

Consortium for a Healthier Miami-Dade
 Worksite Wellness Committee
 Meeting Minutes
 Thursday, January 7, 2016



TOPIC	DISCUSSION	ACTION NEEDED
Members Present	<ol style="list-style-type: none"> 1. Chair: Marlene Rodriguez, Bayview Asset Management 2. Vice Chair: Dr. M. Enrique Flores, Shin Wellness 3. Alyssa Sousa, Hathorn & Associates 4. Beth Greenwald, Health Designs 5. Fabio Quintero, Fabimar Harmony 6. Katiana Diaz, YWCA of Greater Miami-Dade 7. Maria Negahbani, Florida Department of Health in Miami-Dade 8. Melissa Hernandez, Florida Department of Health in Miami-Dade 9. Samantha Sater, Health Council of South Florida 10. Santiago Leon, ACC Insurance Brokers 11. Jasmine Reid, Marsh and McLennan Agency 12. Heather Yant, Marsh and McLennan Agency 13. Arlene Nunez, Jackson Health System 14. Brad Sklare, Proctor & Gamble (Via Teleconference) 15. Willmarie Latorre, Strategic Consultant (Via Teleconference) 16. Charlaine Loriston, Humana (Via Teleconference) 17. Desiree Adderley, Miami-Dade County 18. Lynne Kunins, FLIPANY (Via Teleconference) 19. Adriana Corral, Memory Trees (Via Teleconference) 20. Kristine Perez-Carrion, FLIPANY (Via Teleconference) 21. Alexis Brown, Florida Memorial University (Via Teleconference) 22. Ivis Guerra, Baptist Health South Florida (Via Teleconference) 	
Welcome and Introductions	<p>Meeting was called to order by Dr. M. Enrique Flores, Committee Vice Chair at 9:40 am. Committee members and guests introduced themselves.</p>	
Minutes	<p>Minutes for December 5, 2015 committee meeting were reviewed. Marlene Rodriguez moved to approve the minutes. Jasmine Reid seconded that motion. The motion is approved.</p>	

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<p>Executive Board and Committee Updates</p>	<ul style="list-style-type: none"> ○ Executive Board Update: <ul style="list-style-type: none"> ▪ The December Executive Board meeting continued to discuss strategies on improving communication on what we have to offer as far as the PICH Grant and how to get more worksites to create policies and using us as a resource on both starting and improving a Worksite Wellness Program. The goal for the PICH grant is to have a total of 36 worksites involved this year. ▪ The Worksite Wellness Forum will be held on February 4, 2016. We will begin to plan for the forums to build from each other for the upcoming year. ○ Old Business: <ul style="list-style-type: none"> ▪ PICH Grant <ul style="list-style-type: none"> • The committee continued to discuss updating the pre-existing Worksite Wellness Resource Directory to advertise the resources available in the community for employers. The directory will be located on the consortium website and a survey will be sent out to providers in our distribution list to update information on the directory. The directory will be categorized by services and will list a brief description of the services provided with the contact information for each provider. A draft was created with additional information to be added on the existing directory and the suggestions from the committee members were added from the previous meeting. • Suggestions for the flyer were given and committee members agreed that more modification should be done so the message can be clearly stated of who is actually providing the service. The flyer should be used so 	<p><u>Action Items:</u></p> <ul style="list-style-type: none"> ▪ Action items: identify resources/update directory, create game plan/strategy, commitment from committee members, execute plan and evaluate. ▪ Jasmine Reid and Heather Yant from Marsh and McLennan Agency agreed to work on the Resource Directory draft that they will submit, when completed to the Committee Liaison for approval.
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	<p>committee members can target two employers each and bring back feedback to the committee on their interest in receiving technical assistance to develop their worksite wellness program at their organization.</p> <ul style="list-style-type: none"> • As a part of formalizing the action plan and steps to move forward with activities for the upcoming year, the Chair Marlene Rodriguez announced ideas that have been discussed for the upcoming Strategic Planning Committee. A subcommittee sign-up sheet was passed around for interested members to join. The subcommittee will meet by conference call at a later date and its purpose will focus on developing a strategy that will result in increasing the numbers for the PICH Grant. <ul style="list-style-type: none"> ▪ 2016 Worksite Wellness Awards Subcommittee <ul style="list-style-type: none"> • The 2016 Florida Worksite Wellness Awards is slated for May 6, 2016. • Updates discussed during the last subcommittee meeting that was held December 15, 2015 include: pending approval to secure the venue at the Dadeland Marriott Hotel which has easier access to public transportation and highways, continuing to follow the same format as last year with best practice discussions organized by Baptist Health for the AM portion of the event, accommodating the vendors indoors, making the luncheon more of a networking event, and providing CEU credits to attract more organizations that require them. Speakers for the event are pending along with CEU credits while Baptist Health negotiates the expenses. 	<ul style="list-style-type: none"> ▪ Additional modifications to the flyer will be provided by Brad Sklare, P&G, who has agreed to work with the Committee Liaison to make those changes. ▪ Hathorn & Associates, Beth Greenwald and Santiago Leon will present on Culture of Health for the Worksite Wellness Forum on February 4, 2016. Deadline for presentation outline is January 22, 2016. Liaison will send a notification reminder via email prior to deadline.
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	<ul style="list-style-type: none"> • Marsh and McLennan Agency will be one of our partnering sponsors this year along with Baptist Health of South Florida. • The third subcommittee meeting will be held on the third Tuesday of this month, January 19, 2016 at 9:30 am-10:30 am via conference call. The first subcommittee meeting was held in November 2015. Dates for the subcommittee will be changed to weekly meetings as we get closer to the event date. • Members are welcome to join us, if they are interested in participating in the subcommittee. Sign-up sheets were passed around for interested members to join. <ul style="list-style-type: none"> ○ New Business <ul style="list-style-type: none"> ▪ Worksite Wellness Forum <ul style="list-style-type: none"> • The forum will be held on Thursday, February 4, 2016. The following members will be presenting at the upcoming forum: Alyssa Sousa and Erick Hathorn, Hathorn and Associates; Beth Greenwald, Health Designs; Santiago Leon, ACC Insurance Brokers. For those who will not be able to attend, the full forum presentation can be found on the Consortium website at the following link: http://www.healthymiamidade.org/committees/worksite-wellness/resources- • Suggestions were accepted to have the 2 hour presentation divided between 3 speakers. The first speaker (Santiago Leon) will have an allotted 55 minutes followed by 35-45 minute intervals for the next two speakers (Hathorn & Associates-second, Beth Greenwald- third). Questions and 	<ul style="list-style-type: none"> ▪ Committee Liaison will forward the free technical assistance email template to committee members for outreach to more community organizations. ▪ Strategic Planning Subcommittee Meeting will be postponed pending notification from Dr. Valerie Turner from the Florida Department of Health availability to participate and speak in the meeting.
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	<p>answers will be incorporated into the presenter's timeframes.</p> <ul style="list-style-type: none"> • Marlene gave a brief history of our quarterly forums and introduced adding a sub-calendar which includes the second month of every quarter to begin hosting the forums. • The first forum of this year will take place at the Beacon Center and invitations will be sent out in January 2016. The deadline to turn in speaker presentations for review and approval will be January 22, 2016. Notification reminders will be sent prior to deadline via email to participating speakers. <ul style="list-style-type: none"> ▪ Strategic Planning Subcommittee Meeting <ul style="list-style-type: none"> • The meeting will consist of 2-3 conference call meetings via email notification. The sign-up sheet was collected and an email will be sent out to those members with the upcoming date and agenda. • The meeting will focus on setting our goals for year 2 of the PICH Grant, constructing a strategy and establishing our role as committee members. • Marlene briefly reviewed our end goal in achieving implementation for worksite wellness policies and the need to create a roadmap in order to outreach to organizations in the community. • Committee members expressed their concern about the PICH grant. They wanted to know how other sites are achieving their goals in reaching organizations to developing worksite wellness policies. Suggestions included having Dr. Valerie Turner come and speak about 	
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	<p>the PICH grant and how committee members are involved with this initiative.</p> <ul style="list-style-type: none"> • Maria Negahbani has been sending out emails to our consortium members to inform our community about the free technical assistance services provided through the Florida Department of Health to create Worksite Wellness policies. As of now, Maria has emailed 200+ members, and the goal is to email 50 new employers every week. Responses has been well received and currently four employers have accepted to meet for assistance. • Maria suggested that we as committee members reach out to our contacts in order to achieve our goal of 36 organizations. Maria has requested that we use the email template that has been sent out to all committee members. 	
<p>Wins: Successes, Awards, Recognitions, Worksite Policy and/or Environmental Changes</p>	<ul style="list-style-type: none"> ▪ The City of Miami Gardens has begun to implement a Worksite Wellness Strategy through their Live Healthy Miami Gardens Initiative to develop a comprehensive Worksite Wellness Policy for the City of Miami Gardens and its employers. They are hoping to finalize their program and launch sometime in February 2016. ▪ Flipany was awarded funding from The Health Foundation to begin Worksite Wellness in the City of Miami Gardens and that will take off in the month of February 2016. ▪ YWCA is a co-grantor also awarded funding by the Health Foundation to do the physical activity portion of the Worksite Wellness in Miami Gardens. Activities will begin with The Walking to Wellness Program, which is a walking group with a strong social support. The event will begin in February 2016. Event information can be found at the following link: http://www.ywca-miami.org/site/c.8fIOI4MBJeJWH/b.8722997/k.BFA5/Home.htm 	

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<p>Member Announcements/Upcoming Event</p>	<ul style="list-style-type: none"> • Flipany will be hosting its 10th Annual Flipany Fun Run on Saturday, January 9, 2016. The event will be a 5K/10K/Paddleboard event. For more information, please visit www.flipanyfunrun.org. • Santiago Leon announced The Annual Health Benefits Conference and Expo in Clearwater, FL, which is scheduled yearly. Anyone who deals with employee benefits in their organization and is interested in attending, please RSVP to the event. The event will be held January 25-27, 2016. For more info click on the following link: https://www.hbce.com/Pages/Default.aspx • Miami-Dade County is planning an Annual Health Fair on April 28, 2016 at the Government Center that will be held at the same day as the Corporate Run. Any vendors interested in participating should contact Desiree Adderley from Miami-Dade County, she will direct you to the coordinator for the event. For more information, click on the following link: http://www.miamigov.com/home/ 	
<p>Next Meeting</p>	<p>The next Worksite Wellness Committee meeting will held on Thursday, March 3, 2016 from 9:30 am - 11:30 am at the Florida Department of Health in Miami Dade Beacon Center located at 8323 NW 12 Street, Suite 212 Miami FL 33126.</p>	
<p>Adjournment</p>	<p>Committee Chair, Marlene Rodriguez, adjourned the meeting at 11:00 am.</p>	