



CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda



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| Meeting Date: | January 29th, 2016 |
| Meeting Time: | 1:00-3:00 pm |
| Meeting Location: | Conference Rm 252, HSB Building, 500 Summer St. NE, Salem <i>Phone: (877) 810-9415</i> <i>H:517094</i> <i>Part:975182</i> |
| Meeting Purpose: | Status update and next steps |

Attendees

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| <input type="checkbox"/> Leann Johnson (OHA/Equity and Inclusion) | <input type="checkbox"/> Kim Wentz (OHA/Health Systems) | <input type="checkbox"/> Karen Wheeler (OHA/Health Systems) | <input checked="" type="checkbox"/> Vicki Duesterhoft (OHA/Oregon State Hospital) |
| <input type="checkbox"/> Lillian Shirley (OHA/Public Health) | <input type="checkbox"/> Priscilla Lewis (OHA/Public Health) | <input checked="" type="checkbox"/> Jeremy Emerson (DHS/Operations) | <input checked="" type="checkbox"/> Don Erickson (DHS/Aging and People with Disabilities) |
| <input type="checkbox"/> Jason Walling (DHS/Child Welfare) | <input type="checkbox"/> Debbie Kraus-Dorn (DHS/Developmental Disabilities) | <input type="checkbox"/> Oscar Herrera (DHS/Equity and Multicultural Services) | <input type="checkbox"/> Belit Burke (DHS/Self Sufficiency) |
| <input type="checkbox"/> Heather Miles (DHS/Self Sufficiency) | <input checked="" type="checkbox"/> Tracy Garcia (DHS/OHA Shared Services) | <input checked="" type="checkbox"/> Robert Salinas (DHS/OHA Shared Services) | <input type="checkbox"/> Margaret Smith-Isa (Public Employees Benefits Board) |

Staff

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| <input checked="" type="checkbox"/> Kirsten Aird (CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> Beth Sanders (CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> Heather Gramp (CAHIP Staff, OHA/Public Health) | <input type="checkbox"/> Rebecca Pawlak (CAHIP Staff, OHA/Public Health) |
| <input type="checkbox"/> Jennifer Young (CAHIP Staff, OHA/Public Health) | <input checked="" type="checkbox"/> Scott Montegna (CAHIP Staff, OHA/Public Health) | | |

| Updates | Contact |
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| The Public Health Division is pleased to announce the publication of the state health improvement plan, which is Oregon's plan for protecting and promoting the health of all people in Oregon and for reducing avoidable differences in health experienced by many diverse communities in Oregon. For more information: www.healthoregon.org/ship . | Priscilla |
| PlaceMattersOregon.com is a campaign that engages Oregonians in a discussion of how place influences our individual and collective health. It is also on Facebook and Twitter . Place Matters Oregon explores the health effects of social factors and risk factors in relation the places where people live, work, play and learn. CAHIP steering committee members are invited to encourage their community partners to join the Place Matters Oregon conversation. | Kirsten |
| Heather Gramp will be meeting with the DHS Operations Executive Team on February 24 to learn about the best communication channels or other avenues to reach appropriate staff (e.g., meeting coordinators, administrative support staff) for launching the DHS-OHA Healthy Meetings Policy, once it is adopted by the Joint Operations Steering Committee. This Ops Team will also be asked to share important practical considerations so we can all best operationalize the policy. | Heather |

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| Agenda Item, background information and objectives | Time |
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| 1) Welcome and Introductions – All | 1:00 – 1:05pm |
| 2) Items for Follow-Up - Kirsten <ul style="list-style-type: none"> • CAHIP Steering Committee representation from the DHS Office of Equity and Multicultural Services (OEMS) and Service Employees International Union (SEIU) | 1:05-1:10pm |
| <p>Discussion: Kirsten asked for recommendations around having OEMS and SEIU participate on the CAHIP steering committee. Leann had previously connected with OEMS and in 2014 there were two SEIU members involved in CAHIP who are no longer able to join.</p> <p>Action step:</p> <ul style="list-style-type: none"> • Jeremy will follow up with both SEIU and OEMS to request staff representation on the steering committee. | |
| 3) CAHIP Staffing - Kirsten | 1:10-1:15pm |
| <p>Background: PHD subject matter experts currently working with community partner organizations to support tobacco-free living, healthy eating and active living are also available to support OHA and DHS partners achieve CAHIP work plan goals and objectives.</p> <p><u>Aging and People with Disabilities, Health Policy and Analytics</u> Kirsten Aird, Chronic Disease Programs Manager, (971) 673-1053 Kirsten.g.aird@state.or.us</p> <p><u>Office of Equity and Inclusion, Office of Equity and Multicultural Services</u> Beth Sanders, Health Equity Systems Coordinator, 971-673-0563, Elizabeth.c.sanders@state.or.us</p> <p><u>Child Welfare, Developmental Disabilities, Self Sufficiency</u> Jennifer Young, Policy Specialist, 971-673-0245, Jennifer.l.young@state.or.us</p> <p><u>Health Systems Division</u> Scott Montegna, Health Systems Coordinator, 971-673-2283, Scott.p.montegna@state.or.us</p> <p><u>Oregon State Hospital</u> Heather Gramp, Policy Specialist, 971-673-0630, Heather.gramp@state.or.us</p> <p><u>Public Employees Benefits Board, Public Health Division, Shared Services</u> Rebecca Pawlak, Policy Specialist, 971-673-1034, Rebecca.l.pawlak@state.or.us</p> <p>Objectives: Provide update and contact information</p> | |
| <p>Discussion: Kirsten and Beth are still the main points of contact. These subject matter experts from the Public Health Division are available to provide consultation to CAHIP members on work plan activities.</p> | |
| 4) Reflection on Steering Committee Member Roles - All | 1:15-1:35pm |
| <p>Background: The CAHIP steering committee consists of diverse governmental partners that provide life-enhancing resources such as access to food, housing and health care services to low income Oregonians. As CAHIP kicks off a new work plan for the next two years, it provides a timely opportunity to collectively think about strategies that build a supportive environment for clients to take care of themselves, regardless of what door they enter to access state-funded services.</p> <p>Objectives: Convene a group activity to reflect on how each steering committee member is uniquely positioned to help Oregonians by advancing the CAHIP mission.</p> | |
| <p>Discussion: Kirsten presented the Center for Disease Control and Prevention's Health Impact Pyramid (see attachment) as a tool to illustrate the diverse ways CAHIP members are positioned to improve the health of clients, consumers and employees. The goal of this activity was to hear from each DHS</p> | |

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program and OHA division about where they see themselves in the pyramid. Many members saw the benefit of Frieden's Pyramid serving as a back drop to CAHIP priorities. It was also mentioned that while many DHS programs and OHA divisions are outward facing to improve the health and wellbeing of clients and consumers, we have great opportunity to use all levels of the pyramid to improve employee health. The steering committee will revisit this activity in the future to align CAHIP initiatives within the pyramid.

5) Nutrition Standards - Heather

1:35-2:25pm

Background: The Joint Operations Steering Committee (JOSC) heard a presentation by Kirsten Aird in November about the policy options that the CAHIP steering committee has considered. JOSC members directed CAHIP to pursue this work in the 2016-2017 work plan. CAHIP was directed to 1) Present JOSC with a DRAFT Healthy Meetings Policy in early 2016. JOSC has no reservations about moving forward on this policy. 2) Pilot the implementation of nutrition standards in vending machines, cafeterias and cafes in a regional facility and a larger urban facility.

Objectives: Review the DRAFT Healthy Meetings Policy and attachments, and determine whether CAHIP members are comfortable moving this forward to JOSC. Review DRAFT project launch plan and determine roles, venues, key messages and other opportunities to effectively communicate and train on the new policy, pending adoption.

Discussion: Heather Gramp, Policy Specialist from PHD, shared the draft *Healthy Meetings and Events* policy and supplemental materials (see attachments), with the goal of soliciting feedback on the documents and ensuring that the steering committee is comfortable with bringing the policy for approval by JOSC in the spring. The policy will require state-funded events to offer options for healthy food, lactation accommodations and physical activity.

A project plan is currently in draft form and being populated with information about operationalizing the policy, key venues for training, pertinent forms, communications channels and audiences.

When the policy is implemented, PHD content experts will be available to provide technical assistance and training across both agencies. Although the policy specifically addresses meetings that purchase food with state funds, the trainings will support employees with overarching messages that help build a cultural of health in the workplace. Heather will also plan to proactively reach out to at least one signature event in each agency (e.g., DHS Diversity Conference) to provide support and demonstrate success implementing the policy.

Steering committee members will have an important role in framing the rationale of the policy to executives and staff within their DHS programs and OHA divisions.

Action Steps:

- **Steering committee members will review the updated policy documents (see Policy and Attachments 1-3) and send additional feedback to Beth by February 19.**
- **Steering committee members will confirm with Beth if their DHS program or OHA division uses the Special Request Authorization Form (see attachment) to approve food orders for meetings and events, and if not, which form is use, by February 19.**
- **Heather will solicit feedback from the DHS Executive Operations Committee in late February, with the goal of bringing the finalized proposal for JOSC's approval in March.**
- **Heather will get on an agenda to talk with OHA Operations leaders.**
- **CAHIP staff will follow up with HR/Shared Services to confirm that the draft policy includes the correct reference code and to identify an intranet location for implementation guidance.**
- **Heather will present a project plan for rolling out the policy and talking points for steering committee members at the next CAHIP meeting.**

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| 6) CAHIP 2015-2017 Work Plan – Beth | 2:25-2:45pm |
| <p>Background: After discussion at the previous CAHIP meeting, a shared 2015-2017 work plan for the steering committee was drafted in a new format. During this time, the group will review the work plan and discuss how each partner can contribute towards achieving CAHIP goals related to supporting lactation accommodations, the Employee Wellness Policy and tobacco free lifestyles.</p> <p>Objectives: Present updated work plan, confirm understanding, and identify action items/next steps.</p> <p>Discussion & Action Steps: Beth presented the draft 2016-2017 CAHIP Work Plan to the group for discussion and feedback. Based on recommendations from the September meeting, the work plan focuses on cross agency work, rather than on individual programs and divisions. The four priority areas include implementation of nutrition standards, implementation and monitoring of the Employee Wellness Policy, increasing access and promotion of lactation accommodations in OHA/DHS facilities, and monitoring and promotion of the Governor’s Executive Order for Tobacco-Free properties and regular promotion of the Quit Line among DHS/OHA clients and employees.</p> <p>Action Steps:</p> <ul style="list-style-type: none"> • CAHIP staff will follow up with steering committee members individually to discuss their role in work plan and identify whether additional work plans are will be developed to target clients and consumers. • CAHIP staff will work with HR/Shared Services to add wellness-related questions to the DHS Employee Engagement Survey. • CAHIP staff will work with HR/Shared Services bring a proposal to a future meeting around promoting lactation accommodations in DHS and OHA facilities. | |
| 7) 2016 CAHIP Meetings - Kirsten | 2:45-2:50pm |
| <p>Background: It is time to schedule CAHIP meetings for 2016.</p> <p>Objectives: Solicit input from steering committee on meeting frequency, duration and video conferencing options; identify next steps.</p> <p>Discussion & Action Item:</p> <ul style="list-style-type: none"> • 2016 CAHIP meetings are scheduled for 90 minutes and will occur every other month. | |
| 8) Wrap Up and Next Steps - Kirsten | 2:50-3:00pm |

Next CAHIP Steering Committee Meeting: Friday, April 1, 1-2:30pm, Room 460, HSB, Salem.