

Environmental Health Continuous Improvement Board (EH CIB) Meeting Notes

Date: 9/16/2024

Time: 10:30 a.m. – 12:30 p.m.

Microsoft Teams Meeting

Attendance

Angie Wheeler

Rick Toms

Denise Schumacher

Dan Symonik

Andrea Demmer

Kim Carlton

Lisa Brodsky

Amanda Buell

Sarah Grossheusch

Jesse Harmon

Tom Hogan

Jason Newby

Sagar Chowdhury

David Boberg

Tom Higgins

Wendy Spanier

Linda Kopecky

Diana Ditsch

Sodik Adelani

Kelly Nagel

Talking Points

1. Discussed next steps on setting up delegation agreement (DA) workgroup.
2. Questions for gathering feedback from regions and colleagues re: scope of DA workgroup.
 - a. How can we prioritize the activities of the workgroup based on whether they are in scope and how important they are: updating the agreement (esp. food), documenting onboarding/offboarding/seeking a DA processes, seeking consistency in compliance and evaluation, and creating a dashboard to access DA information.
 - b. What should be the ultimate goal: clarify expectations, update delegation agreement, document/clarify processes, or create dashboard.
3. Discussed charter update and workplan.
4. MFU workgroup discussion.
5. Update on evaluation status – standards 3 and 8 wrapping up with imminent report, 5&7 next.
6. Airbnb was a brief topic, will be part of future discussion.

Setting the Table

Regular Updates

- Mobile Food Unit workgroup: the workgroup is moving towards a consistent licensing structure with some small tasks along the way, such as sharing information about plan reviews and inspections, as well as creating universal forms or fields in the applications/other forms.
- Charter refresh workgroup: Final call for updates to the charter; the changes reflect the need to have all regions represented Tom will finalize and we will run it past SCHSAC for their approval. [DRAFT EH CIB Charter \(SharePoint\)](#)
- FPLS program evaluation workgroup: workgroup is focusing on improvement plans (thanks to everyone who submitted their plans), the group is finalizing standards 3 and 8 and next year will be focusing on standards 5 and 7. A report will be generated from the work on standards 3 and 8.

EH CIB Workplan Update

The workplan draft is ready to share with SCHSAC executive committee, the document will be finalized and submitted for approval before the end of the calendar year.

Digging deep

Finalizing Delegation Agreement Subgroup

The membership engaged in a Mentimeter activity to narrow down the activities and to identify the ultimate goal of the workgroup. These questions will be brought to regions and partners for additional input. Those in attendance responded in the following ways:

Question 1 – Prioritize activities: highest = update agreements, next = consistency in compliance/evaluation, last = create dashboard.

Question 2 – Ultimate goal: highest = clarify expectations, next = update agreements, last = create dashboard.

Next Steps

- Take questions to regions – will help determine scope of the workgroup.
- Launch group with Lisa Brodsky and Rick Toms as co-chairs.
- Seek additional representation for the group, in addition to those from the EH CIB.

EH Activities Inventory

Diana Ditsch and Tom Hogan spent time cleaning up the SharePoint directory of files that is the starting point for an activities inventory. Please review as we seek to make progress. [Environmental Health Continuous Improvement Board \(EHCIB\) - EHCIB Documents - By Topic \(SharePoint.com\)](#)

Next Meeting: December 16, 2024

Topics

- Workgroup Updates
- Activities Inventory
- Legislative Update

Minnesota Department of Health
Environmental Health Division
PO Box 64975
St. Paul, MN 55164-0975
651-201-4571
www.health.state.mn.us/communities/environment/local/ehcib/index.html

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