

CROSS AGENCY HEALTH IMPROVEMENT PROJECT (CAHIP) Meeting Agenda

Meeting Date:	January 23, 2014
Meeting Time:	3-4pm
Meeting Location:	OHA Director's Conference Rm 460, HSB Building, 500 Summer St. NE, Salem <i>Conference Call: 1-877-336-1831</i> <i>Participant Code: 559758</i> <i>Host (Kirsten) 643563</i>
Meeting Purpose:	Status update and next steps
Regular Attendees:	Kesha Baxter, DHS/APD Belit Burke, DHS/Self Sufficiency Jeremy Emerson, DHS/Op Shared Services Jeff Akin, OHA/HR-Shared Services Suzanne Hoffman, OHA Chief Operating Officer Justin Hopkins, OHA Addictions and Mental Health Karen House, OHA Healthy Kids Maurita Johnson, DHS/Child Welfare Debbi Kraus-Dorn, DHS/DD Judy Mohr-Peterson, OHA/MAP Stephanie Parrish-Taylor, DHS/Voc Rehab Jeanene Smith, OHA/OHPR Tricia Tillman, OHA-DHS/OEI Lillian Shirley, OHA/PHD Kirsten Aird, OHA/PHD Beth Sanders, OHA/PHD

Agenda Item, objective and background information	Time
1) Welcome and Introductions – Kirsten introduced Lillian Shirley as the new Public Health Division Director who is a sponsor to the CAHIP committee.	Kirsten 3:00 – 3:05pm (5')
2) CAHIP Employee Wellness Program Policy	Jeff, Jeremy, Robert 3:05 – 3:35pm (30')
<p>Background: At the last CAHIP meeting (8/29/13), steering committee members gave feedback on a draft plan to communicate the rollout of a draft Employee Wellness Program Policy at two pilot sites. During this time, Jeff and Jeremy will provide an update on a recent presentation of the draft policy rollout to the Joint Policy Steering Committee (JPSC); Robert Salinas will present an overview of operational barriers experienced by DHS/OHA wellness committees; and the steering committee will discuss how operational barriers at the pilot sites will be addressed and next steps in rolling out the draft policy.</p> <p>Objective:</p> <ol style="list-style-type: none"> (1) Provide a summary of the rollout plan presentation to JPSC (2) Overview from Robert Salinas on operational barriers experienced by DHS/OHA wellness committees (3) Discuss how operational questions or barriers identified by wellness committees can be tracked and addressed during the pilot, the role of CAHIP in assessing activities of DHS/OHA wellness committees, fielding implementation questions and how wellness committees may be a resource to the pilot sites (4) Identify next steps related who else the steering committee should reach out to in rolling out the pilot: <ul style="list-style-type: none"> • Communicating the rollout with shared services, managers at the pilot sites and union leaders/stewards • Presenting the rollout in standing meetings and other venues • Determining high level framework to evaluate the pilot • 	

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Discussion:

Jeremy and Jeff provided an update on recent activities related to rolling out the pilot for the draft employee wellness policy. In early January, they received approval from the Joint Policy Steering Committee (JPSC) to move forward with this plan. The pilot will take place at the “old fish” building in Salem and at a site yet to be identified in a smaller DHS branch office in Eastern Oregon. Jeremy presented the roll out plan to the Statewide Labor Committee. He asked labor leaders for feedback on the plan, representatives to serve the pilot plan and for representatives to serve on the pilot evaluation committee. He also asked for volunteers from a smaller DHS branch office to participate in the pilot. Jeremy clarified to labor leaders that the pilot is not intended to stop other wellness committee activities currently happening; rather, it serves as a way to gather information, success stories and challenges and provide an opportunity to address issues and provide guidance/answers. The pilot will conclude in Summer 2014.

Robert Salinas, OHA Safety, Health and Wellness Manager, provided background on the history of DHS/OHA worksite wellness efforts and an overview of current operational issues faced by wellness committees. Efforts began at the governor’s level when a work group was tasked during 2004-2006 to integrate wellness in state agencies. One outcome of this effort was a position in DHS to build wellness into the DHS system. While a full FTE is needed for this work, Robert is currently the OHA/DHS point person for worksite wellness. The CAHIP-sponsored draft employee wellness policy successfully addresses how much time managers should support employees to work on wellness committee activities but does not provide guidance on operational barriers related to liability. Typical questions Robert receives are related to how contractors can be hired to provide services to state employees, how the exchange of money is handled, and how wellness committees can do fundraising activities in state buildings. Other issues are safety-related, such as how facilities are assessed for breaker capacity when new fitness equipment is purchased. As the pilot is rolled out, it will be important to assess what types of state governmental policies—such as ethics, food handling, use of facilities and liability—are in place that affect the operations of wellness committees.

The group agreed that it will be important to engage PEBB as the pilot progresses to be able to address emerging operational issues. There is an opportunity to have further discussions with PEBB on how this pilot can serve as a model for other state agencies.

Action Steps:

- Jeremy will relay feedback from the statewide labor committee around the roll out plan, selecting 1-2 additional pilot sites that are small branch offices and identifying representation on the pilot evaluation committee.
- Robert will develop a system to capture operational issues/inquiries he receives from the pilot sites and other wellness committees in the field to inform the pilot evaluation and in how the draft employee wellness policy/implementation plans can provide guidance. Robert, Kirsten and Beth will meet to develop a plan on how to track operational issues that emerge from wellness committees in both DHS and OHA.

3) CAHIP Workplan

Kirsten, Beth
3:35 – 3:55pm (20')

Background: Since August, CAHIP staff have corresponded with steering committee members about how they are implementing action steps in the current CAHIP workplan. During this time, there will be a broad discussion about whether it is reasonable to utilize CAHIP as a vehicle to pilot/implement OHA/DHS policies; how CAHIP can utilize venues such as Leadership Academy, Cover Oregon website, etc. to promote wellness priorities/resources; and to invite steering committee members to comment on how the process is going in completing their workplan activities.

Objective:

- (1) Discuss CAHIP as a vehicle to pilot/implement DHS/OHA policies

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- (2) Discuss how to utilize venues such as Leadership Academy, Cover Oregon website, etc. to promote wellness priorities/resources
- (3) Review modified workplan for approval
- (4) Discuss status of workplan activities for each OHA/DHS division or program

Discussion:

Kirsten reported that recent CAHIP staffing changes have provided an opportunity for Kirsten/Beth to learn from steering committee members around the mission and goals of their divisions and programs. As a result, the workplan has been updated to better reflect what divisions/programs can do in supporting CAHIP. Beth has held meetings with many DHS/OHA divisions and programs to discuss workplan activities, and will continue to do so. Beth gave an update on the progress of workplan activities by each division/program. Because the workplan has been updated and expanded to reflect recent conversations with steering committee members, the group agreed to extend the workplan through June 2015.

The group discussed the need to update the CAHIP Charter to address intermediate and long term goals. Although individual division/program activities are being implemented through the workplan, Kirsten asked if the group is interested in discussing whether CAHIP could serve as a place to vet other policy options to bring to OHA/DHS. Attendees agreed that CAHIP could be a place to vet policy ideas, but acknowledged that policy concepts discussed should be supported and considered priorities for OHA/DHS leadership. CAHIP may need to charter other groups to be involved depending on the specific task. Jeremy expressed that CAHIP should not become an extra step in the process to review all policy proposals before they are presented to JOSC and JPSC.

The group discussed updating the steering committee roster to identify gaps in current membership and to reevaluate project sponsors. Lillian was in agreement that she will continue her role as sponsor. Lillian, Suzanne and Jeremy will talk with Jim to determine if he should continue as a sponsor or if they should identify a DHS member from JPSC to join CAHIP.

Lillian advised that the charter be revised to clarify CAHIP's body of work by separating goals, activities and metrics related DHS/OHA clients vs. the workforce. This will also inform who should be involved in the CAHIP steering committee or possible sub committees.

The group discussed inviting several new members to CAHIP, including: Joan Kapowich in her new role implementing worksite wellness initiatives at the Oregon State Hospital; staff from the OHA Transformation Center or CCO innovator agent; Tricia Tillman of OHA Office of Equity and Inclusion; staff from OHA Operations; Elaine Young from DHS Aging and People with Disabilities; Jeanene is the PEBB representative for now.

Action Steps:

- **Steering Committee members will review the CAHIP charter and send Beth track changes by Friday, February 7.**
- Suzanne will invite Joan to re-join CAHIP.
- Beth and Kirsten will incorporate edits to the charter from steering committee members and revise sections to distinguish DHS/OHA clients vs. workforce.
- Beth and Kirsten will reach out to invite new OHA/DHS staff to join CAHIP.

4) Wrap Up and Next Steps

Kirsten
3:55-4:00pm (5')

Background: In anticipation of increased coordination around the draft policy roll out and workplan activities, Kirsten will propose that the CAHIP steering committee meets regularly on a quarterly basis. During this time, the group will discuss this proposal and provide feedback.

Objective:

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(1) Propose quarterly steering committee meeting schedule

(2) Discuss feedback from steering committee members

Discussion & action steps:

This item was not fully discussed during the meeting. Beth and Kirsten will reach out to steering committee members to follow up.