



CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda



Meeting Date:	Monday, August 7, 2017
Meeting Time:	2:00-3:30 pm
Meeting Location:	Conference Rm 137D, HSB Building, 500 Summer St. NE, Salem Phone: (877) 810-9415 H: 517094 Part: 975182
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 type="checkbox"/> Chris Norman
(OHA/Health Systems) | <input checked="" type="checkbox"/> Don Erickson
(Shared Services) |
| <input 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 type="checkbox"/> Antonio Heras-
Delaluz
(DHS/Self Sufficiency) |
| <input type="checkbox"/> Jason Mak
(DHS/Equity and
Multicultural Services) | <input type="checkbox"/> (DHS Developmental
Disabilities) | <input checked="" type="checkbox"/> Sarah Hargand
(Service
Employees
International
Union) | <input checked="" type="checkbox"/> Brian Kirk for
Erika Miller
(DHS/Aging
and People with
Disabilities) |
| <input type="checkbox"/> Angela Weaver (Oregon
Office on Disability and
Health) | <input type="checkbox"/> Margaret Smith-Isa
(Public Employees
Benefits Board) | <input checked="" type="checkbox"/> Stan Thomas
(Shared Services) | <input type="checkbox"/> Robert Salinas
(Shared Services) |
| <input checked="" type="checkbox"/> Gayla Andresen
(Shared Services) | | | |

Staff

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Kirsten Aird
(CAHIP Staff,
OHA/Public
Health) | <input checked="" type="checkbox"/> Theresa Cross
(CAHIP Staff,
OHA/Public
Health) | <input checked="" type="checkbox"/> Heather Gramp
(CAHIP Staff,
OHA/Public
Health) |
|--|---|---|

FYI: Promotion of Healthy Meeting Policy; check against plan in preparation for evaluation winter 2017-18.	
Agenda Item, background information and objectives	Time
1) Welcome and introductions	2:00 – 2:05pm
Discussion & Action Items: Don Erickson reported back on a discussion of the Healthy Meeting Policy with Shared Services leadership, and suggested that there seems to be a lack of awareness about the policy and how it works. The committee recognized the need to keep communicating out information about Worksite Wellness policies, and the Healthy Meeting Policy in particular, with a focus on smaller offices who may not always receive the same level of communication as the larger offices or divisions.	
2) Using survey data to inform Worksite Wellness efforts – Vicky Buelow and Theresa Cross	2:05-2:30 pm
Background: HPCDP has used the BRFSS (Behavior Risk Factor Surveillance System) Survey of State-School Employees (BSSE) to inform worksite wellness efforts. With the implementation of the Executive Order, agencies may look to BSSE for data to inform their mandated wellness plans.	



CROSS AGENCY HEALTH IMPROVEMENT PROJECT Meeting Agenda



Objectives: Share 2016 BSSE methods and data, inform of new plans, and gather feedback.

Discussion & Action Items: Vicky Buelow and Theresa Cross presented on BRFSS and BSSE data collected around worksite wellness policies and efforts. Vicky presented on the data collection methods, the types of questions they asked, demographic information of participants and key findings. Theresa presented on worksite wellness measures and health behaviors among state employees. Gayla Andresen questioned if we would be able to get data from the vendors of vending machines on how many SSBs are being sold at state properties. Current data shows that only 16% of state employees purchased an SSB at work in the past month. Part of the EO on Worksite Wellness will be evaluating the policy. We want to find out who are the stakeholders? What are our key measures? What data will we need? How should we collect the data? Who do we want to survey? How do we obtain sampling information? Kirsten Aird asked Kathy Loretz if PEBB could promote a computer based BSSE survey. Kathy mentioned that PEBB has a listserv for all of their participants, and they can share with OEBB to access their listserv. Additionally, it was suggested that staff completion of the survey could be considered a HEM participation activity, but more conversation with PEBB staff and advisory groups need to take place before a final decision. Jordana questioned if it would be possible for employees to use work time to complete the survey to get more participation. We would need to coordinate with DAS to ensure HR processes are followed, that privacy and anonymity is protected, and that we use the right messaging when presenting the survey to employees.

3) HSB Cafeteria Pilot Project – Heather Gramp	2:30 – 2:45 pm
---	----------------

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. A similar employee survey was sent to staff at the PSOB, and an environmental scan done at Café 800.

Objectives: Share the final report and solicit Steering Committee ideas on next steps, including how to collaborate with the Commission for the Blind on applying lessons learned and institutionalizing nutrition standards at other vendor operations.

- Discussion & Action Items:**
- Heather presented on the draft communication plan for the Cafeteria Nutrition Standards Pilot Project. The project wrap-up is well-timed to coincide with the Governor’s Executive Order on worksite wellness. As part of creating healthy worksites, we can build on this pilot to define healthy options and determine how we can tap into employees’ desire for healthier options.
 - We need to determine what kind of messaging to use for different audiences; the item that we are discussing today is limited to talking with select individuals and audiences to communicate the findings of pilot, setting the stage for further conversations about larger policy issues.
- Heather then shared a summary of the key audiences and messages, and solicited feedback:
- One easy place to start is another final communication to HSB staff around “what’s next.” We already shared with them a “you asked, we listened” type message, and now we will share more on what activities are being performed around the Executive Order, since there is likely interest there.
 - Another key audience and message will relate to using the pilot findings to help define nutrition standards in rule, to the extent possible. Theresa will be representing PHD for the rule making process related to recent legislation regulating the Commission for the Blind and vending operations in state buildings.
 - As a reminder, the federal Randolph-Shepherd Act gives people with vision impairment, working through the Commission for the Blind, first right of refusal to fulfill all contracts for concessions in



CROSS AGENCY HEALTH IMPROVEMENT PROJECT Meeting Agenda



- state buildings. This is a key audience to share back more on the pilot. They are a highly engaged group who recognize that they need help with this work.
- Heather requested feedback about additional communication channels for sharing information on the nutrition pilot project.
- Don mentioned that we should be including the Shared Leadership Committee as an audience for the lessons learned in the pilot project. Kayla Jones would be a contact for the Shared Leadership Committee.
- Theresa suggested using the Wellness Manager to share the project's findings with smaller committees.
- Christine Stone would be a good contact for communicating within Shared Services.
- Stan mentioned the scattered wellness committees in DHS/OHA and wondered if the Wellness Manager would be able to help coordinate them?
- How can CAHIP members participate as a messenger for this information? What can CAHIP incorporate into their next 2 year work plan to increase visibility of the work we are doing?
- If people have additional ideas about rolling out the different messages and coordinating work Heather would like people to email her with those suggestions.
- Heather will bring back a refined communications plan at a future meeting and the CAHIP staff will continue to share how these different threads of worksite wellness will relate to each other.

Commented [AKG1]: This needs to be more clear.

4) State Agency Employee Wellness Executive Order – Kathy Loretz, Kirsten and Theresa 2:45 – 2:50

Commented [AKG2]: Ask Heather to review her main points and action steps.

Background: The Governor signed the State Agency Employee Wellness Executive Order (EO) January 25, 2017. The EO establishes the infrastructure needed to address organizational support and strategic planning. Implementing the EO will address the costly leading causes of death and disability among state employees. CAHIP's leadership were critical moving this effort forward and culminating in Governor Brown's support and signing.

Objectives: Update on actions taken to date to implement the EO and plans for moving forward.

Discussion & Action items: Currently recruiting for Wellness Manager, the hope is to have someone on board by the end of the summer. There is a charter that will guide the work. The Wellness Manager will help guide agency work on employee wellness.

5) Lactation Implementation plan – Theresa 2:50 – 3:10 pm

Background: CAHIP agreed that a system and timeline for informing staff and managers about the policy was needed, and that an assessment of the 185 current facilities was needed for these staff and manager communications.

Objectives: Add timelines and contacts to draft implementation plan; obtain CAHIP approval of plan.

Discussion & Action Items: The implementation plan was shared. Incorporating the plan into part of the New Employee Orientation programs is key, so we need to find out who currently handles the DHS NEO program and talk to that individual about getting the policy included in NEO presentations. Robin Stanton will be the point person and will work with Gayla to get the policy included in agency NEO trainings. Stan Thomas would like to be included in any meetings scheduled around this issue.

Commented [AKG3]: I think the rest of the notes cover what I meant. Stan is on it.

6) 2017-19 CAHIP work plan – Kirsten and Theresa 3:10-3:25

Background: The 2015-17 work plan outlined work through June 30, 2017. Activities completed: A. Nutrition standards pilot project at DHS and OHA facilities, B. Successful implementation of the DHS-OHA Employee Wellness Policy, C. Promote a supporting workplace for breastfeeding mothers, and D. Promote tobacco-free living for DHS-OHA clients, consumers and employees. The OHA Executive Team has identified the Wellness policy (DHS-060-042) as a priority policy for the biennium, tied to the EO on State Agency Employee Wellness. This, in addition to the other activities from CAHIP's 2015-17 work plan could be brought to offices outside of Portland, Salem and Eugene to support wellness committees and engage employees, and help with implementation of the EO.



CROSS AGENCY HEALTH IMPROVEMENT PROJECT Meeting Agenda



Objectives: Discuss whether to update the 2017-19 work plan by carrying forward the activities, updating the timelines and tailoring for offices outside of Portland, Salem and Eugene, or develop new plan with a new body of work.	
Discussion and Action items: We now have a consolidated work plan across both agencies. Kirsten's recommendation to the group is that we still need to do work on the same issues and provide the same level of support at field offices. We should keep the same activities and goals but focus on the field offices. The group agreed that the data shows that we still have a ways to go, and we need to keep finding different ways to communicate the same information out in the field.	
7) Wrap up and next steps – Kirsten Modify the next 2 year work plan to make it more clear in the objectives and activities around the state, and call out the Healthy Meetings Policy.	3:25-3:30