

CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda

Meeting Date:	Wednesday, November 29, 2017
Meeting Time:	1:30 – 3:00 pm
Meeting Location:	Conference Rm 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

<input checked="" type="checkbox"/> Keely West (OHA/Operations)	<input type="checkbox"/> Leann Johnson (OHA/Equity and Inclusion)	<input checked="" type="checkbox"/> Chris Norman (OHA/Health Systems)	<input checked="" type="checkbox"/> Don Erickson (Shared Services)
<input checked="" type="checkbox"/> Vicki Duesterhoeft (OHA/Oregon State Hospital)	<input type="checkbox"/> Lillian Shirley (OHA/Public Health)	<input type="checkbox"/> Heidi Beaubriand (DHS/Child Welfare)	<input checked="" type="checkbox"/> Antonio Heras- Delaluz (DHS/Self Sufficiency)
<input checked="" type="checkbox"/> Jason Mak (DHS/Equity and Multicultural Services)	<input type="checkbox"/> (DHS Developmental Disabilities)	<input type="checkbox"/> Sarah Hargand (Service Employees International Union)	<input checked="" type="checkbox"/> Erika Miller (DHS/Aging and People with Disabilities)
<input checked="" type="checkbox"/> Angela Weaver (Oregon Office on Disability and Health)	<input type="checkbox"/> Margaret Smith-Isa (Public Employees Benefits Board)	<input type="checkbox"/> Stan Thomas (Shared Services)	<input checked="" type="checkbox"/> Robert Salinas (Shared Services)
<input checked="" type="checkbox"/> Gayla Andresen (Shared Services)	<input checked="" type="checkbox"/> Kris Kautz (OHA/Central Services)		

Staff

<input type="checkbox"/> Kirsten Aird (CAHIP Staff, OHA/Public Health)	<input checked="" type="checkbox"/> Theresa Cross (Public Employees Benefit Board)
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FYI: Theresa Cross has accepted the PEBB Wellness Manager position. Would CAHIP like her to regularly attend Steering Committee meetings to: <ol style="list-style-type: none"> 1. Liaise between CAHIP and PEBB 2. Apprise the committee on wellness efforts and the Coordinating Council's work to develop outcome measures and a state employee communications plan to address the primary drivers of increased health care costs (tobacco use, poor nutrition, lack of physical activity, and employee stress and depression)? 	
Agenda Item, background information and objectives	Time
1) Welcome and introductions	1:30 – 1:35pm
Discussion & Action Items: No updates to the agenda. The committee agrees that it would be appropriate for Theresa Cross to continue to be a member of the committee in her role as Wellness Manager.	
2) Lactation Policy and Implementation Plan – Keely West	1:35 – 1:40 pm
Background: The policy and implementation guidelines have been reviewed and adopted by the policy team. CAHIP agreed that a system and timeline for informing staff and managers about the policy was	



CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda



<p>needed, and that an assessment of the 185 current facilities was needed for these staff and manager communications. Incorporating the plan into part of the New Employee Orientations will be important. Objectives: Provide status update and expected date of completion.</p>	
<p>Discussion & Action Items: Policy and guidelines were approved with minor changes. Those edits are being made and will be signed, then routed back to CAHIP. It was suggested that a plan should be made for rolling this policy out at field locations (outside of HSB and PSOB) to help those locations come into compliance. We will need to work closely with facilities managers to determine where we already meet the standards of the policy, and where we will need to come into compliance with the policy. We need to be sure that the policy around meeting scheduling cross references to the Lactation policy, and a toolkit will probably be needed and communicated out to help guide staff through the process of making sure that meeting/conference locations are compliant with the policy.</p> <p>It was questioned whether information about making sure that a meeting location is ADA compliant. Angela will track down information about that to include in the meeting planning toolkit.</p>	
3) Reducing sodium in meals at the Department of Corrections – Jennifer Chandler	1:40 – 2:00 pm
<p>Background: As part of the CDC funded Sodium Reduction in Communities Program (SRCP), HPCDP currently collaborates with Oregon Department of Education (ODE), Oregon Department of Corrections (DOC) and Oregon State Hospital (OSH) to implement and evaluate population-level strategies to reduce sodium in meals served within congregate settings. This work has the potential to inform broader efforts to influence DAS purchasing and contracting standards across the state.</p> <p>Objectives: Update CAHIP on future objectives of this project, and how this work is connected to the HSB pilot project and state agency wellness plans.</p> <p>Discussion & Action Items: Jennifer reviewed PHD’s sodium’s grant initiative to reduce sodium in food provided in institutional settings including Department of Corrections, Department of Education and the Oregon State Hospital. Oregon Research Institute is evaluating the sodium reduction strategies identified in the grant.</p> <p>The goals of the grant are to reduce sodium in government settings by increasing access to healthier options, providing reduced sodium recipes in institutions, purchasing lower-sodium products, creating a demand for lower-sodium products, and increasing market availability of lower sodium products. A focus on procurement provides an opportunity for state entities to require nutrition standards in the contracts we hold with the vendors. Having a standard in place would make it easier for all locations to offer healthier options at institutional facilities.</p> <p>Because this will be easier for some institutions than others, the grant team is mapping the food procurement system to better understand what products are in demand, what can we do to influence the buying power for a product, and how do we maintain that demand for the product.</p>	
4) HSB Cafeteria Pilot Project – Theresa Cross	2:00 – 2:20
<p>Background: Public Health Division staff conducted a pilot project to implement nutrition standards in the HSB cafeteria, Valley Café. This pilot was recommended by CAHIP Steering Committee members and approved by the former OHA-DHS Joint Operations Steering Committee as one of our key strategies to address obesity and chronic disease risk factors through worksite wellness. In August, Heather Gramp shared the final report and solicited ideas from the Steering Committee on next steps. It was decided that the next step would be to fold lessons learned from the pilot into a wider communication to include messaging about the Executive Order on State Agency Employee Wellness. Building on this work, state agencies can hear more on the rationale for these policies and lessons learned and to move forward with</p>	

CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda

their own wellness plans as part of the EO. Theresa is assisting agency leaders and wellness coordinators to develop agency wellness plans.

Objectives: Solicit additional ideas from Committee on how best to communicate findings from the pilot, especially as agencies develop required wellness plans.

Discussion & Action items:

The group discussed how best to apply these lessons learned to other facilities. One significant lesson learned is that without regular check-ins and guidance, the cafeteria struggled to maintain progress. It is unclear why the changes weren't maintained, and it was suggested that staffing capacity may have been an issue.

Steering committee members agreed that we need to get more information before we share out what we learned from the pilot and how we will use that information to provide guidance to other agencies.

Jennifer will send the information used to determine what was deemed a healthy option with the group so that we have more information about what criteria was used to designate the healthier options.

Keely suggested that before we share out our findings, we try the pilot again on a smaller level to try to better identify what did and didn't work and why.

5) Employee Wellness Policy – Don Erickson

2:20 – 2:35 pm

Background: Interpretation of the DHS Policy 060-042, Employee Wellness Policy has resulted in some wellness activities being conducted in state facilities that conflict with the DAS Facilities Use Policy.

Objectives: Get recommendation from CAHIP on a process for joint revision of the Employee Wellness Policy and the Facilities Use Policy to assure they are compatible, reflect the intention of the Governor EO 17-01 on State Agency Employee Wellness, and are written in easy-to-understand language.

Discussion & Action Items:

The policy doesn't address fundraising issues for complying with the policy, and that the policy is used as justification for groups to hold classes in facilities outside of business hours. CAHIP is mentioned as the group that will provide recommendations on this policy to leadership. Don questioned if we want to revise the policy to address the fundraising issue. It was questioned if there are current policies around after-hours facility use that could help guide us.

The purpose of the policy was not necessarily to provide employees with the facilities to promote wellness, but to provide them with information and flexibility to take part in wellness promoting activities. It was decided that the committee needs to be very clear and specific about what the requirements of the policy should be before and that we are in line with the direction that leadership wants to go before asking if we should scale back or ramp up the policy. Robert, Keely and Don will bring recommendations to the next meeting about changes to this policy that reflect clear and consistent language for how wellness committees organize and promote wellness activities and programs.

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6) AMH Tobacco Freedom Policy – Kelly West and Nancy Goff

2:35-2:40

Background: The 2013 AMH Tobacco Freedom Policy was not signed, though all AMH facilities have been referring to it in their operations. Because the policy is agency-wide, Public Health-related, and a topic that falls under CAHIP it should be updated to refer to current agency names, CAHIP should be the sponsor. The policy can then be reviewed by the DHS/OHA committee. This policy is derived from Health

CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda

<p>Systems Division (HSD) which licenses and manages contracts with Addiction and Mental Health Residential Properties. Nancy Goff is the point of contact between HPCDP and HSD.</p>	
<p>Objectives: Introduce and share process for who will work with Keely West to update the policy.</p>	
<p>Discussion & Action items: We ran out of time to discuss this agenda item. Robert and Keely will start a conversation about updating the policy with appropriate names and to reflect what is currently happening, which is that AMH facilities and grounds are tobacco-free. Keely will then work with Nancy on potential integration with Nancy's connections to CCOs and will bring recommendations back to the next CAHIP meeting.</p>	
<p>7) DHS/OHA Tobacco Free Campus Policy – Keely West and Robert Salinas 2:40-2:55</p>	
<p>Background: The Governor's Executive Order 12-13 on Tobacco Free Properties does not apply to the smoking of noncommercial tobacco products for ceremonial purposes in spaces designated on a permanent or temporary basis for traditional ceremonies, in accordance with the American Indian Religious Freedom Act. Therefore, the DHS/OHA Tobacco Free Campus policy which prohibits all tobacco use in all interior and exterior spaces controlled by DHS and OHA, needs to be updated.</p>	
<p>Objectives: Obtain CAHIP's assistance to revise the Tobacco Free Campus policy, assuring it is compatible with the EO.</p>	
<p>Discussion and Action items: We ran out of time to discuss this agenda item. Nancy, Robert and Keely will review this policy and bring back ideas for updating it to the next CAHIP meeting.</p>	
<p>8) Wrap up and next steps – 2018 meetings 2:55-3:00</p>	
<p>Discussion and Action Items: The next steering committee meeting will be held in February, we will be following up soon to get that meeting scheduled.</p>	