

Consortium for a Healthier Miami-Dade
 Worksite Wellness Committee
 Meeting Minutes
 Thursday, November 2, 2017
 12:30 p.m. to 2:30 p.m.



TOPIC	DISCUSSION	ACTION NEEDED
Members Present	<ol style="list-style-type: none"> 1. Chair: Nathan Burandt- Florida International University 2. Co-Chair: Desiree Adderley-Miami-Dade County 3. Islamiyat Nancy Adebisi-Florida Department of Health in Miami-Dade County 4. Nikki Chuck-Florida Department of Health in Miami-Dade County 5. Natouchka Murray-Florida Department of Health in Miami-Dade County 6. Jaqueline Gavino- Florida International University 7. Suzette Fernandez- Jackson Health 8. Tula Teymour- Jackson Health <p><u>On the telephone:</u></p> <ol style="list-style-type: none"> 9. Santiago Leon- BenRx 10. Kuan Jan Ding- Baptist Health 11. Beatriz Hartman- Consolidated Credit 	
Welcome and Introductions	Meeting was called to order by Nathan Burandt, Worksite Wellness Committee Chair, at 12:37 p.m. Committee members and guests introduced themselves.	
Minutes	Minutes for the October 5 th , 2017 committee meeting were reviewed. Nancy Adebisi moved to approve the minutes. Nathan Burandt seconded that motion. The motion was approved.	
Previous Action Items	<ul style="list-style-type: none"> • South Florida Business Journal Book of Lists <ul style="list-style-type: none"> - The directory has been received. 	

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	<ul style="list-style-type: none"> - A contact list will be created to assist with reaching out to small businesses (500 employees or less) within the directory. • 2018 Florida Worksite Wellness Awards <ul style="list-style-type: none"> - Confirmed 2018 keynote speaker is Jackie Harder from Key Dynamics. - Baptist has secured the venue. - Updates in regards to sponsorship are being obtained. • Worksite Wellness Toolkit Updates <ul style="list-style-type: none"> - Worksite Wellness Toolkit draft will be completed and sent to subcommittee members on December 16, 2017 for voting. 	
<p>Work Plan Review</p>	<ul style="list-style-type: none"> • Performance Measures in Need of Improvement Outreach Plan (Goal 2, Activity 3 & 5) <ul style="list-style-type: none"> - The committee will utilize South Florida Business Journal directory to reach out to worksites with existing and non-existing worksite wellness programs. - Committee members voted to begin reaching out to small businesses (500 or less employees) from the directory. - Each committee member will be assigned 5-10 businesses to contact a month. Initial contact will be made by email and with follow up by phone if no response received. A no response list will be created for those business contacts members were unable to reach or receive a response from. - An outline will be created to assist with reaching out to organizations with and without a wellness program. 	

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	<ul style="list-style-type: none"> - Becky Luttbeg created the scripts that will assist with reaching out to worksites. The committee approved the scripts and suggested slight edits which included an amended introduction of the Consortium for a Healthier Miami-Dade along with a link to the Consortium website. Beatriz Hartman will create a follow up e-mail to connect organizations to the Florida Department of Health in Miami-Dade for worksite wellness technical assistance. -Toolkit Upgrade (Goal 3, Activity 1) <ul style="list-style-type: none"> - Toolkit subcommittee is working on making revisions to the toolkit and will have a cohesive toolkit completed by December 31, 2017. • Executive Board Updates: <ul style="list-style-type: none"> - Desiree Adderley has been elected as the new Vice-Chair of the Worksite Wellness Committee. - The S.W.O.T. Analysis of the Consortium for a Healthier Miami-Dade will be completed on the November 13th from 9 a.m.-1 p.m. - At the last meeting, the Tobacco-Free Workgroup presented on electronic cigarettes and current tobacco initiatives. • Recognition of Improved Performance <ul style="list-style-type: none"> - Toolkit and communication plan is being improved upon through the efforts mentioned above in the <i>Performance Measures in Need of Improvement Outreach Plan (Goal 2, Activity 3 & 5)</i> section. 	
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<p>Topics Selected by Chair</p>	<ul style="list-style-type: none"> • Johnny Gillespie Workshop <ul style="list-style-type: none"> - Florida International University will be hosting Johnny Gillespie’s Balance Athlete workshop from December 1-3, 2017. The workshop offers level 1 certification and continuing education credits through the American College of Sports Medicine (ACSM) and National Strength and Conditioning Association (NSCA). Anyone interested can contact Nathan Burandt. The fee to attend is \$300.00 for Florida International University faculty, staff and students and \$500.00 for community members. 	
<p>Partner Updates</p>	<ul style="list-style-type: none"> • Nancy Adebisi announced that the Tobacco- Free Workgroup is partnering with the City of Hialeah and will be hosting its 11th Annual Tobacco Prevention Summit on November 3, 2017. This event will educate and spread awareness on tobacco related issues affecting Miami-Dade County. DOH staff will send out information as the event approaches to encourage worksites to participate. • Desiree Adderley announced that Miami-Dade County will host a 5k Fun Run for county employees and their families. The event is scheduled on December 9,2017. More detailed information of the event will be provided at the next committee meeting. • Jackson Health is partnering with Miami Dade County to secure a van to use for biometric screenings. 	



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Next Meeting	The next Worksite Wellness Committee meeting will be on Thursday, January 4, 2017 from 12:30 pm - 2:30 pm at the Florida Department of Health in Miami-Dade Beacon Center located at 8323 N.W. 12th Street, Suite 212, Miami, FL, 33126.	
Adjournment	Committee Chair, Nathan Burandt, adjourned the meeting at 1:45 pm.	