

Agenda
Community Health Commission
City Of Edina, Minnesota
MEETING CANCELLED

Monday, July 11, 2022
6:30 PM

- I. Call To Order
- II. Roll Call
- III. Approval Of Meeting Agenda
- IV. Approval Of Meeting Minutes
 - A. Minutes: Community Health Commission June 14, 2022
- V. Community Comment

During "Community Comment," the Board/Commission will invite residents to share relevant issues or concerns. Individuals must limit their comments to three minutes. The Chair may limit the number of speakers on the same issue in the interest of time and topic. Generally speaking, items that are elsewhere on tonight's agenda may not be addressed during Community Comment. Individuals should not expect the Chair or Board/Commission Members to respond to their comments tonight. Instead, the Board/Commission might refer the matter to staff for consideration at a future meeting.

- VI. Reports/Recommendations
 - A. Stop the Bleed Initiative Report Update
 - B. 2023 Work Plan Development Discussion
- VII. Chair And Member Comments
- VIII. Staff Comments
- IX. Adjournment

The City of Edina wants all residents to be comfortable being part of the public process. If you need assistance in the way of hearing amplification, an interpreter, large-print documents or something else, please call 952-927-8861 72 hours in advance of the meeting.



MINUTES
Community Health Commission
June 13, 2022 at 6:30 PM
City Hall, Community Room

I. Call To Order

II. Roll Call

Present: Matt Giljahn, Philip King-Lowe, Michael Wood, Mary Absolon, Greg Wright, Tracy Nelson, Ben Hykes, Ellie Mullen

III. Approval Of Meeting Agenda

Motion by Tracy Nelson to amend meeting agenda to move item VI.B to VI.E. Seconded by Philip King-Lowe. Motion Carried.

IV. Approval Of Meeting Minutes

A. Minutes: Draft: Community Health Commission: April 11 2022

Motion by Tracy Nelson to approve meeting minutes. Seconded by Philip King-Lowe. Motion Carried.

V. Community Comment

VI. Reports/Recommendations

A. Renter Health Survey Introduction - Bloomington Public Health

B. Social Connectedness Initiative Report Out

Motion by Tracy Nelson to approve committee report on social connectedness and Vitals App for submission to City Council. Seconded by Greg Wright . Motion Carried.

C. Stop the Bleed Initiative Report Update

D. Opioid Settlement Funding Update

E. Commission Role and Responsibilities - Annual Review

VII. Chair And Member Comments

VIII. Staff Comments

IX. Adjournment

Motion by Tracy Nelson to adjourn. Seconded by Michael Wood. Motion Carried.



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: July 11, 2022

Agenda Item #: VI.A.

To: Community Health Commission

Item Type:
Report and Recommendation

From: Greg Wright

Subject: Stop the Bleed Initiative Report Update

Item Activity:
Discussion

ACTION REQUESTED:

Review report from Stop the Bleed Initiative Sub-Committee

INTRODUCTION:

ATTACHMENTS:

Stop the Bleed Initiative Report - Draft

Work Plan Item: Study and report feasibility of adopting the American College of Surgeons Stop the Bleed® program for the city

Background: In 2012 Lenworth Jacobs, Jr., MD, the Chair of Trauma Services at Hartford hospital, reviewed autopsies of the victims of the Sandy Hook mass casualty event and came to the conclusion that some of the fatalities may have been preventable. He convened a panel of national experts to evaluate the response to emergencies of this nature. Ultimately the panel produced a report known as the Hartford Consensus^{ref} which emphasized the importance of early intervention by bystanders. In particular, the panel recommended the use of compression, preferably with anticoagulant-treated pads, and tourniquets. The panel then convened with Obama administration officials, including representatives of the armed services. When the recommendations were applied by military units in Iraq and Afghanistan, on-field mortality fell from roughly 7% to 2%^{ref}. With those findings, the American college of surgeons, in cooperation with the Department of Defense, initiated the Stop the Bleed® program in October 2016^{ref}

Current status: Stop the Bleed encourages bystanders to become trained, equipped, and empowered to assist in a bleeding emergency before professional help arrives. The program turns ordinary citizens into trained individuals, currently numbering over 1.9 million, who can help victims of any serious hemorrhagic emergency, much in the manner that the American Heart Association has trained millions in CPR techniques. The victim of a bleeding emergency, be it from a mass shooting event, an ice skating laceration, or an automobile crash, can bleed to death within 5 minutes, so it is essential that bystanders take action immediately. As an illustrative example, a bystander placed his belt as a tourniquet above the leg amputation of a victim of the Boston Marathon bombing. That victim was not unconscious from shock but rather was awake and talking as he was wheeled to an ambulance. Edina is not immune from the sort of mass casualty event that has traumatized cities across the US, nor are citizens of the city invulnerable to catastrophic accidents. The optimal approach for Edina is for its citizens to be prepared to potentially save lives in such an event by learning how to control life-threatening hemorrhage.

Future potential: The city of Edina can implement regular Stop the Bleed courses, each taught by an instructor. The 90 minute training sessions consist of lecture material followed by practical training in the use of tourniquets and compression packs. The lecture portion of the course is available on line at no charge^{ref}. Each Stop the Bleed course includes hands-on experience with medical mannequins to simulate a bleeding victim. Courses could be held at various City of Edina facilities such as City hall, fire stations, Public Works Building. Instructors, who are trained by the program, are volunteers, so costs to the city beyond facility overhead are minimal. After local instructors had been trained, the courses could be advertised through social media, newspapers, City of Edina publications and website, and news items on radio and television. Training for instructors can be obtained by contacting Stop the Bleed at stopthebleed@facs.org.

Equipment: While bystanders can save lives by applying their training from Stop the Bleed, ideally they would have rapid access to equipment especially developed to create the greatest opportunity for success. Much as AEDs are now widely available in public places to allow bystanders to defibrillate heart attack victims, kits developed by Stop the Bleed contain the materials to provide optimal emergency care to a bleeding victim. The program has begun a campaign to place kits next to AEDs in other areas of the US. In Edina, kits could be placed in heavily traveled public venues, such as supermarkets, theaters, churches, schools, and

shopping malls. A typical kit provides multiple sets of: One (1) tourniquet; 2 latex-free gloves; 1 emergency bandage; 1 pair of trauma shears; 2 rolls of primed and compressed gauze dressing; 1 H*Vent chest seal; 1 permanent marker; 4 Mylar emergency blankets.

The City of Edina could encourage local businesses to place Stop the Bleed kits next to the AEDs in their facilities, but the city itself would probably need to invest in kits in order to provide optimal coverage throughout Edina. The Stop the Bleed organization sells enhanced kits for use in public venues for \$500-600 retail (<https://www.bleedingkits.org/all-products/enhanced-stop-the-bleed-stations.html>).

Conclusions: 1) The Stop the Bleed Program provides citizens with knowledge that may save lives of bleeding victims.

2) Local Instructors for the Stop the Bleed program can be trained to administer the program

3) The feasibility of placing Stop the Bleed kits in strategic locations around the city depends on the willingness of local businesses and public facilities to acknowledge the need for those materials and on the ability of the City of Edina to fund placement in city facilities, particularly schools.

4) Even in the absence of widespread placement of kits, the development of a knowledgeable citizenry will improve the emergent response to life-threatening bleeding from any cause.

5) With authorization from the City Council, the work plan of the Community Health Commission for 2023 can include collaborative work with city administration to initiate the Stop the Bleed program.



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

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Date: July 11, 2022

Agenda Item #: VI.B.

To: Community Health Commission

Item Type:

From: Andrew Hawkins, Vice-Chair

Item Activity:

Subject: 2023 Work Plan Development Discussion

Action

ACTION REQUESTED:

INTRODUCTION:

Discussion of possible items to include on 2023 Community Health Commission Work Plan. Possible items previously discussed include:

- Report on possible City initiatives around mental health and social connectedness.
- Review of City Climate Action Plan for possible Community Health Commission initiatives and involvement.

Edina Climate Action Plan

- Multi-unit housing tobacco policy possibilities and recommendations to Council.
- Coordination with Human Rights and Relations Commission considering Racism as a Public Health Emergency.

ATTACHMENTS:

Commission Work Plan Guide

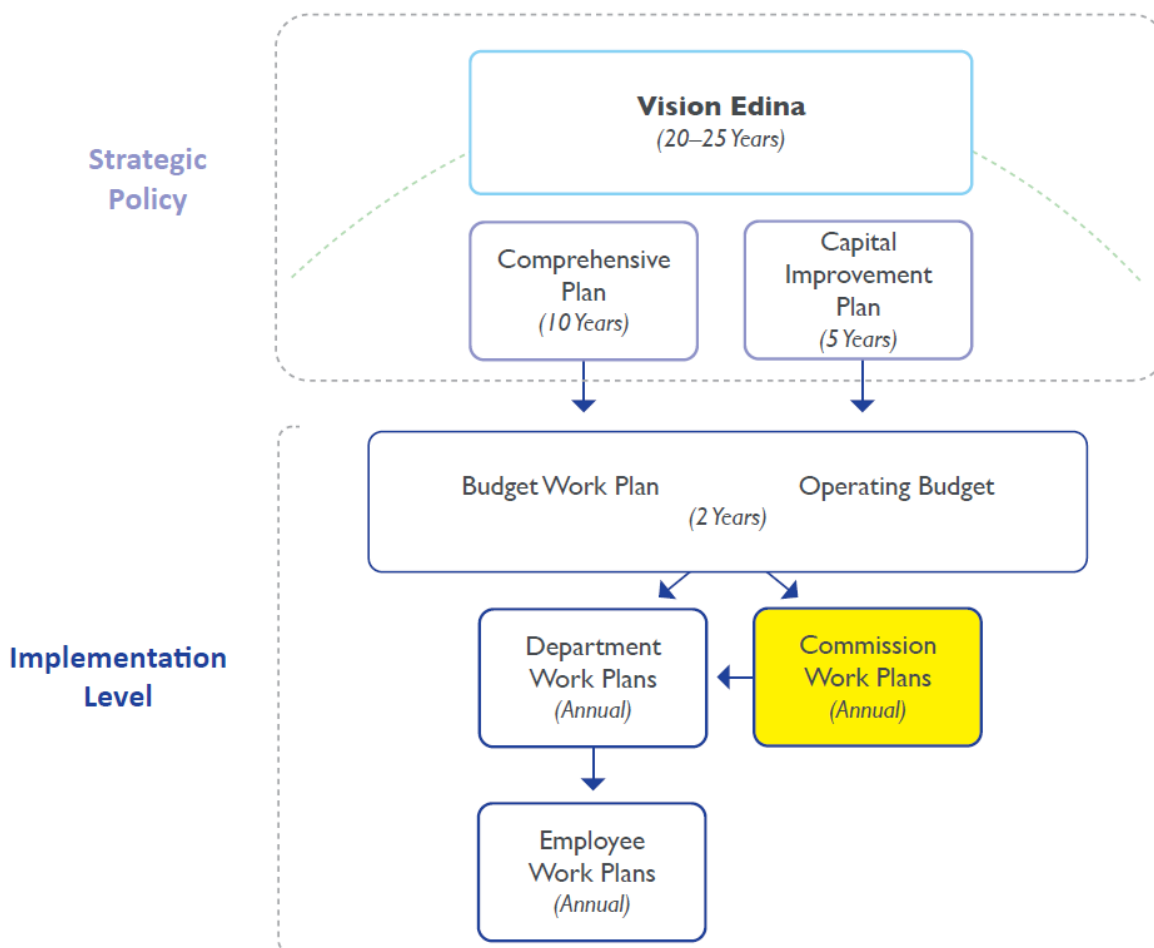


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CITY-WIDE WORK PLAN PROCESS

At the same time Commissions are developing their work plans, the city is developing the Budget work plan and department work plans. Commission work plans are one piece of the larger puzzle.



Before You Start

Commission work plans are advisory up. Council does not dictate every work plan items. They are interested in hearing what the Commission members feel is important to dedicate time to and they approve the final plan. There may be overarching strategic plans or implementation plans informing commission work plan initiatives. It is the responsibility of staff to ensure work plan items are not in direct conflict with department work plans, budget work plan or strategic policies. At times, Council may direct staff to amend a work plan whether it is adding a new item, deleting an item, or altering a work plan item.

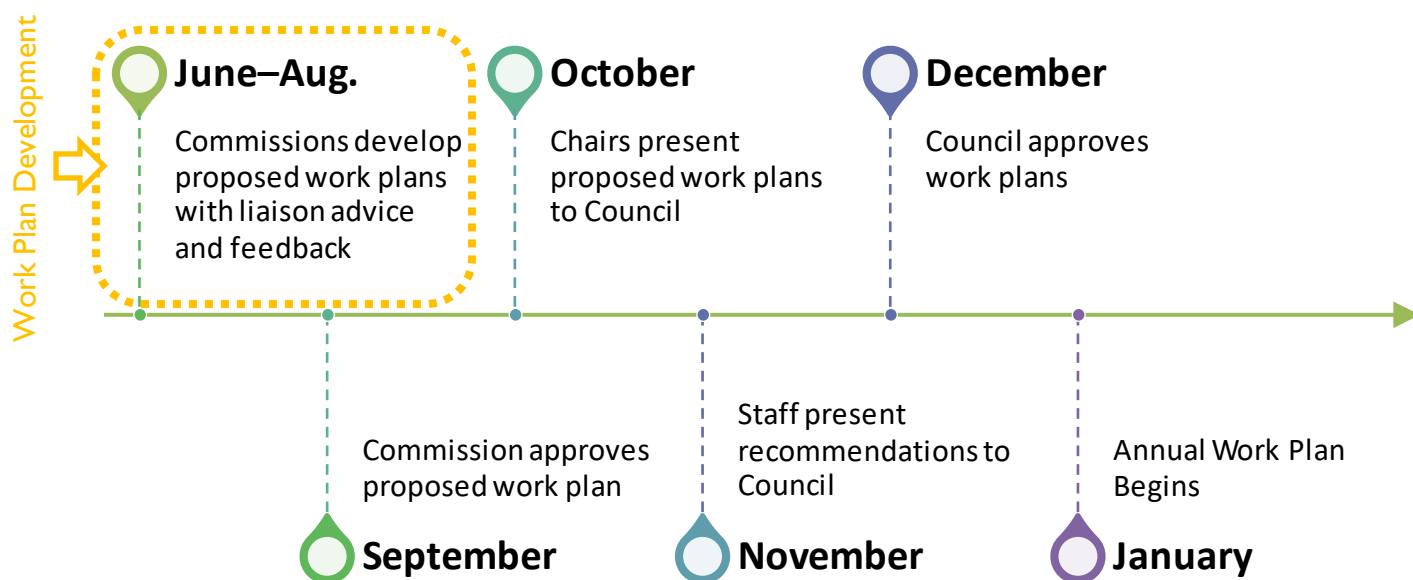


Generally:

- Commission work plans are developed by the Commission, not the staff liaison.
- There should be a commissioner willing to “lead” the initiative if it is being proposed.
- Work plan initiatives should not include City Department work plan initiatives. (while there may be overlap, it should be clear what the Commission’s role is)
- List initiatives in order of priority (#1 is highest priority).
- Commissions should be careful not to overload their work plan but pursue an achievable number of initiatives.
- “Parking Lot” is reserved for initiatives the Commission considered but did not propose as part of the work plan. These items are not considered approved and would require a work plan amendment approved by Council to allow the Commission to begin work.

Annual Calendar

Annual work plans ensure that the Commissions’ initiatives are aligned with the City Council’s priorities. Approving work plans is a three-part process. Work plans development starts in the summer months and ends in December.



Important Dates for 2022:

September 23 – Work plans due

October 6 – Chair present work plans to Council

November 1 – Staff presents recommendations to Council

December 6 – City Council approves work plans

*These dates change every year

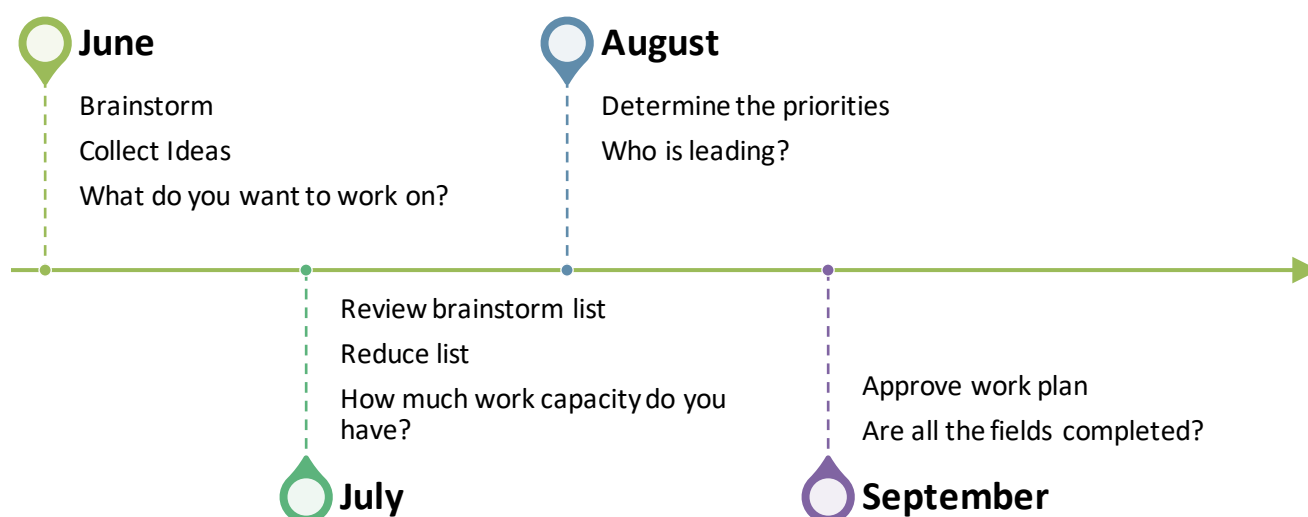
Roles

1	Chair	<ul style="list-style-type: none"> • Ensure work plan template is complete • Present proposed work plan to Council • Facilitate the development of the work plan
2	Commission Members	<ul style="list-style-type: none"> • Sign up as a lead(s) for sub-group work • Propose work plan initiatives to be added to the work plan
3	Staff Liaison	<ul style="list-style-type: none"> • Attend Council meetings when work plans are being proposed • Communicate final approved work plan and supporting documentation to Commission • Provide input on proposed work plan initiatives throughout the entire process • Provide liaison comments on the work plan for staff and council review
4	Council	<ul style="list-style-type: none"> • Assign a Council Charge • Approve work plans • Review proposed work plans • Provide feedback

WORK PLAN DEVELOPMENT

Work plans are vital for guiding the work of each commission on an annual basis. The work plans enhance city services/opportunities and at times assist in completing citywide strategies. Work Plan Development takes place during the months of June, July and August.

Steps to Work Plan Development



Council Charges

Council provides guidance on complete the work by assigning council charges. Before starting your work plan development take some time to understand what the charges mean.

- The Council Charge is a guide for Council to provide clear and specific direction to Boards and Commissions on.
- Council Charge is given in instances when Council tasks a board or commission with an initiative.
- City staff ensures Council identifies the charge level of the task.
- The Council Charge concept is implemented in Board and Commission work plans.

Charge	1: Study & Report	2: Review & Comment	3: Review & Recommend	4: Review & Decide
Commission Role	Study a specific issue or event and report its findings to Council	Review a specific policy issue and staff will seek comments from each individual member of the group to pass on to Council	Review a specific policy issue and provide a recommendation on the issue to Council	Study, review and decide on an issue. The Decision will be the City's official position on the matter unless the issue is formally reversed by Council
Commission Vote	No vote is taken by the commission	No vote is taken by the commission	A majority vote is required	A majority vote is required
Commission Recommendation	No official recommendation is provided to Council	No official recommendation is provided to Council	An official recommendation is provided to Council	No official recommendation is provided to Council
Report Type	Required: Advisory Communication & Staff Report	Required: Staff Report	Required: Staff Report Optional: Advisory Communication	None

Work Plan Template

Each commission uses a work plan template. The screen shot of the template is below. The fields in white must be filled out by the commission. The fields in green will be completed by your staff liaison and other City staff who participate in the work plan review process.



Commission: Choose an item. 2023 Annual Work Plan Proposal



Initiative #	Initiative Type <input type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event	Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)	
Initiative Title	Deliverable	Leads Sub-Committee or Working Group	Target Completion Date
Budget Required: (Completed by staff) Are there funds available for this project? If there are not funds available, explain the impact of Council approving this initiative.			
Staff Support Required (Completed by staff): How many hours of support by the staff liaison? Communications / marketing support?			
Liaison Comments:			
City Manager Comments:			
Progress Q1:			
Progress Q2:			
Progress Q3:			
Progress Q4:			
Parking Lot: (These items have been considered by the BC, but not proposed as part of this year's work plan. If the BC decides they would like to work on them in the current year, it <u>would</u> need to be approved by Council.)			

Work Plan Template Field Descriptions

Initiative Type

- Project
This is a new or continued initiative
- Ongoing / Annual
This is an initiative that the commission has on their work plan every year
- Event
These are events or awards coordinated by the commission (not City staff)

Council Charge

- Study and Report
- Review and Comment
- Review and Recommend
- Review and Decide

Initiative Title

The title should describe the project the commission wants to work on. Describe what the commission will do. If you lead with a council charge, this helps understand the commissions desire for the depth of working on an initiative.

Examples:

- Review and recommend a building energy benchmarking policy.
- Study and report on possible city actions to reduce access and usage of vaping for youth.

Deliverable

Provide detail on what will be the outcome or final product of the project.

Leads

Each initiative will be completed via a sub-committee or working group. Every initiative should have commissioner(s) assigned to it for completion. ALL should be avoided.

Target Completion Date

What month or quarter does the commission hope to complete the initiative.

Budget Required

Will the commission need funds for this initiative? Are there funds available? Per state statute commissions does not have the approval to spend city funds. When a commission approves an amount to support a commission, this recommendation is passed to City staff for further investigation and approval.

Staff Support Required

How much staff resources will be needed to complete the initiative? This section includes liaison, additional staff and communications support. If the initiative will require a communications/marketing components add it here.

Liaison Comments

This is the liaison's response to the initiative. Liaisons are asked to provide the commission guidance during the entire process of work plan development. For staff review they are also asked to provide and recommended changes in this section.

City Manager Comments

This is the City Manager's response to the initiative.

Progress Report

This section is completed prior to the joint work session with Council. The audience for this update is Council.

COMPLETING WORK PLAN ITEMS

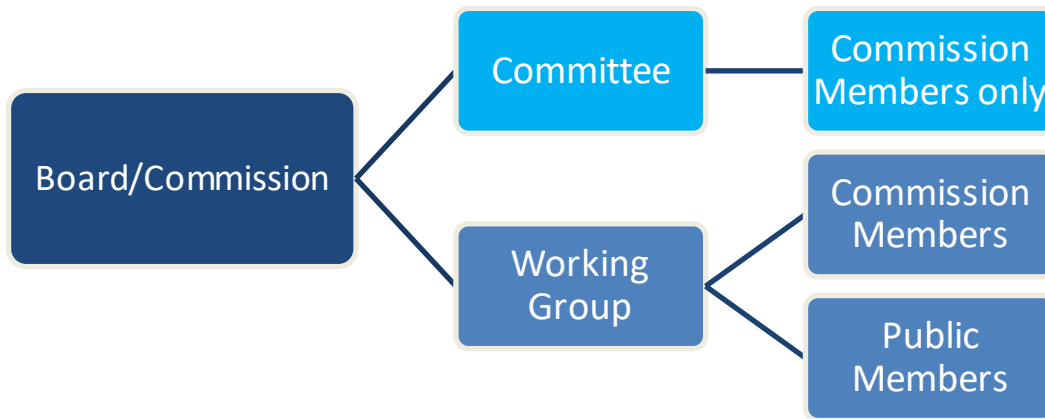
Work plan items are completed by the commission. Work plan items usually include the entire commission in final approval; however, the bulk of the work is done outside of regularly scheduled meetings by smaller groups of commissioners.

Sub-committees and Working Groups

Local governments often use a variety of advisory groups, including Boards and Commissions, to complete the mission of the city. Commissions also may create sub-committees and working groups to assist them with their work plan, however, **sub-committees and working groups work at the direction of the whole commission.**

Role of these groups:

- Study issues in greater depth and report findings
- Assist with community initiatives or events



COMMITTEES	
Membership <ul style="list-style-type: none"> The commission selects at least two, but less than a quorum of members All members must be members of the commission The commission selects a chair or co-chairs Not subject to Open Meeting Law 	Guidelines: <ul style="list-style-type: none"> Committees are established with the approval of the commission to assist with a work plan initiative The commission has final recommendations on all matters which the committee has been given guidance Staff does not provide support to committees Meetings of Committees are not public meetings

WORKING GROUPS	
Membership <ul style="list-style-type: none"> A Working Group is comprised of one or more members of the Board/Commission, but less than a quorum of members and includes members of the public. Commission selects the chair or co-chairs The chair will recommend to the commission other working group members who are outside of the Board/Commission. The board/commission appoints additional working group members. Not subject to Open Meeting Law 	Guidelines: <ul style="list-style-type: none"> Established with the approval of the commission Created when work requires more support Set timeline Notice is given to the public of the formation of the working group providing a minimum of 14 days for the public to express interest before members are selected Commission has final recommendations on all matters of the working group Staff liaison does not support working groups Meetings of working groups are not legally required to be public

Communicating to Council

When presenting recommendations to City Council it is essential that Board and Commission members keep the following in mind:

- Recommendations should be in written form.
- Ideas should be expressed in clear and concise language.
- Proposed solutions should be viable and cost-effective.
- Recommendations should identify reasons for the changes suggested.
- Advice should reflect the views of a consensus or a majority of Board and Commission members.

Role of Staff Liaison. One of the primary roles of the Staff Liaison is to assist in delivering information from the City Council to, and vice versa. It is the responsibility of the Staff Liaison to communicate the guidance of their Board and Commission completely and impartially.

Communication Tools. Boards and Commissions have five primary tools for communication with the City Council. Since Council time is limited and it is important that all members of the Council receive the information, it is imperative that communication is done through these formal channels. The table below outlines each tool and its intended purpose:

1	Meeting Minutes <ul style="list-style-type: none"> • Meeting minutes are intended to give members a record of Board and Commission proceedings. After the minutes are approved, they are included as part of the upcoming Council packet. Council members are very diligent about reading Board and Commission minutes.
2	Joint Work Session <ul style="list-style-type: none"> • Joint work sessions are held at least once a year. This is an opportunity to update the Council on the Commission's work plan and to get Council feedback on the progress to date.
3	Annual Work Plan <ul style="list-style-type: none"> • The annual work plan process enables Commissions to share their goals for the upcoming year. The Council reviews those goals and other ideas before giving final direction on Commission priorities. • Council will assign each work plan item a Council Charge
4	Staff Reports <ul style="list-style-type: none"> • Staff reports are prepared by staff to forward a regulatory item or other goal from the Commission's approved work plan to a Council meeting for approval or direction. It is staff's responsibility to outline the Commission's recommendation, as well as staff recommendations, and to highlight any important differences between the two.
5	Advisory Communication <ul style="list-style-type: none"> • Advisory communication is prepared by the Commission members under the direction of the Commission. This template should be used when the Commission wants to give input on an issue but due to timing or the nature of the issue, meeting minutes are deemed insufficient. Advisory communications should be used if the Commission wishes to advise the Council on a topic not included on their approved work plan.