



CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda



Meeting Date:	May 31, 2018
Meeting Time:	1:30 – 3 p.m.
Meeting Location:	Conference Rm 160, 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

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

Staff

<input type="checkbox"/> Kirsten Aird (CAHIP Staff, OHA/Public Health)	X Trisha Brennan (CAHIP Staff, OHA/Public Health)	X Wendy Polulech (CAHIP Staff, OHA/Public Health)
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FYI: Save the date: Place Matters Conference, Oct 29-30, 2018 (Portland). This biannual event sponsored by the Public Health Division allows people from diverse fields to gain new skills, tools and connections to help address the leading preventable causes of death: tobacco, obesity, poor nutrition and physical inactivity. Sustained effort on these issues will be critical to reducing Oregon's large human and financial burden of chronic diseases, including heart disease, diabetes and cancer. All CAHIP partners are encouraged to attend the conference.	
Agenda Item, background information and objectives	Time
1) Welcome and introductions	1:30 – 1:35pm
Discussion & Action Items:	
2) Tobacco Freedom Policy – Keely West, Nancy Goff	1:35-1:45 pm

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<p>Background: The 2013 AMH Tobacco Freedom Policy is being updated to conform to new agency formatting standards, however, the intent of the policy—that all state-licensed residential facilities are tobacco-free—remains the same. Because the policy is agency-wide, Public Health-related, and a topic that falls under CAHIP it has been updated to refer to current agency names This policy is derived from Health Systems Division (HSD) which licenses and manages contracts with Addiction and Mental Health Residential Properties. Nancy Goff from public health is the point of contact between HPCDP and HSD.</p> <p>Objectives: Share final policy changes and the process for informing HSD and signing the updated policy.</p>	
<p>Discussion and Action Items:</p> <p>This is a policy that was introduced several years ago and implemented in many mental health facilities around the state. The policy has been updated with streamlined language, the new policy format, and a more distinctive policy title. Nancy and Keely are looking for feedback from the group before moving forward with the policy. This will be an OHA policy and not a joint policy. It was asked how this would affect group homes under DHS? The hope is that the policy will be adopted as a joint policy for OHA and DHS, but this policy came at the request of Addictions and Mental Health professionals, and the policy is currently written with the needs of a specific group of stakeholders in mind. The policy would need to be revised to apply to the unique needs of facilities that fall under DHS. Many facilities are trying to incorporate tobacco cessation this into treatment plans for other substance use addictions. There is national evidence that supports this approach in addiction treatment. This policy can be used as a touchpoint for those working on addiction treatment around the state. The next step for this policy is that it will be reviewed by the Joint Policy Commission.</p>	
<p>3) DHS/OHA Tobacco Free Campus Policy – Keely West</p>	<p>1:45 – 1:55 pm</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 to be compatible with the EO.</p> <p>Objectives: Share a draft of the revised Tobacco Free Campus policy, a plan for review and adoption by the DHS/OHA policy committee, and the process for informing state agencies.</p>	
<p>Discussion & Action Items:</p> <p>This policy covers all DHS/OHA owned or rented buildings around the state. The policy has been updated to exclude traditional ceremonial use of tobacco, particularly with the State Hospital in mind, but that exemption to the policy should apply to correctional facilities as well. It was questioned whether correctional facilities are strictly tobacco free or not. The State Wellness Manager will look into tobacco policies at Oregon correctional facilities.</p> <p>It was also questioned whether item 10 in the Policy section would be more appropriately listed under the Applicability section. Keely will take that consideration to the full policy commission when they review the policy to see if that might be a better location for that item.</p> <p>The other changes were mainly around formatting.</p>	

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4) Employee Wellness Policy – Don Erickson, Keely West	1:55 – 2:10 pm
<p>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.</p> <p>Objectives: Share recommendations on revising Employee Wellness Policy, which should include clear language reflecting the intention of the Governor EO 17-01 on State Agency Employee Wellness, and compatibility with existing policies on state facility use and employee fundraising activities. Discuss how revised policy language may impact the exercise room and fundraising activities at HSB.</p> <p>Discussion & Action Items: This policy needs to be moved into the new writing style. Keely will be making changes to the policy based on feedback she has received during discussions about this policy. The original language in the policy was not very specific and left some gaps in guidance around what activities fall under this policy. Processes have been created that weren't part of the original policy to address some of the issues that have arisen because of those gaps, and the new policy will go further to address the gaps in the original policy. The current policy has been used as an example by DAS for agencies that want to adopt wellness policies.</p> <p>The updated policy will be brought to a future CAHIP meeting for feedback.</p>	
5) Workplace Breastfeeding Support Policy – Keely West	2:10 – 2:30 pm
<p>Background: This policy was adopted in November 2016. The policy describes the expectations for supporting breastfeeding within DHS and OHA. Workplace Breastfeeding Support Policy Guidelines were adopted. An implementation plan has been drafted. CAHIP Steering Committee members are aware of a need for a more aggressive education program around this policy for managers and facilities staff.</p> <p>Objectives: Re-visit implementation plan; revise as necessary.</p> <p>Discussion & Action items: How can we better educate field offices on the requirements of this policy? How can we utilize manager or employee groups and meetings to inform field office staff of the lactation policy as well as other new or updated policies?</p> <p>Pictures of lactation rooms are being collected from field offices. They will be reviewed to identify offices that have lactation rooms, inventory the state of these dedicated spaces, identify offices that don't have any dedicated lactation rooms at all, and provide an example of what an acceptable lactation space looks like. This inventory could be shared out to staff and the public so that there is access to which offices have dedicated lactation space for planning purposes. Don expects to have the inventory complete by the end of this year.</p> <p>Not having adequate space for workplace lactation is both an equity and a legal issue, and it is important for us to make sure this policy is implemented in all field offices.</p> <p>Larry Bingham, Robin Stanton, and someone from DHS Communications will work together on a communications plan for the Healthy Meetings and Breastfeeding Support policies. Don will check with Christy Sinatra and Christine Stone at DHS to see who from their communications staff will fill that role. They will bring a draft plan to the next CAHIP steering committee meeting. The inventory of buildings with lactation rooms could possibly be a part of this communication plan depending on when the inventory is complete. There will be bimonthly updates to the Facilities department on the preliminary results of this inventory.</p>	

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Don is also looking for feedback and input that anyone might have on the lactation pods that are available at a cost of approximately \$11,000 per unit. Robin and Don will stay in communication about portable lactation room and training options.

DHS has far more facilities than OHA does, so from facilities standpoint there is a much larger lift for DHS. This policy supports a culture of health where making the healthier choice is the easiest choice to make.

It would also be helpful to know not only which offices have lactation spaces, but also if those spaces are ADA accessible. Don said he will make sure and add that to the assessment of lactation spaces in field offices.

Sarah Hargand suggested that there could be dedicated guest key cards that would allow visitors to a state building access lactation rooms in secure areas of facilities.

6) Healthy Meetings, Conferences and Events Policy – Gayla Andresen and Theresa Cross	2:30 – 2:55 pm
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Background: This policy was adopted in 2016. For meetings, conferences and events organized by DHS/OHA and paid for using state funds, agency staff and contractors shall provide healthy foods and beverages. Meetings organized by DHS/OHA staff and contractors shall provide opportunities for physical activity and reasonable accommodations for lactation needs. Committee members are aware of a need to re-visit and update the training and technical assistance portion of the policy implementation plan to inform managers and staff of the policy requirements and correct procedures for implementation.

Objectives: Re-visit policy guidelines and implementation plan; revise as necessary.

Discussion and Action items:

Theresa shared a document that listed possible venues where communications about the Healthy Meetings policy, and other policies, can be shared in depth. The document is in need of updating both of the list of meetings as well as the contact for those meetings, so Theresa is looking for feedback on what can be added or taken away from the document.

Don and Keely are on many of the Shared Services committees, they will get this policy on the agenda for those meetings.

Vicki and Keely will work to get this policy properly shared and implemented at the Oregon State Hospital.

Steering Committee members, Keely in particular, will review the list and make updates as appropriate. Updates will be shared with Theresa and Gayla.

The group also discussed how these policies will be shared on the intranet, particularly when DHS and OHA have separate homepages. Whoever handles the pages after the migration to the new platform will need to be aware that these policies should be easily accessible on the web page without having to click on several different links to reach the policy. Be mindful of keeping these policies front and center on the website.

Is there a visual that could be developed and posted in meeting rooms that could remind people of the healthy meetings policy and some of its requirements? Keely suggested a poster contest to create that kind of visual.

How can these policies be more purposely communicated to all staff at multiple points? HR will be consulted to see how sharing of these policies can be implemented into onboarding/orientation processes.

7) Wrap up and next steps



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Remove Robert Salinas from the attendees.
Trisha Brennan will contact members to schedule meeting dates for the rest to 2018.