

## APPROVED MINUTES

**Advisory Board of Health**  
**Tuesday, January 26, 2016**  
**6:00 PM**  
**Public Health Building**  
**1900 West Old Shakopee Road**

**Present**

Members:

Satbir Brar, David Drummond, Corinne Ellingham, Joshua Korthouse, Joe Lawless, Patrick Martin

Staff Advisor:

Bonnie Paulsen, Public Health Administrator

Staff:

Lynn More, Environmental Health Manager  
Linda Riski-Lundeen, Office Supervisor  
Nancy Tadros, Office Support Specialist

Guests:

None

Public:

Carly McWilliams

**Absent**

Cindy McKenzie

**Call to Order**

Lawless, Chair-elect, called the meeting to order at 6:00 p.m.

**Oaths of Office**

Paulsen issued the Oath of Office to returning Board Member Satbir Brar (term exp. December 31, 2017) and new Board Member Patrick Martin (term exp. December 31, 2016).

**Approval of Minutes**

M/Drummond, S/Ellingham, and all voting aye to approve the meeting minutes of December 15, 2015.

**Approval of Agenda**

M/Martin, S/Drummond, and all voting aye to approve the January 26, 2016 meeting agenda.

### STAFF REPORTS

**2015 Food Safety Awards / 2016 Diamond Service Awards**

Moore provided an overview of the selection process for the 2015 Food Safety Awards, as well as list of this year's nominees. Nominees are divided into and chosen from each of five categories (Full Service Hotel, Large Restaurant, Limited Service/Pizza Carry Out, Fast Food/Café, and Grocery), as well as an Overall Food Safety Award winner. Moore distributed a Score Summary to demonstrate how each nominee within each category scored during their interview.

Winners were selected and approved in the following categories:

**Full Service Hotel:** M/Ellingham, S/Drummond, and all voting aye, to approve.

**Large Restaurant:** M/Korthouse, S/Lawless, and all voting aye to approve.

**Limited Service/Pizza Carry Out:** M/Drummond, S/Martin, and all voting aye to approve.

**Fast Food/Café:** M/Korthouse, S/Brar, and all voting aye to approve.

**Grocery:** M/Lawless, S/Brar, and all voting aye to approve.

**Overall Food Safety Award:** M/Brar, S/Lawless, and all voting aye to approve.

Board Chair McKenzie will assist Mayor Winstead in presenting the 2015 Food Safety Awards, the winners of which will be revealed during the 2016 Diamond Service Awards ceremony on Sunday, February 21, 2016.

This year is the 20<sup>th</sup> Anniversary of the Diamond Service Awards and the 15<sup>th</sup> year of Bloomington's Food Safety Awards.

<b>Accreditation Update</b>	Paulsen provided an update on the accreditation process. Currently, Public Health is waiting to hear back from the Public Health Accreditation Board (PHAB) in regards to the dates on which PHAB will come to Public Health for a site visit as part of the accreditation application process. Tentative dates provided previously provided are for June, 2016.
<b>Public Health Administrator Update</b>	Paulsen noted that the Board's 2015 Annual Report and 2016 Work Plan will be presented to Council on Feb. 22 <sup>nd</sup> , and that the Board's March 21 <sup>st</sup> meeting will be a joint meeting of the Health Boards/Commissions of Bloomington, Edina and Richfield.

### ORGANIZATIONAL BUSINESS

<b>Appoint Tadros as ABH Office Support Specialist</b>	M/Korthouse, S/Lawless, and all voting aye to approve the appointment of Tadros as Board Office Support Specialist.
<b>Review and Approve 2016 Bylaws</b>	The Bylaws were reviewed. It was pointed out that members are required to attend a minimum of 75% of Board meetings (no more than two absences) per year or they will be removed from the Board.  M/Drummond, S/Lawless, and all voting aye to approve the Bylaws as presented.
<b>Review and Approve 2016 Rules of Procedure</b>	The Board reviewed the Rules of Procedure.  M/Lawless, S/Brar, and all voting aye to approve the Rules of Procedure as presented.
<b>Committee Assignments</b>	<b>Community Health Conference:</b> This year's conference will be held on September 28 – 30, 2016, in Breezy Point, MN. Generally, two Members are registered to represent the Board, with priority given to Members who have not attended in the past (i.e. Brar, Ellingham, Lawless and Martin). Since Brar and Ellingham are not available during these dates, Lawless and Martin were chosen to attend on behalf of the Board.  <b>Tri-City Partners Steering Committee:</b> A Member may be selected to represent the Board at a later date if TCP starts up again.
<b>Review ABH Job Description and Food Policy</b>	Paulsen reviewed the Position Description and Food Policy as they pertain to the Board. Some highlighted items included contacting Tadros in the event of an upcoming absence, term length, serving additional terms, finishing food before meetings due to recordings, and so forth.

### ADVISORY BOARD OF HEALTH REPORTS AND PLANNING

<b>ABH 2015 Annual Survey Results</b>	Paulsen reviewed the survey results from the Board pertaining to the 2015 meetings. This feedback, which was generally positive, will be taken into consideration in the future.  Some of the Members' survey comments included the following requests: <ul style="list-style-type: none"> <li>• Contributing and being more involved;</li> <li>• Desiring to feel more valued as a Member on the Board;</li> <li>• Seeing more direction and actionable outcomes from the meetings;</li> <li>• Having discussions, rather than being "talked to" during meetings;</li> <li>• Learning how to contact City Councilmembers;</li> <li>• Receiving more knowledge/training regarding the Board's role (i.e. is it to act as the liaison between Council and BPH? Is it to be advocates of public health?) and how to</li> </ul>
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accomplish that;

- Receiving more knowledge/training regarding expectations of Members (i.e. is there an expectation to make recommendations to Council? What are the expectations regarding participation?);
- Establishing and adhering to rules (i.e. raising a hand and being recognized by the Chair before speaking out of turn) for smoother meeting process;
- Adhering to time limits set forth on the Agenda;
- Staying on the topic at hand; and
- Identifying new projects to benefit needs of Bloomington resident [including prevention, healthy and active living (not just for infants, children and elderly, but also for the adult stage), mental health, housing and homelessness, and poverty].

Ellingham suggested that each Member could be assigned to a different area at Public Health to learn more about that specific team's work, as well as to find out how the Board could be utilized to assist with the needs of that team/team's clients, so that staff input could be relayed to the Board through that Member.

Lawless added that it might be beneficial to give the Board some more time after a presentation to discuss the presenter's (and their clients') needs. He also wanted the presenters to include what problems, issues, funding needs, goals, visions, etc. they had, so the Board could discuss in that regard.

Korthouse agreed that there is currently no space built into the meetings to have a discussion or to answer questions such as, 'how can we help?' or 'what can we recommend?' as a Board. In addition, he felt it beneficial to include questions beforehand for Members to consider as they hear a presentation.

Paulsen noted that if Members wanted to invite a presenter to speak at a meeting, those suggestions can be passed on to Public Health Staff (Paulsen, Kelley, Riski-Lundeen and Tadros) in order to arrange that on behalf of Public Health. Some places to consider include VEAP, Oasis, Cornerstone, etc.

Based on this discussion, the course of action will be to:

- Provide sufficient information for Members to read prior to the meetings;
- Designate adequate time for Members to ask questions and discuss matters after presentations; and
- Offer ways for Members to become more involved.

Finally, Riski-Lundeen will include the Board on 'Program Updates' emails that go to staff in order for the Members to stay up to date on what is taking place at Public Health.

**Approve ABH  
2015 Annual  
Report and 2016  
Work Plan**

The final document was distributed to the Board and will be presented to Council on Feb. 22<sup>nd</sup> for approval upon the Board's approval.

M/Martin, S/Drummond, and all voting aye to approve the Annual Report of 2015 and Work Plan of 2016 as presented.

**OTHER BUSINESS/ANNOUNCEMENTS**

**Presentation of '15 Annual Report/'16 Work Plan to Council on Feb. 22, 2016** Drummond and McKenzie, as 2015 and 2016 Chairs, respectively, will present the 2015 Annual Report and 2016 Work Plan to the City Council on February 22, 2016. The meeting will begin at 7:00 p.m. and all Members are welcome to attend and show their support. Council meeting materials can be obtained online prior to Feb. 22<sup>nd</sup> in order to review the presentation's position on the agenda.

The presentation materials will also be provided to the Board prior to the Council meeting.

**Other****Diamond Service Awards:**

The Diamond Service Awards event will take place on the evening of Sunday, Feb. 21, 2016, at the DoubleTree by Hilton Bloomington–Minneapolis South. The reception will begin at 4:30 p.m. and the Diamond Service Awards Ceremony with sit-down dinner will begin at 5:30 p.m. Members who have provided an RSVP will receive tickets at a later date.

**March Meeting:**

Members should contact Tadros by March 1, 2016 if they are not able to attend the Joint Meeting on March 21<sup>st</sup>.

**Next Meeting**

February 23, 2016, 6:00 – 8:00 p.m.  
Public Health Building, 1900 West Old Shakopee Road, Bloomington, MN 55431

**Adjournment**

M/Lawless, S/Martin, and all voting aye to adjourn. The meeting was adjourned at 7:47 p.m.