DEPARTMENT OF HEALTH

State Community Health Services
Advisory Committee

Meeting Notes: Foundational Public Health Responsibility Workgroup

DATE: 9.4.24

ATTENDANCE

Members present:
Sagar Chowdhury (SE), Joanne Erspamer (NE), Samantha Lo (Central), Liz Auch (SW), Jodi Lien (WC), Katherine Mackedanz (Central), Sarah Reese (NW), David Kurtzon (MDH), Kiza Olson (SC), Odi Akosionu-DeSouza (MDH), Jeff Brown (Metro), and Gabriel McNeal (Metro),

Workgroup staff:
Ann March
Linda Kopecky

Purpose

This meeting was focused on identifying a starting point for identifying standards.

Decisions made

No formal decisions made at this meeting.

Action items for members

- Gather feedback about different starting point options. Share feedback at the October meeting.

- Complete the subgroup interest form (emailed to workgroup members)

- Share talking points with groups you represent as applicable.

- Next meeting: October 2, 2024, 8:30 – 10:00 a.m.

Talking points

- The new SCHSAC FPHR workgroup held three meetings. The workgroup has accomplished several items, including becoming organized (identifying workgroup agreements, principles and process for decision-making, communication and transparency), and developed a phased timeline and activities to accomplish the goal of developing a recommendation for a set of standards for implementation of foundational public health responsibilities that reflect what Minnesotans deserve from their public health system.

- 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)

- The workgroup will form subgroups for each capability and area. Subject matter experts will be engaged in these subgroup discussions. Subgroups will operate between October 2024 and February 2025.

- Workgroup members reviewed and discussed several options for starting points. A starting point will be determined at the October meeting, giving workgroup members time to consider options and collect feedback.
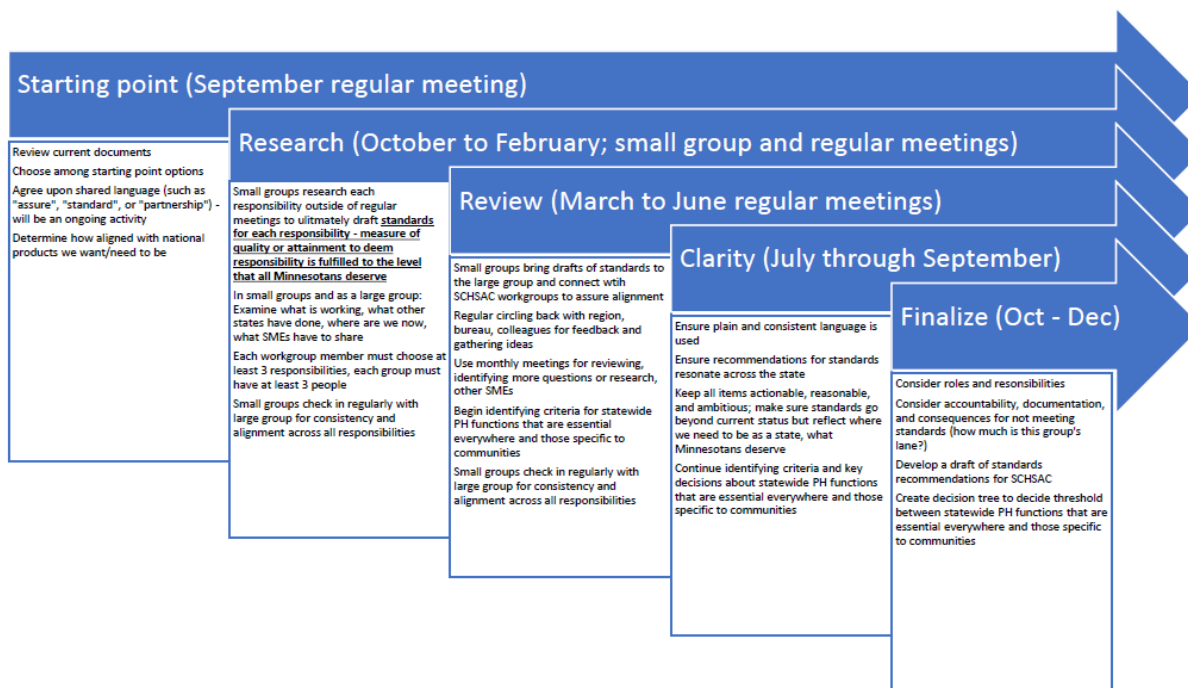
Meeting notes

Review

Workgroup members

- Reviewed a refinement to the decision-making process related to feedback from partners and regions.

- Received an update about communication and transparency.

    - Notes are posted on the SCHSAC webpage: Standing and active SCHSAC workgroups - MN Dept. of Health (state.mn.us)

    - Ann and Linda will start a SharePoint site.

    - Talking points are embedded in notes for sharing back with regions and colleagues.

Workplan and Timeline

During the August meeting, workgroup members identified activities needed to reach the goal of recommending standards by December 2025. The information was organized and placed in a phased workplan and timeline for members to review and consider. Members agreed to the workplan proposed with some minor clarifications. The workplan includes utilizing subgroups consisting of workgroup members and subject matter experts, organized around each of the foundational capabilities and areas. Workgroup members were asked to provide their preferences for which subgroups they want to be part of and asked to identify subject matter experts for any of the subgroups.

FPHR Workgroup Phased Work Plan September 2024

Starting point (September regular meeting)

Review current documents

Choose among starting point options

Agree upon shared language (such as "assure", "standard", or "partnership") - will be an ongoing activity

Determine how aligned with national products we want/need to be

Research (October to February; small group and regular meetings)

Small groups research each responsibility outside of regular meetings to uiltmately draft standards for each responsibility - measure of quality or attainment to deem responsibility is fulfilled to the level that all Minnesotans deserve

In small groups and as a large group: Examine what is working, what other states have done, where are we now, what SMEs have to share

Each workgroup member must choose at least 3 responsibilities, each group must have at least 3 people

Small groups check in regularly with large group for consistency and alignment across all responsibilities

Review (March to June regular meetings)

Small groups bring drafts of standards to the large group and connect wtih SCHSAC workgroups to assure alignment

Regular circling back with region, bureau, colleagues for feedback and gathering ideas

Use monthly meetings for reviewing, identifying more questions or research, other SMEs

Begin identifying criteria for statewide PH functions that are essential everywhere and those specific to communities

Small groups check in regularly with large group for consistency and alignment across all responsibilities

Clarity (July through September)

Ensure plain and consistent language is used

Ensure recommendations for standards resonate across the state

Keep all items actionable, reasonable, and ambitious; make sure standards go beyond current status but reflect where we need to be as a state, what Minnesotans deserve

Continue identifying criteria and key decisions about statewide PH functions that are essential everywhere and those specific to communities

Finalize (Oct - Dec)

Consider roles and resonsibilities

Consider accountability, documentation, and consequences for not meeting standards (how much is this group's lane?)

Develop a draft of standards recommendations for SCHSAC

Create decision tree to decide threshold between statewide PH functions that are essential everywhere and those specific to communities

Starting Point Discussion

Prior to the meeting, workgroup members reviewed several documents in preparation for the discussion about a starting point:

- [FPHS-Factsheet-2022.pdf (phaboard.org)](FPHS-Factsheet-2022.pdf)

- [Foundational Public Health Responsibilities: National Framework, Minnesota Activities (state.mn.us)](#)

- [FPHS-Operational-Definitions.pdf (phaboard.org)](#)

Workgroup members provided observations and identified terms and concepts that they think will need additional discussion and agreement of for shared understanding. This will be an ongoing practice to ensure shared language and understanding.

Workgroup members held discussions about the starting point options for developing FPHR Standards. Some recommendations were made, but the workgroup decided they wanted more time to consider options and obtain feedback from regions and partners. A decision will be made at the October meeting.