

# CROSS AGENCY HEALTH IMPROVEMENT PROJECT

## Meeting Agenda

<b>Meeting Date:</b>	<b>August 22, 2018</b>
<b>Meeting Time:</b>	<b>10:00 – 11:30 a.m.</b>
<b>Meeting Location:</b>	<b>Room 556, HSB Building, 500 Summer St. NE, Salem</b> <b>Phone: (877) 810-9415</b> <b>Host: 517094#</b> <b>Participant: 975182#</b>
<b>Meeting Purpose:</b>	<b>Status update and next steps</b>

### Attendees

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> <b>Gayla Andresen</b><br>(DHS/Shared Services)                   | <input type="checkbox"/> <b>Heidi Beaubriand</b><br>(DHS/ Child Welfare)          | <input type="checkbox"/> <b>Larry Bingham</b><br>(OHA/Communications)                             | <input checked="" type="checkbox"/> <b>Theresa Cross</b><br>(PEBB)                         |
| <input checked="" type="checkbox"/> <b>Vicki Duesterhoeft</b><br>(OHA/Oregon State Hospital)         | <input checked="" type="checkbox"/> <b>Don Erickson</b><br>(DHS/Shared Services)  | <input checked="" type="checkbox"/> <b>Sarah Hargand</b><br>(SEIU)                                | <input checked="" type="checkbox"/> <b>Antonio Heras-Delaluz</b><br>(DHS/Self Sufficiency) |
| <input type="checkbox"/> <b>Leann Johnson</b><br>(OHA/Equity and Inclusion)                          | <input type="checkbox"/> <b>Kris Kautz</b><br>(OHA/Chief Financial Officer)       | <input checked="" type="checkbox"/> <b>Brian Kirk</b><br>(DHS/Aging and People with Disabilities) | <input type="checkbox"/> <b>Jason Mak</b><br>(DHS/Equity and Multicultural Services)       |
| <input checked="" type="checkbox"/> <b>Chris Norman</b><br>(OHA/Health Systems)                      | <input checked="" type="checkbox"/> <b>Lillian Shirley</b><br>(OHA/Public Health) | <input type="checkbox"/> <b>Margaret Smith-Isa</b><br>(PEBB)                                      | <input type="checkbox"/> <b>Stan Thomas</b><br>(DHS/Shared Services)                       |
| <input checked="" type="checkbox"/> <b>Angela Weaver</b><br>(Oregon Office on Disability and Health) | <input checked="" type="checkbox"/> <b>Keely West</b><br>(OHA/Central Operations) |   |  |

### Staff

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|---|---|---|
| <input checked="" type="checkbox"/> <b>Kirsten Aird</b><br>(CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> <b>Trisha Brennan</b><br>(CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> <b>Wendy Polulech</b><br>(CAHIP Staff, OHA/Public Health) |
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Agenda Item, background information and objectives	Time
<b>1) Welcome and introductions</b>	10:00 – 10:05am
<b>Discussion &amp; Action Items:</b>	
<b>2) HSB Nutrition Standards Pilot – Jen Chandler</b>	10:05-10:20 am
<b>Background:</b> From January 28, 2017 – March 31, 2017 there was a CAHIP sponsored Nutrition Standards pilot at the HSB building in Salem. Key findings were discussed at the CAHIP meeting August 7, 2017 and a draft communications plan was shared. Additionally, an employee survey was sent to staff at PSOB and an environmental scan was completed. Nutrition Standards are part of the proposed work plan going forward so it's a good idea to revisit the initial pilot.	

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<p><b><u>Objectives:</u></b> Discuss next steps for Nutrition Standards sponsored by CAHIP.</p>	
<p><b>Discussion &amp; Action Items:</b> Jennifer shared a 1 pager about the project (included with notes)</p> <ul style="list-style-type: none"> <li>• Experienced a 9% sales increase after changes were implemented.</li> <li>• Items that met criteria for a healthy option were promoted throughout the café.</li> <li>• Purchase of healthy items did increase, more zero calorie drink options were added.</li> <li>• Employees were surveyed and reporting that the changes helped them meet their healthy eating goals.</li> <li>• All lot of technical assistance is needed for the vendors and operators</li> <li>• Commission for the Blind Business Enterprise Program managers are the operators for food offered in state public buildings in Oregon, they are key partners in this work.</li> <li>• What does it look like to work with the Commission for the Blind to set the trajectory for these changes?</li> <li>• In statute, vendors are required to meet the policies of the agency in which they operate, but we also need to be supportive of the business</li> <li>• More research and stakeholder engagement needs to be done to know what our options are.</li> <li>• It may make sense to take a staggered approach rather than a blanket approach in implementing new policies.</li> <li>• Testing the policy in certain geographic areas with more capacity to implement the policy changes may be preferred over adopting the policy at different time for separate facilities.</li> <li>• There is a policy development form which is used as the first step of adopting a policy for DHS-OHA – that is where we need to start with this work.</li> <li>• Angela Weaver mentioned that some other states have adopted guidelines for the accessibility of vending machines and their contents – she will share information about that with us.</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Keely will send Kirsten the form number for the policy development form.</li> <li>• Form 7461</li> </ul>	
<p><b>3) CAHIP Work Plan – Wendy Polulech</b></p>	<p>10:20 – 10:40 am</p>
<p><b><u>Background:</u></b> It was decided at the August 2017 CAHIP meeting to modify the next 2-year work plan to clarify the objectives and activities around the state and create a comprehensive communication plan for CAHIP activities. The 2018-2020 workplan has been updated in draft form and is ready for feedback.</p>	
<p><b><u>Objectives:</u></b> Review and discuss the modified work plan and make recommendations/suggestions.</p>	
<p><b>Discussion &amp; Action Items:</b></p> <ul style="list-style-type: none"> <li>• Wendy took comments and questions on the work plan.</li> <li>• We need to get clarification on where the implementation for the work required to comply with the executive order will sit.</li> </ul>	

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- We need to ensure that every division is represented in the membership for the group that ensures implementation of the changes.
- CAHIP will need to come up with a broad implementation plan and communicate with leadership about how to promote this work.
- Our agencies are not prepared to adopt a trauma informed policy – Facilities is working to develop a plan to address these cultural issues statewide. The cultural piece of this policy should be an activity in the work plan.
- How does DHS-OHA define a culture of health? How do we communicate the importance of this from the beginning?
- There is a difference between being compliant with a policy in a document and creating a culture where the ideas in the policy are valued and upheld. Our work should be focused on creating the culture and not simply adhere to a policy.
- A driver diagram might be a helpful overlay to the work plan with short term measures that will lead to the outcomes described.

**Action Items:**

- Keely will touch base with Kris Kautz on where this work will sit, and Kirsten will follow up with Stan by late September to report back to the CAHIP SC.

**4) OHA/DHS Strategic Wellness Plan – Gayla Andresen/Wendy Polulech**

10:40 – 11:00 am

**Background:** Per the EO each state agency with more than 50 employees is required to submit a 2-year strategic wellness plan. PHD staff and Shared Services staff have drafted a plan for DHS|OHA using the CAHIP work plan as a guiding document.

**Objectives:** Review and discuss the Strategic Wellness Plan and make recommendations/suggestions.

**Discussion & Action Items:**

- The plan tells us where we are in the state of health and why this is important.
- Describes the shared and agency specific assets and activities around this plan.
- There are many wellness activities going on at job sites that we don't know about.
- The worksite wellness policy does say that manager approval is required for wellness groups/activities, we could reach out to managers to collect information about work being done in this area in various offices.
- It was questioned if we could have a code to use for time entering that would be used to indicate time spent specifically working on worksite wellness committee activities for tracking purposes?
- When a PCA code for time spent on state worksite wellness was discussed before it was decided not to go that route.
- Time spent on work for worksite wellness committees must be work at the state level only.
- Robert Salinas started work on collecting this information, we can find out where he left off with that task.

**Action Items:**

- The worksite wellness strategic plan is due by the end of December.
- Kirsten will work with Lillian to determine how we engage PHD Center Administrators in this work.
- This will be the primary agenda item for the next CAHIP Steering Committee meeting on November 28.

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- UPDATE from Keely: *I did touch base with Kris on where strategic wellness would live. In our agency we think it aligns with HR because of our performance management plan. Kris and I will be meeting with HR Director Buffy Rider. However, it occurs to me that only answers for OHA. Does it live with Safety, Health and Wellness which is a shared service, or should this be a three part team with them taking part (and possibly lead) but with DHS and OHA having agency leads as well. I think this might be something for Don or Don and Kris to decide.*

### 5) Lactation Room inventory – Don Erickson

11:00 – 11:10 am

**Background:** Pictures of lactation rooms are being collected from field offices. They will be reviewed to identify offices that have lactation rooms, inventory 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 with staff and the public. Don expects to have the inventory complete by the end of this year.

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. It would also be helpful to know not only which offices have lactation spaces, but also if those spaces are ADA accessible

**Objectives:** Share status of inventory and discuss next steps.

#### Discussion & Action Items:

- A system has been developed to document the assessments of lactation rooms in facilities around the state.
- We are tracking complaints about facilities where the only place to breastfeed is a restroom or other inadequate space. HR is exploring and addressing the issue at those offices.

#### Action Item:

- Keely will follow up with Lori Stuart to see if the lactation policy can be added to the list of policies that are required to be reviewed, signed and tracked by all employees like we do with the privacy & security training.
- UPDATE from Keely: Keely has contacted Lori Stuart, but she has not received a response yet.

### 6) Policy Updates - Keely

11:10 – 11:20 am

**Background:** Policies being updated:

The AMH Tobacco Freedom Policy - to refer to current agency names

The Tobacco Free Campus Policy – to be compatible with EO 12–13

The Employee Wellness Policy – to clarify the intention of EO 17-01 and compatibility with existing policies on state facility use and employee fundraising activities

All policies and both EO's are attached for your reference

**Objectives:** Share status update of all policies and next steps

#### Discussion & Action items:

- AMH Tobacco Freedom Policy became Tobacco Free Facilities and Services policy – should be finalized in September.
- Employee Wellness Policy will hopefully be sent out for feedback this week.

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- Tobacco Free Campus Policy has been edited, but additional changes may need to be made due to safety concerns.
- There is a concern around fire issues with the extremely dry weather and lack of receptacles for cigarette butts because people are leaving smoldering cigarette butts in dry landscaping.
- Could there be an exception to the component of the policy that prohibits receptacles to address the fire safety concerns to the property?
- It would be a state decision, but not necessarily a statewide policy. Could be at the discretion of regional managers. Additional signage could be developed, possibly including information about resources for quitting.
- We can share these concerns with our county partners and see what kind of feedback they are getting around this.

**Action Items:**

- Keely will amend the policy to include the exception around receptacles – leaving room for agencies to make their own decisions for their facilities. Language around signage will also be included in the changes.
- We will discuss the Employee Wellness Policy at the November CAHIP meeting.

**7) Healthy Meetings, Conferences and Events Policy and Workplace Breastfeeding Support Policy Communications – Wendy Polulech**

11:20 – 11:25 am

**Background:** 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 was going to check with Christy Sinatra and Christine Stone at DHS to see who from their staff would fill that role.

**Objectives:** Update on status, determine the correct workgroup and decide on next steps

**Discussion and Action items:**

- Keely has been on a road show with these policies at agency meetings, with additional communications planned.
- Different signage was discussed for the breastfeeding support policy – what are next steps?
- This should be folded into the culture of wellness work – how do we frame this as a support of employee’s health goal?
- We need to lay a foundation that supports the goals of the policy.
- We need targeted communications to Executive Support Leadership members about these policies.

**Action Items:**

- Keely will attend the food summit at the Oregon State Hospital in September.
- Determine what should go in a meeting planning tool kit that would help staff plan events using the policy.

**8) Wrap up and next steps**