

Environmental Health Continuous Improvement Board:

2015 Work Plan

Purpose of the Board:

The Environmental Health Continuous Improvement Board (Board) was chartered by the Local Public Health Association (LPHA) and the Minnesota Department of Health (MDH) to fundamentally advance Minnesota's state-local partnership in Environmental Health (EH). The Board will initially work on current Food, Pools and Lodging Services (FPLS) challenges and then work more broadly to monitor and advance state-local work in EH.

Goals:

- Determine how (and when) the FPLS program evaluation assessment tool will be applied for re-evaluations
- Gather information and feedback to improve the FPLS program evaluation process
- Issue a statement about the value of state-local partnership and delegation agreements
- Establish a standing manager's meeting and develop a formal, collaborative process for policy development and roll-out
- Establish a common understanding of a quality FPLS program and develop corresponding metrics
- Clarify and improve EH communication channels
- Ensure Board effectiveness and accountability

Guiding Principles:

- Continuous Improvement
- Forward Thinking – The Board will honor the past, yet focus on the future.
- Customer Focus – Customers will be identified and their perspectives will be considered in Board decisions and actions.
- Inclusive – Processes will be transparent, collaborative and inclusive.
- Accountable – The Board will hold itself accountable for its actions.
- Partnership – The Board recognizes that environmental health in MN relies on the state-local partnership; each of the partners needs each-other. The Board will strive to serve as a model of this partnership.

2015 Meeting Dates:

- January 28th
- March 11th
- May 13th
- July 8th
- September 9th
- November 16th

2015 Work Plan:

Goal	Activities	Individual(s) Responsible	Timeline (tentative)	Notes/Status
Determine how (and when) the FPLS program evaluation assessment tool will be applied for re-evaluations	<ul style="list-style-type: none"> Gather input from programs in need of re-evaluation and develop a draft recommendation for the Board's consideration 	Dawn/Steven	January	Complete
	<ul style="list-style-type: none"> Review input and draft; mutually agree on a re-evaluation process for MDH to implement 		March EHCIB Mtg	Complete
	<ul style="list-style-type: none"> Evaluate the implementation of the re-evaluation process and make changes as needed 		November EHCIB Mtg	Complete
Gather information and feedback to improve the FPLS program evaluation process	<ul style="list-style-type: none"> Determine whether to evaluate all programs under the current process or have them be the first to use the improved process 		March EHCIB Mtg	Complete
	<ul style="list-style-type: none"> Conduct an improvement initiative on the FPLS program evaluation process 		May – Dec 2015	In progress - initiated at May EHCIB Mtg
Issue a statement about the value of state-local partnership and delegation agreements	<ul style="list-style-type: none"> Review and edit statement drafted in Nov 2014 		January EHCIB Mtg	Complete
	<ul style="list-style-type: none"> Determine communication channels/methods for distributing the statement 		January EHCIB Mtg	Complete
	<ul style="list-style-type: none"> Issue statement 		February	Complete
Establish a standing manager's meeting and develop a formal, collaborative process for policy development and roll-out	<ul style="list-style-type: none"> Steven Diaz to introduce himself to EH managers and CHS administrators. 			In Progress
	<ul style="list-style-type: none"> Next Steps TBD at May EHCIB Mtg. 			

Goal	Activities	Individual(s) Responsible	Timeline (tentative)	Notes/Status
Establish a common understanding of a quality FPLS program and develop corresponding metrics	<ul style="list-style-type: none"> Identify existing definitions and metrics of a quality FPLS program (local, state, national, etc.) 	All	Feb-Mar	In progress
	<ul style="list-style-type: none"> Get constituent input – how do you/would you define/measure a quality FPLS program? 	All	Feb-Mar	In progress
	<ul style="list-style-type: none"> Conduct “RBA” performance measure exercise – <i>How much, How well, Is anyone better off?</i> 		Mar EHCIB Mtg	Complete
	<ul style="list-style-type: none"> Adopt existing and/or develop definition/metrics for MN 		Mar-Jul	
	<ul style="list-style-type: none"> Vet materials with EH program leadership and staff (including MDH) 		Jul-Sept	
	<ul style="list-style-type: none"> Make modifications based on vetting 		Sept-Nov	
	<ul style="list-style-type: none"> Adopt the new definition/metrics and develop a plan for incorporating into MN’s FPLS programs 		Nov EHCIB Mtg	
Clarify and improve EH communication channels	<ul style="list-style-type: none"> Map existing communication channels 		February	Complete
	<ul style="list-style-type: none"> Identify gaps in existing communication channels 		March EHCIB Meeting	
	<ul style="list-style-type: none"> Mutually agree on ways improving existing communication channels and/or the implementation of new communication channels 		May EHCIB meeting	
Ensure Board effectiveness and accountability	<ul style="list-style-type: none"> Communicate with and seek input from constituents 	All Members	Ongoing	In Progress
	<ul style="list-style-type: none"> Identify board performance measures and collect baseline data 	TBD	TBD	

Goal	Activities	Individual(s) Responsible	Timeline (tentative)	Notes/Status
	<ul style="list-style-type: none"> Conduct post-meeting evaluations 	OPI	Ongoing	In Progress
	<ul style="list-style-type: none"> Conduct an annual of board member's satisfaction with board meetings/progress 	OPI	December 2015	
	<ul style="list-style-type: none"> Produce meeting take-home points and maintain website 	OPI	Ongoing	In Progress
	<ul style="list-style-type: none"> Maintain a list of Board accomplishments 	Co-Chairs	Quarterly	
	<ul style="list-style-type: none"> Provide quarterly updates to LPHA 	Dawn	Qtr 1 – 1/28 Qtr 2 – 4/16 Qtr 3 – 8/20 Qtr 4 – 11/19	In Progress - General Membership mtgs in Jan, Apr, Jun, Aug, & Oct
	<ul style="list-style-type: none"> Provide quarterly updates to SCHSAC 	Dawn/Bill	March 20 th June 19 th Oct 7 th Dec 11 th	In Progress - Written update included in SCHSAC quarterly meeting materials
	<ul style="list-style-type: none"> Provide quarterly updates to MDH Executive Leadership Team 	Tom	Qtr 1 Qtr 2 Qtr 3 Qtr 4	In Progress
	<ul style="list-style-type: none"> Provide updates to the EH Mangers group 	Jeff, John, Dan	TBD	In Progress