Feedback loops are beginning. Slides were created to provide support and consistency for communicating work of this workgroup back to regions. Ann and Linda are available for additional support upon request.