

Environmental Health Continuous Improvement Board

Meeting Summary

Thursday, January 3, 2019
9:00 a.m. – 11:00 a.m.
Vidyo (remote meeting)

Members Present and Absent:

Name	Organization	Present	Absent
Dawn Beck (co-chair)	Olmsted County	X	
Amanda Buell	Hennepin County	X	
Daniel Disrud	Anoka County	X	
Ruth Greenslade	Goodhue County	X	
Bill Groskreutz	Faribault County Commissioner	X	
Tom Hogan (co-chair)	Minnesota Department of Health	X	
Kristine Lee	Countryside Public Health		X
Jeff Luedeman	Minnesota Department of Agriculture		X
Sarah Reese	Polk County	X	
John Tracy	Stearns County	X	
John Weinand	City of Minnetonka	X	

Other Meeting Participants:

Michelle Ambrose, Kim Carlton, Angie Cyr, Steven Diaz, Denise Schumacher, Mary Navara, Sophia Walsh, Minnesota Department of Health, Environmental Health Division; Mike Melius, Olmsted County; Kari Oldfield, Local Public Health Association (LPHA)

Facilitators:

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

Welcome and Introductions

The Environmental Health Continuous Improvement Board's (EHCIB) co-chair, Tom Hogan, MDH, welcomed everyone to the January meeting.

Mr. Hogan reviewed the meeting agenda and objectives.

Meeting Objectives:

Receive updates about and discuss the following:

1. FPLS program evaluation
2. FPLS statewide performance measures
3. EPH Framework

Mr. Hogan continued by acknowledging both EHCIB members and other meeting participants and invited everyone to fully participate in the meeting.

FPLS Program Evaluation

Kim Carlton, MDH EH, shared an update about the progress made by the FPLS program evaluation workgroup. [Appendix A](#) provides an outline of the progress.

MDH EH has been focusing its work on the new food code. The workgroup is currently working on modifying templates, protocols, and instructions for the food standards. The biggest struggle at this point is figuring out how best to move forward with the new FPLS program evaluation process and update the delegation agreements in parallel. Progress has been slower than desired due to the new food code and staff turnover at MDH.

Meeting participants expressed their support that moving forward with the evaluation process and updating the delegation agreement in parallel seems like the best idea. It will allow things to keep moving forward. Some ideas shared included: a) referencing the program evaluation in the delegation agreement rather than “hard coding” it in, which leaves room for flexibility as the evaluation process changes; b) involve delegated agencies as part of the process to update the delegation agreement; and c) update the delegation agreement starting with food standards two and eight since those were already piloted, then move forward in that fashion as standards are piloted or complete, update their respected areas of the delegation agreement.

Meeting participants also liked the idea of piloting the other standards since a lot was learned from piloting standards two and eight.

At the March EHCIB meeting, the FPLS program evaluation workgroup will share materials for all eight standards, their recommended process for implementation, and a proposed method for updating the delegation agreement in parallel with the new evaluation process.

FPLS Statewide Performance Measures

Megan Drake-Pereyra, MDH PHP, reminded meeting participants that the EHCIB provided feedback at its November 2018 meeting on the non-delegated statewide discussion questions. Ms. Drake-Pereyra shared the updated discussion questions ([Appendix B](#)) and asked for input. The overall consensus from

meeting participants was that the updated discussion reflected the feedback from the November meeting and will provide useful information. The main suggestion was to share both the MDH annual report and the FPLS statewide performance measures report and get feedback on both separately.

Ms. Drake-Pereyra also asked for feedback on the proposed dates for the FPLS statewide discussions and how to recruit participants. For both sets of discussions, the MDH PHP team is looking at hosting two of each remotely in early- or mid-February. For the delegated/MDH/MDA, they are looking into hosting one discussion following the regulator's breakfast.

Meeting participants liked the idea of hosting a discussion after the regulator's breakfast and thought early February seemed like a good time for delegated/MDH/MDA discussions. For the non-delegated discussions, due to annual and quarterly reporting, meeting participants thought that later February might work best.

To recruit statewide participation, meeting participants felt a broad recruitment strategy to be the best approach, with EHCIB members following-up if no one signs up for the discussions. Since non-delegated agencies have not been as involved in the EHCIB, meeting participants thought one idea to recruit them would be to go through the LPHA regional chairs. Kari Oldfield, LPHA, agreed to help with this.

MDH PHP staff will finalize dates and begin recruiting participants for the statewide discussions. MDH PHP staff will also work on finalizing instructions and communicating with MDH, MDA, and delegated agencies about FPLS statewide performance measure reporting.

Environmental Public Health Framework

Angie Cyr, MDH EH, shared an overview of the lodging framework inventory she and her staff completed. Meeting participants reviewed it. Overall, they thought it looked good and would like to share with constituents for more feedback. Due to some confusion, meeting participants suggested that the "optional" and "local decision" roles be combined into one since they are similar. Ms. Drake-Pereyra will make this edit and share with EHCIB members for distribution to their constituents.

Business Items

Member Updates

Mr. Hogan shared that MDH's new commissioner will be announced today.

Ruth Greenslade, Goodhue County, shared that a public health accreditation group (MNALC) she participates in has discussed a protocol for nuisance. This topic has been shared and discussed a lot lately. MNALC is also working on how to approach the public health accreditation board with feedback about the difficulty of standards two and six for non-delegated public health agencies.

Word on the Street

There was no word on the street shared.

New Member Recruitment

Four EHCIB members' terms end February 28, 2019 – Dan Disrud, Dawn Beck, John Tracy, and Sarah Reese. This is their last meeting as EHCIB members. Mr. Hogan thanked them for all their contributions to the EHCIB and encouraged them to continue participating as able.

SCHSAC did approve the EHCIB's new membership structure. The EHCIB will be looking to add four new members – one non-metro FPLS delegated from the WC/C/NE/NW regions and three public health directors or staff representing non-delegated local health departments from the metro, WC/C, and NW/NE regions. The EHCIB will also need a new co-chair.

Mr. Hogan, Dawn Beck, Olmsted County, Ms. Oldfield, and the LPHA chair are meeting on January 11 to discuss new member recruitment. More to come.

Constituent Engagement

SCHSAC will need an update on the EHCIB for its upcoming annual report. Ms. Drake-Pereyra will work with Bill Groskreutz, SCHSAC, to determine what to include in the annual report.

Approve November 2018 Meeting Summary

John Weinand, City of Minnetonka, made a motion to approve the [November 2018 meeting summary \(https://www.health.state.mn.us/communities/environment/local/docs/ehcib/2018/novsummary.pdf\)](https://www.health.state.mn.us/communities/environment/local/docs/ehcib/2018/novsummary.pdf) and Mr. Groskreutz seconded the motion. No additional changes were made.

Take-home Points, Action Items, and Adjournment

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

Take-home points:

- **New Environmental Health Continuous Improvement Board (EHCIB) members are needed!**
Consider applying to be part of a team working to improve the state-local partnership in environmental public health. Watch for more information on how to apply.
- The Food, Pools, and Lodging Services (FPLS) program evaluation workgroup continues to make progress on developing the new program evaluation process. The workgroup is currently focused on modifying the templates, protocol, and instructions for the food standards. They will share these materials at the March 7, 2019 EHCIB meeting. Some considerations to be discussed in March are:

- Whether or not to pilot the remaining food standards. Since they learned a lot from piloting standards two and eight, it may be beneficial to pilot the other ones as well.
- How to update the delegation agreement without delaying the rollout of the new program evaluation process. Since the new FPLS program evaluation process impacts the current delegation agreements, the workgroup would like input on how to update the agreement in parallel to rolling out the new program evaluation process.

Consider joining the EHCIB and FPLS program evaluation workgroup members at the March 7, 2019 EHCIB meeting to share your input.

- Watch for more information about the [Food, pools, and lodging services \(FPLS\) statewide performance measures \(https://www.health.state.mn.us/ehcib/#performance\)](https://www.health.state.mn.us/ehcib/#performance). They will be reported again in spring 2019 (2018 data). Changes from 2017 reporting (2016 data) include:
 - Only staff qualifications and on-time inspections will be reported.
 - Staff qualifications (number of inspectors standardized, etc.) will be reported by agency or jurisdiction. This means multi-jurisdiction FPLS programs will not have to separate staff qualifications information by county as they did in 2017. MDH and MDA will also report staff qualifications as an agency since staff cover multiple counties.
 - On-time inspections will be reported the same as before, by county/city. MDH and MDA will provide their on-time inspections data by county/city as well.
 - Statewide conversations will be conducted with public health leaders and FPLS program staff across the state. These conversations will help to identify potential statewide performance measures that demonstrate FPLS' impact on reducing the risk of illness.**Watch your email for more information about how to participate.**
- The Environmental Health Continuous Improvement Board (EHCIB) continues to make progress on its work to develop a framework for environmental public health in Minnesota. Meeting participants reviewed a new draft framework for lodging. New topics, such as radon, will be added in the near future. This work aligns with the State Community Health Services Advisory Committee's (SCHSAC) efforts to [Strengthen Public Health in Minnesota \(https://www.health.state.mn.us/communities/practice/schsac/workgroups/strengtheninglph.html\)](https://www.health.state.mn.us/communities/practice/schsac/workgroups/strengtheninglph.html). More to come on this work in the future.
- The Environmental Health Continuous Improvement Board (EHCIB) welcomes all members and guests to participate in its meetings. A remote participation option is available for all EHCIB meetings. A link to join remotely is included with each meeting agenda and all that is required is an internet connection via a smartphone, tablet, or computer. Consider joining the next

meeting on Thursday, March 7, 2019, 9:00 a.m. – 1:30 p.m. More details and the agenda will be posted on the [EHCIB website \(https://www.health.state.mn.us/ehcib/#materials\)](https://www.health.state.mn.us/ehcib/#materials) at least one week prior to the meeting.

Action Items

- MDH PHP staff will do the following:
 - Continue to work with MDH EH staff to update or create draft inventories of other EH topics for the EPH framework
 - Coordinate with LPHA on new member recruitment strategies
 - Continue to prepare for the FPLS statewide performance measures by:
 - Completing the instructions
 - Sending out communications via email and the EHCIB website
 - Scheduling the statewide conversations in coordination with LPHA and the regulator’s breakfast
 - Complete the EHCIB’s update for the SCHSAC annual report
- EHCIB members will share the take-home points and updated lodging frame with constituents

The next EHCIB meeting is Thursday, March 7, 2019 at MCIT in St. Paul, MN (free parking is available). A remote option is also offered using Vidyo, which can be accessed via computers, tablets, mobile devices.

Appendix A: FPLS Evaluation Workgroup Update

Workgroup Progress: January 2019

Workgroup Charge and Deliverable	Not Done	In Process	Done	Comments
Evaluate performance measure work conducted by EHCIB, existing criteria in the Standards, and the MDH and MDA Program evaluation processes			X	FDA Standards, previous evaluation process tools, delegation agreements and other materials were researched and reviewed.
Identify and develop criteria, metrics, tools and process that will be used for program self-assessment and evaluation of each Standard.			X	Criteria, metrics, and tools have been developed for Standards 1 through 8, based on existing MDH delegation agreement requirements.
Develop a draft implementation plan for evaluation of each Standard.		X		Implementation plan for the new process is under development. Input needed from EHCIB. Evaluations will occur standard by standard, rather than agency by agency. Evaluations of all agencies on all standards will be a multi-year process.
Identify a process for programs that do not meet minimum criteria to improve their performance.			X	Continuous improvement cycle has been developed.
Present recommended criteria, metrics, tools and implementation plan to the EHCIB for comment and approval (Pilot phase).			X	Status reports have been given at each EHCIB meeting since the inception of the workgroup. Standards 2 and 8 have been piloted twice, with different groups each time.
Make recommendations on how to communicate and disseminate best practices to promote continuous improvement.		X		Workgroup has discussed possibilities for implementing statewide clinics and info sessions as well as ongoing maintenance and support. A dedicated SharePoint site is being built for all agencies to have access to. This is intended for ongoing communication and resource sharing, in addition to evaluations.
Make revisions to criteria, metrics, tools and implementation plan and present for final approval to the EHCIB.		X		Revisions have been ongoing.

Workgroup Status

- PWDU staff are in the process of fine-tuning the tools
 - Refining the criteria for Standards 4 and 6

- Modifying the reporting templates, written protocol, rubric, instructions
- Workgroup identified areas in existing MDH Delegation Agreement that need improvement
 - PWDU staff summarized proposed revisions into three categories:
 - Minor revisions (i.e. typos and incorrect code references)
 - Clarification of accountability and measurable outcomes for existing requirements (i.e. how to measure that requirements are met)
 - Considerations for future revisions (i.e. new items)

Next Steps

- Full suite of criteria, metrics, and tools will be available at the March 2019 EHCIB meeting
- Development of implementation plan, based on feedback from EHCIB

Considerations

- Remember the “why.”
- Pilot the remaining 6 Standards?
- Use pilots to inform a parallel discussion of delegation agreement updates?

Appendix B: Non-Delegated CHB Statewide Conversation Questions

Feedback on 2017 Reports

After reporting in 2017, you received a report for your jurisdiction that included information on inspection staffing, on-time inspections, engagement/outreach and violations. You also receive an annual report from MDH. The following questions relate to those reports. (Include more background of FPLS and the FPLS statewide PMs and get feedback on each report – MDH’s and EHCIB’s – separately.)

1. Do you recall receiving a jurisdiction-specific report in 2017?
2. What was most helpful or interesting in your report?
3. What else would you have liked to see included in your report?
Prompt: What is most important for you to know about food safety in your jurisdiction?
4. How did you use or share your report within your jurisdiction?
Prompt: Within your health department? With your county elected officials? Other policymakers? Establishments? General public?

Food Safety

1. When you think about food safety activities in your jurisdiction, what comes to mind?
Prompt: What’s happening around food safety? Food safety regarding licensed establishments (i.e. food inspections)?
2. Which of these activities or elements of food safety do you consider most meaningful or important for your community/jurisdiction?
Prompt: What are some examples of how you would understand these elements are going well? What would tell you these elements are going well?
3. We’re interested in making sure we have data to support system-wide improvement efforts. What examples or approaches to measurement do you think the EHCIB should consider for tracking the performance of its food safety efforts across Minnesota?
Prompt: Are there any specific measures or data elements we should track every two years? What would you like to know? What would tell you that Minnesota’s food safety efforts are making a difference?

Wrap Up

5. Is there anything else you’d like to tell us about food safety?