

# CROSS AGENCY HEALTH IMPROVEMENT PROJECT

## Meeting Agenda

<b>Meeting Date:</b>	<b>July 7, 2014</b>
<b>Meeting Time:</b>	<b>3-4pm</b>
<b>Meeting Location:</b>	<b>OHA Director's Conference Rm 460, HSB Building, 500 Summer St. NE, Salem</b> <i>Conference Call: 1-877-336-1831</i> <i>Participant Code: 559758</i> <i>Host (Kirsten) 643563</i>
<b>Meeting Purpose:</b>	<b>Status update and next steps</b>
<b>Regular Attendees:</b>	Linda Hammond, OHA Interim Chief Operating Officer Jeremy Emerson, DHS Operations - Shared Services Jeff Akin, OHA Human Resources - Shared Services Nakeshia Knight-Coyle, DHS Aging and People with Disabilities (APD) Jason Walling, DHS Child Welfare Debbi Kraus-Dorn, DHS Developmental Disabilities (DD) Belit Burke, DHS Self Sufficiency Stephanie Parrish-Taylor, DHS Vocational Rehabilitation Justin Hopkins, OHA Addictions and Mental Health (AMH) Tricia Tillman, OHA Office of Equity and Inclusion (OEI) Jeanene Smith, OHA Office of Health Policy and Research (OHPR) Joan Kapowich, OHA Oregon State Hospital (OSH) Judy Mohr Peterson, OHA/Medical Assistance Programs (MAP) Dawn Lee, Service Employees International Union Matthew Jaqua, Service Employees International Union Lillian Shirley, OHA Public Health Division Kirsten Aird, OHA Public Health Division Beth Sanders, OHA Public Health Division

<b>Updates</b>	<b>Contact</b>
<b>Webinar: Supporting Oregonians with Disabilities to be Tobacco Free, July 16, 2014.</b> Disability service providers and other interested agencies are invited to learn about: tobacco use data for Oregonians with disabilities; establishing tobacco free worksite/campus policies; becoming a referral agency to self management programs; and sharing cessation messages throughout their agency. To register, visit: <a href="https://www2.gotomeeting.com/register/737559866">https://www2.gotomeeting.com/register/737559866</a>	Beth
<b>Save the date: Place Matters Conference, Nov 19-21, 2014.</b> <i>Place Matters: Working Together to Address Healthy Communities</i> addresses the growing chronic disease epidemic in Oregon and the risk factors and conditions that may drive it. OHA's Center for Health Prevention and Health Promotion is planning this meeting, with sessions supported or sponsored by OHA's Public Health Division and numerous community partners. For more info: <a href="https://public.health.oregon.gov/DiseasesConditions/ChronicDisease/Pages/index.aspx">https://public.health.oregon.gov/DiseasesConditions/ChronicDisease/Pages/index.aspx</a>	Kirsten, Beth
<b>Agenda Item, objective and background information</b>	<b>Time</b>
1) <b>Welcome and Introductions</b>	Kirsten 3:00 – 3:05pm
<b>Discussion &amp; action steps:</b>	
2) <b>Items for Follow Up</b>	Kirsten 3:05-3:10pm
• <b>Representation from DHS Chief Operating Officer on CAHIP Steering Committee</b>	
<b>Discussion:</b> CAHIP originally formed with Suzanne and Jim serving as OHA and DHS co-sponsors. While OHA is currently well represented on the Steering Committee, Kirsten asked the group if there are opportunities to engage DHS. Jeff and Jeremy confirmed that they have been the acting sponsors of CAHIP and will represent DHS on behalf of Jim Scherzinger.	
<b>Action Step:</b>	
• <b>Jeremy will be the DHS point person and CAHIP staff will continue to keep Jim informed via email.</b>	

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3) CAHIP Charter	Kirsten/Beth 3:10 –3:15pm
<p><b>Background:</b> At the 4/7/14 CAHIP meeting, the steering committee reviewed a first draft of a revised CAHIP charter and gave feedback related to developing meaningful metrics, inviting new members and incorporating the social determinants of health, stress management and the promotion of the Employee Assistance Program. Since then, CAHIP staff incorporated this feedback and shared an updated version of the charter via email.</p> <p><b>Objective:</b> Present next version of the revised CAHIP charter.</p>	
<p><b>Discussion:</b> Beth gave an overview of key changes in the charter, including: clarified metrics for OHA/DHS employees and clients; details on the “collective impact” approach; revised objectives; and noted that the membership list may expand with pending invitations to DHS Office of Equity and Multicultural Services and the OHA Transformation Center. Linda recommended revising the objectives so that CAHIP’s goal is to reduce obesity for both employees and clients. The objective previously aimed to maintain the rate of obesity for employees based on current projections of PEBB data. The group also discussed steering committee membership and concluded that despite the large number of members and changes in leadership roles, it has been helpful to broadly engage partners across both agencies.</p> <p><b>Action Step:</b></p> <ul style="list-style-type: none"> <li>• CAHIP staff will update the charter’s long term objective to reduce obesity among OHA/DHS employees.</li> </ul>	
4) CAHIP Workplan	Jennifer 3:15 – 3:20pm
<p><b>Background:</b> Since April, CAHIP staff have coordinated with steering committee members to support the implementation of action steps in the 2013-2015 CAHIP workplan. During this time, CAHIP staff will give an update on workplan activities and OHA/DHS divisions and programs are invited to share progress. Jennifer Mead will provide today’s update from the State Unit on Aging (SUA) of Aging and People with Disabilities (APD).</p> <p><b>Objective:</b> Discuss status of workplan activities for OHA/DHS divisions and programs.</p>	
<p><b>Discussion &amp; action steps:</b> Jennifer shared handouts (see attached) and explained that APD’s State Unit on Aging is working with Area Agencies on Aging (AAA) and Aging and Disability Resource Connection (ADRC) networks around the state. As part of the CAHIP workplan, they are working to increase access to community-based health promotion programs for older adults, including: making self management programs more widely available; ensuring that consumers can locate programs; building capacity of AAAs and ADRCs to make referrals to such programs; training agency staff to promote the programs and make referrals; and listing information about the Oregon Quit Line on the ADRC website. Although APD’s activities in the CAHIP workplan are currently focused on the broad reach of ADRCs, APD is interested exploring how to promote healthy living with long term care and Medicaid populations. Jennifer and the State Unit on Aging’s Interim Director, Nakeshia Knight-Coyle, will meet with CAHIP staff to review the workplan and discuss opportunities to collaborate through CAHIP.</p>	
5) Shared Services Employee Wellness Policy Pilot Project	Jeremy/Jeff 3:20-3:30pm
<p><b>Background:</b> In March, OHA/DHS HR &amp; Shared Services launched the Employee Wellness Policy pilot project, where employees are using two hours per month of paid work time to participate in wellness committees. The pilot will conclude in August. In consultation with SEIU and the Cherry Avenue Health &amp; Wellness Committee, CAHIP staff developed a summary brief outlining the successes and challenges of the pilot as well as recommendations on next steps for the CAHIP Steering Committee.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Provide status update on the pilot project.</li> <li>• Present evaluation brief for review and feedback.</li> </ul>	
<p><b>Discussion:</b> The pilot was focused at the Cherry Avenue building in Salem, which houses three separate Shared Services offices. It has demonstrated outstanding success in launching the Cherry Avenue Health &amp; Wellness Committee, which recently created a status report outlining its accomplishments and challenges. Successes include creating a culture of wellness with a new salad bar and healthy snacks. The perceived barriers include insufficient time per month for the Committee’s coordinator and navigating DAS policies around hiring fitness instructors. Next steps are to report back to the Joint Policy Committee and seek approval to roll the policy out across both agencies and 1) support managers in prioritizing staff workloads so they can participate in wellness activities; 2) distinguish types of ‘approved’ wellness activities; and 3) develop a strong communications plan.</p>	

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<b>Action Step:</b>	
<ul style="list-style-type: none"> <li>CAHIP staff will follow up with Jeff and Jeremy to prepare presentations for the Joint Operations and Joint Policy committees.</li> </ul>	
<b>6) CAHIP Communication Venues</b>	Kirsten/Beth 3:30-3:40pm
<p><b>Background:</b> At the 4/7/14 CAHIP meeting, the group agreed that CAHIP staff would create a CAHIP webpage proposal, hosted on the PHD website. The group also identified strategies to provide ongoing CAHIP updates across OHA/DHS and how to drive people to visit the webpage.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Present proposal on CAHIP webpage content.</li> <li>Identify next steps to share CAHIP information in various venues (e.g. joint message from OHA-DHS directors, statewide labor management group, OHA/DHS cabinet, quarterly technical and business review meetings, newsletters, OHA/DHS banner on website, etc).</li> </ul> <p><b>Discussion:</b> Beth presented a proposal for the CAHIP website (see attached), where the page would be hosted by the Public Health Division that connects to the main OHA and DHS websites. Linda recommended that the CAHIP website be located on the OHA/DHS Intranet. Jeremy expressed the need for the website to be available to a broader audience since a lot of state agency offices are co-located with community partners who are interested in learning about the CAHIP model. Nakeshia suggested reducing the amount of text and to include stories of how CAHIP achieves collective impact. The group preferred to refocus the message to be about how CAHIP does its work, instead of just showing the numerous titles of participating OHA/DHS divisions and programs.</p> <p><b>Action Step:</b></p> <ul style="list-style-type: none"> <li>CAHIP staff will revise the proposal to reflect steering committee feedback.</li> <li>Steering Committee members will review the website proposal and send feedback by Wed, July 30.</li> </ul>	
<b>7) PHD Healthy Meetings Guidelines</b>	Kirsten/Beth 3:40-3:50pm
<p><b>Background:</b> In Fall '13, a survey found that Healthy Meetings Guidelines are being successfully implemented within PHD. These guidelines are in alignment with the Governor's 10 Year Plan and are supported by PEBB as a strategy to improve the health of Oregonians.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Determine if the steering committee would like to learn more around supporting the expansion of these guidelines as an OHA and/or DHS policy.</li> </ul> <p><b>Discussion:</b> Kirsten asked if the group is interested in learning more about the Public Health Division's Healthy Meetings Guidelines. Steering committee members could hear how the Guidelines are currently supporting healthy food options, promoting physical activity breaks as well as healthy breastfeeding at PHD meetings. After a review, the steering committee can decide then if it wants to recommend to the Joint Policy and Joint Operations Committees that the Guidelines are formalized as an official OHA/DHS policy.</p> <p><b>Action Step:</b></p> <ul style="list-style-type: none"> <li>CAHIP staff will prepare a presentation for the September CAHIP meeting.</li> </ul>	
<b>8) Wrap Up and Next Steps</b>	Kirsten 3:50-4:00pm
<p><b>Objective:</b> Discuss agenda items for next steering committee meeting. Future potential topics include:</p> <ul style="list-style-type: none"> <li>Workplan update from Addictions and Mental Health.</li> <li>CAHIP as a vehicle to vet possible OHA or DHS policies (e.g. Healthy Meetings Guidelines, Affordable Care Act Breastfeeding Accommodation law).</li> <li>Define how culturally and linguistically appropriate practices are incorporated into CAHIP activities.</li> </ul>	

**Next CAHIP Meeting: Monday, Sept. 8<sup>th</sup>, 11am-12pm**  
**OHA Director's Conference Rm 460, HSB Building, 500 Summer St. NE, Salem**