



CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda



Meeting Date:	January 14, 2020
Meeting Time:	1:30 – 3:00 pm
Meeting Location:	Room 137A, HSB Building, 500 Summer St. NE, Salem <i>Phone: (877) 336-1831</i> <i>Host: 590523#</i> <i>Participant: 309902#</i>
Meeting Purpose:	Status update and next steps

Attendees

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|--|--|--|--|
| <input checked="" type="checkbox"/> Gayla Andresen
(DHS/Shared Services) | <input checked="" type="checkbox"/> Larry Bingham
(OHA/Communications) | <input checked="" type="checkbox"/> Glen Bason
(Facilities) | <input type="checkbox"/> Randy Blackburn
(DHS/Shared Services) |
| <input checked="" type="checkbox"/> Theresa Cross
(PEBB) | <input checked="" type="checkbox"/> Vicki Duesterhoeft
(OHA/Oregon State Hospital) | <input checked="" type="checkbox"/> Don Erickson
(DHS/Shared Services) | <input checked="" type="checkbox"/> Sarah Hargand
(SEIU) |
| <input type="checkbox"/> Leann Johnson
(OHA/Equity and Inclusion) | <input checked="" type="checkbox"/> Kris Kautz
(OHA/Chief Financial Officer) | <input type="checkbox"/> Brian Kirk
(DHS/Aging and People with Disabilities) | <input checked="" type="checkbox"/> Rebecca Long
(DHS/Child Welfare) |
| <input type="checkbox"/> Jason Mak
(DHS/Equity and Multicultural Services) | <input checked="" type="checkbox"/> Dolly Matteucci
(OHA/Oregon State Hospital) | <input type="checkbox"/> Matthew Pettit
(DHS/Human Resources) | <input type="checkbox"/> Adam Rea
(DHS/Self Sufficiency) |
| <input type="checkbox"/> Tiare Sanna
(OHA/Public Health) | <input type="checkbox"/> Lillian Shirley
(OHA/Public Health) | <input type="checkbox"/> Stan Thomas
(DHS/Shared Services) | <input checked="" type="checkbox"/> Angela Weaver
(Oregon Office on Disability and Health) |
| <input checked="" type="checkbox"/> Keely West
(OHA/Central Operations) | | | |

Staff

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Trisha Brennan
(CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> Jennifer Chandler
(CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> Luci Longoria
(CAHIP Staff, OHA/Public Health) |
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Agenda Item, background information and objectives	Time
1) Welcome	1:30 – 1:35 pm
Discussion & Action Items:	
2) DHS OHA Strategic Wellness Plan – Communications	1:35 – 2:05 pm
<p>Background: A communications plan to support the goals and objectives outlined in the DHS-OHA Strategic Wellness Plan, the CAHIP Workplan and worksite wellness efforts in our agencies has been drafted for OHA.</p> <p>Objectives: To share high level communications strategy and get feedback relating to tools and resources for leadership and managers to support employee wellness throughout DHS and OHA.</p>	

CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda

Discussion:

- How are we communicating the values of the agency Strategic Wellness Plan and support managers in helping to shift the culture to live into the plan?
- We have identified some key audiences and key messengers in the Communications plan, is there anyone missing from that list?
- We need to make sure that we are considering messaging implications at 24/7 facilities like the Oregon State Hospital and SACU. The communications team at OSH can help us think through how to adapt and bolster the plan to address those specific challenges and leverage their unique communications channels. This would be more related to the implementation of aspects of the plan rather than the Communications plan itself.
- This particular communications plan has been developed to help roll out the agency Strategic Wellness Plan but is really part of a larger communications strategy for wellness efforts in general.
- How do we measure that this is working? We have thought some about how we can use the State Employee Wellness Survey questions to create a smaller survey to be taken in the in between years to gauge progress toward the goals in the plans.
- It would be helpful to have conversations with the Breakthrough team (Trina Lee is the project manager) addressing wellness as part of our efforts towards better onboarding and retention in OHA which is a current priority area.
- Short video clips are being used more and more as a communications platform. There are existing resources for this.
- It is important that we identify and use various mediums for communicating this work.
- Providing resources for facilitating conversations around this work could be very helpful.
- Where do the resources come from for campaigns for this work? Can DHS and OHA pool resources to for this? If these are resources that could be used at the enterprise level, can PEBB help provide resources for the design of these campaigns?
- Can DAS centralize existing health and wellness work highlight efforts across state agencies? PEBB and the State Agency Worksite Wellness Coordinating Council can help us work with DAS to support this work.
- The CAHIP Workgroup will continue conversations to refine and finalize the Communications Plan.

Action Items:

- Larry Bingham will connect us with Trina Lee to start these conversations.
- Any additional thoughts and suggestions for the Communications plan can be shared with Larry Bingham, Jen Chandler or Trisha Brennan.

3) CAHIP Workplan

2:05 – 2:35 pm

Background: In order to make the CAHIP Charter and DHS-OHA Strategic Wellness Plan truly living and nimble documents, we moved SMART objectives from the documents to a draft workplan to support the goals outlined in the DHS-OHA Strategic Wellness Plan and the CAHIP charter.

Objectives: To review draft objectives, discuss process for assigning objective owners, identify potential resources for supporting implementation and determine a system for measuring progress.

Discussion:

- We reviewed the updated CAHIP workplan.
- Are the client and consumer related objectives achievable in the timeframe assigned? Some of the objectives seem like very large lifts by the due date. The timeframes seem a bit ambitious given that we don't know exactly where we are with some of those items right now. It would be beneficial to have an annual objective around assessing our current state around those goals and then crafting year 2 objectives based on those assessments.

CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda

- We need to make sure that we are balancing assessment time with movement towards the proposed year 2 objectives. We don't want to get stuck in the assessment phase of this work and lose momentum towards action.
- It is important for us to have a definition or category identified for the clients and consumers objectives 2.2 and 3.2 would be helpful. We need to have a clear definition for what those "resources" mean.
- We want to make sure that we have a metric identified for each objective.
- Does it make sense to keep clients and consumers in this workplan? If we create a culture of health for our employees then that will also support clients and consumers, so do we need to invest time and resources on objectives specifically related to directly impacting those we serve?
- OHP recipients were never specifically mentioned in historical conversations around policies like the Healthy Meetings Policy.
- What scope and reach is appropriate for each goal? We don't want to spend resources on areas that are outside of our control, so the goals should be related to what we can impact.
- We need to continue conversations about how we assign Owners and Metrics for each goal, which can help inform the conversations about scope for each goal.
- What is our criteria for assigning goals and metrics? The group would like to have some discussions with groups outside of CAHIP to get input on that then make some recommendations for assignments.
- The CAHIP Workgroup needs to do some additional refining of the objectives in the workplan and clarifying what it means to be an owner of an objective before CAHIP members convene external groups to discuss these assignments.
- What does it mean to be an owner of an objective? Owners would be more of coordinators/project managers than the implementers for the objectives. That may not be the case for some activities, but in general that would be the role of the objective owner.
- Many DHS facilities are not owned by the agency and the DHS offices in those locations are subject to the state ICAA laws, but not the Smoke-Free State Properties policy.

Action Items:

- The CAHIP Workgroup will refine and clarify the objectives in the workplan and better define the ownership role then share back out with CAHIP Steering Committee members.

4) General Updates

2:35 – 2:50 pm

Background: In addition to the strategic planning work for the agency wellness plan, CAHIP Workgroup members have been supporting worksite wellness policy and systems change efforts in our agencies.

Objectives: To provide and update on current policy and systems change work on DHS-OHA.

Discussion & Action Items:

- Randy Blackburn has transitioned into a new role. Don will reach out to Randy about his continued participation in the CAHIP Workgroup.
- Kris Kautz and Don Erickson will look for HR representation on the Steering Committee from OHA and DHS.
- Kris Kautz will follow up with OEI to see if there is someone from that division who can participate on the Steering Committee and the Workgroup.
- Don Erickson will check with the DHS Equity and Multicultural Services office about participation in the Steering Committee.
- Keely will check in on participation from someone in HSD about Steering Committee participation.

5) Wrap up and next steps

2:50 – 3:00 pm



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