

CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda

Meeting Date:	July 10, 2019
Meeting Time:	1:30 – 3:00 pm
Meeting Location:	Room 473, HSB Building, 500 Summer St. NE, Salem <i>Phone: (877) 810-9415</i> <i>Host: 517094#</i> <i>Participant: 975182#</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 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 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

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| <input checked="" type="checkbox"/> Trisha Brennan
(CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> Jennifer Chandler
(CAHIP Staff, OHA/Public Health) |
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Agenda Item, background information and objectives	Time
1) Welcome and quick updates	1:30 – 1:35 pm
Discussion & Action Items:	
2) Employee Wellness Policy – Keely West	1:35 – 1:45 pm
Background: The Employee Wellness Policy has been updated based on feedback that was received.	
Objectives: To review the updated policy language with CAHIP and discuss next steps in approving this policy.	

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Discussion:

- Updates to the policy aligned with original intentions for the policy.
- Focuses on using flex time during work hours, how to address denials for flex time based on business needs, and facilities and technology usage.
- Need to gather data around denials of flex time due to business needs while still promoting physical activity. Encouraging managers to really expand on the business need reasoning will help to fully consider the legitimacy of the denial.
- Would it be helpful to track both approved **and** denied flex time? Need to revisit that question.
- The Procedures document that accompanies the policy could provide guidance on the process of considering and approving or denying flex time for physical activity.
- Facilities is addressing how to handle requests for use of facilities for worksite wellness activities. Gayla and Keely are working on updating that process.
- When the PSOB was constructed, the Wellness Center was planned in the construction process from the very beginning. Setting up the Wellness Center board was easier because the space existed. It is difficult to get DAS to approve to retrofit space in a building that wasn't initially planned that way. Having gyms/wellness centers set up in buildings that weren't constructed with that in mind will be a barrier. There's an opportunity to make that part of the considerations for all new construction of agency buildings.

Action Items:

- Keely will make a minor edit to the policy then move into the policy committee process. CAHIP Workgroup will revisit the question about tracking approval and denials of flex time.

3) Nutrition Standards and Guidelines – Jennifer Chandler	1:45 – 2:00 pm
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Background: DHS and OHA Leadership Teams approved CAHIP to develop Nutrition Standards policy and guidance documents. Policy language and a proposed plan for outreach are currently being drafted.

The Nutrition Standards policy will make healthy food and beverages more readily available to employees, visitors and clients in DHS-OHA facilities. The policy will align with EO 17-01 and the DHS-OHA Healthy Meetings, Conferences and Events Policy by including nutrition standards for food and beverages available for purchase in DHS and OHA facilities in contracts with the Oregon Commission for the Blind Business Enterprise Program (OCB-BEP). The policy will support the health of DHS-OHA employees, visitors and clients by offering a variety of healthy food and beverages and limiting availability of unhealthy options.

Objectives: To provide an update on work around this policy and get feedback from CAHIP on next steps.

Discussion:

- We have been approved to draft policy language and perform outreach to inform development of this policy.
- We reviewed a list of example nutrition standards.
- The policy is not meant to tell staff what they can or can't do or take options away from them. It is meant to support healthy choices by offering more healthy options for staff to choose from. These changes make it easier to make the healthy choice the default choice.

Action Items:

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- Jen Chandler has a list of key stakeholders to engage in outreach on this policy. If anyone has suggestions for additional stakeholders for outreach, Jen would like to engage those people as well.

4) Employee Wellness Plan – Keely West

2:00 – 2:50 pm

Background: Executive Order 17-01 State Agency Employee Wellness was signed by Gov. Kate Brown in January 2017. The Executive Order requires all state agencies to complete a 2-year agency wellness plan detailing the agency’s objectives and activities to assess and improve employee health. The DHS-OHA Strategic Wellness Plan was originally drafted in October of 2018 and was recently reviewed and revised by the CAHIP workgroup.

The charter for the CAHIP Steering Committee was also revised to reflect the updated structure of the Steering Committee and newly form Workgroup and to better align the charter with the Strategic Wellness Plan.

Objectives: To review the updated plan, receive feedback from CAHIP members and discuss next steps for moving the plan through the approval process.

Discussion:

- SMART objectives were moved from the charter and Strategic Wellness Plan into separate documents to make both documents more nimble. Those objectives will be addressed and aligned in the CAHIP Workgroup and will inform the CAHIP workplan.
- We reviewed the roster and asked for feedback on any additional recruitment suggestions.
- It was suggested that we set up an OWL page for CAHIP that would be part of the comprehensive communications plan for the Wellness Plan, policy updates and other CAHIP work.
- Trauma Informed Care is not really addressed in the plan or the charter. We need to think about how to integrate that into the documents.
- Both agencies are working on developing a TIC policy for each agency but are working alongside each other to develop that.
- Currently development of the policy is happening in DHS Operations. In OHA, Chelsea Holcomb is working on the development of the policy.
- Once the trauma informed language has been incorporated it can be shared with the Steering Committee electronically and then with agency leadership.
- Once the plan is approved, communications can include stories and features on OWL, in communications that routinely go out to staff, identify who to contact with questions.
- Larry will represent OHA internal comms, Theresa, Jen Chandler and Christine Stone will form a workgroup to create a communications plan for Strategic Plan while the plan is being finalized and approved.
- Comms should include how to implement the plan in the field and who to contact with questions or for technical assistance around implementation. Providing examples of activities that staff can do at their site, then have staff share their activities on OWL.
- It would be good to factor in bike parking standards into contracts for building leases.
- Do other buildings have bike committees like PSOB? Not sure, but seems unlikely.
- Buffy Rider may have information on bus pass options for staff.

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- We need to do a better job of showing staff what is in it for them and frame our messages to show that we are not trying to take things away or limit what staff can do, but we are trying to be more supportive of staff making healthy choices.

Action Items:

- Larry Bingham will connect with Jen Chandler about setting up a CAHIP OWL page.
- Gayla will work on connecting with TIC policy development groups at DHS and OHA to find out what kind of language they are using so we can work on aligning the plan and charter with those policies.
- Plan and Charter will be updated with TIC language and shared electronically with Steering Committee members who will move forward to leadership for review and approval.
- Don will take the plan to DHS leadership and Kris will take the plan to OHA leadership when it has been approved by CAHIP SC.
- Jen Chandler will check in with Buffy Rider about bus pass options. Keely will electronically introduce Jen to Buffy.
- Keely will reach out to Glen Bason about workgroup participation and facilities options.

5) Wrap up and next steps

2:50 – 3:00 pm