



CROSS AGENCY HEALTH IMPROVEMENT PROJECT

Meeting Agenda



Meeting Date:	Tuesday, May 16, 2017
Meeting Time:	2:00-3:30pm
Meeting Location:	Conference Rm 137A, HSB Building, 500 Summer St. NE, Salem <i>Phone: (877) 336-1831</i> <i>Part: 559758</i>
Meeting Purpose:	Status update and next steps

Attendees

<input type="checkbox"/> Kate Nass (OHA/Operations)	<input type="checkbox"/> Leann Johnson (OHA/Equity and Inclusion)	<input type="checkbox"/> Chris Norman (OHA/Health Systems)	<input checked="" type="checkbox"/> Erika Miller (DHS/Aging and People with Disabilities)
<input checked="" type="checkbox"/> Vicki Duesterhoeft (OHA/Oregon State Hospital)	<input checked="" type="checkbox"/> Lillian Shirley (OHA/Public Health)	<input checked="" type="checkbox"/> Heidi Beaubriand (DHS/Child Welfare)	<input type="checkbox"/> Heather Miles (DHS/Self Sufficiency)
<input type="checkbox"/> Jason Mak (DHS/Equity and Multicultural Services)	<input type="checkbox"/> (DHS Developmental Disabilities)	<input type="checkbox"/> Sarah Hargand (Service Employees International Union)	<input checked="" type="checkbox"/> Don Erickson (Shared Services)
<input type="checkbox"/> Angela Weaver (Oregon Office on Disability and Health)	<input checked="" type="checkbox"/> Margaret Smith-Isa (Public Employees Benefits Board)		<input type="checkbox"/> Stan Thomas (Shared Services)
<input checked="" type="checkbox"/> Gayla Andresen (Shared Services)	<input checked="" type="checkbox"/> Robert Salinas (Shared Services)	<input checked="" type="checkbox"/> Robin Stanton (Guest-OHA/Public Health)	<input type="checkbox"/> Michelle Johnson (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)
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FYI: The 2016 BRFSS Survey of State Employees (BSSE) results are available. CAHIP Steering Committee will receive a presentation at a future meeting.	
Agenda Item, background information and objectives	Time
1) Welcome and introductions	2:00 – 2:05pm
2) Workplace Lactation Accommodations Policy – Robin Stanton	2:05-2:15 pm
<p>Background: At the September CAHIP meeting, Robin Stanton from the Public Health Division presented a revised draft of the lactation accommodations policy and implementation guidance based on consultation from the work group, the statewide labor management group, and Keely West, who supports the Shared and Central Policy Committee.</p> <p>Objectives: Provide an update on the policy’s approval process; present updated implementation guidance; identify next steps, including communication and training needs about the policy and guidelines.</p> <p>Discussion & Action Items: Robin presented the operational policy and guidelines previously shared at the September meeting. She has been working with Keely West to streamline the communication and training on the policy. Don</p>	

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informed the group that this policy has already been added to planning procedures for all DHS facilities planning and a new checklist created for use before planning any remodeling or new projects.

The group discussed information about the system needed to inform staff and managers of the policy. They agreed that an assessment of the 184 current facilities would be needed to inform future efforts and communicate with DHS/OHA managers and staff. An implementation plan and timeline is needed.

- **Get feedback on guidance document to Robin or Kirsten by May 31.**
- **Robin will be in contact with Don and Robert to draft an implementation plan and timeline by May 31.**
- **This will be brought back for an update on the next CAHIP agenda.**

3) HSB Cafeteria Pilot Project – Heather Gramp

2:15 – 2:45 pm

Background: Public Health Division staff have initiated the 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 has been sent to staff at the PSOB regarding Café 800. Findings from the pilot project will inform guidance and support offered to Café 800 manager.

Objectives: Share how the pilot project has been initiated and what we have learned so far, and how learnings can be applied to the PSOB.

Discussion & Action Items:

Heather gave an overview of the pilot to add healthier options in the HSB cafeteria including an environmental scan, employee opinion survey, and registered dietitian reviewing food options. Next steps will be sharing the final report and recommendations at the next CAHIP meeting. The group would then plan to come back at the September meeting to discuss a communication strategy.

The group discussed that it would be a great opportunity to inform the Oregon State Hospital and Commission for the Blind of this project's results once we receive the final report. They also discussed the plan to communicate to HSB employees.

- **Heather will bring the pilot project's final report and recommendations to the next agenda for discussion with a possible draft communication plan.**

4) State Agency Employee Wellness Executive Order – Kirsten and Theresa

2:45 – 3:20

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:

The EO requires PEBB to appoint a Wellness Manager and that person will be the lead to help agencies launch their wellness plan with measurable outcomes and deliverables. The EO also requires a policy be developed by September to develop and implement an infrastructure for continued and sustainable employee wellness. DAS and PEBB are establishing a policy that addresses the requirements of the EO. Kirsten and Theresa have been working on a tentative plan with PEBB while the Wellness Manager position is vacant.

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The group discussed how each agency would be responsible for address employee wellness based on the BSSE data. There is also a lot of opportunity to build upon safety committees and how we'd coordinate when addressing the EO. The group also discussed the need to keep in mind that adverse experiences in childhood translate to health experiences as adults. Trauma, stress, and the aging employee population all should also be addressed in these conversations regarding employee wellness.

5) Wrap up and next steps - Kirsten

3:20 – 3:30 pm

Discussion & Action Items:

Kirsten stated that as this two year work plan comes to an end, the new two year work plan will be worked on over the summer.

The group discussed the need to figure out how to be impactful for offices located outside of Portland, Salem, and Eugene metro areas. Perhaps we could invite some field offices to serve as steering committee members.

The group also discussed having a conversation with DHS/OHA partners and DAS about what health improvement efforts are being conducted and how they might dovetail off of each other. This would be a great opportunity to learn from each other.

- **Kirsten will work with Theresa on some outreach to DHS/OHA and DAS partners about presenting their efforts at a future CAHIP meeting.**

Next CAHIP Steering Committee Meeting: TBD