

Consortium for a Healthier Miami-Dade
 Worksite Wellness Committee
 Meeting Minutes
 Thursday, October 5, 2017
 12:30 p.m. to 2:30 p.m.



| TOPIC | DISCUSSION | ACTION NEEDED |
|---------------------------|---|---|
| Members Present | 1. Chair: Nathan Burandt-Benefits and Wellness Program Manager at Florida International University 2. Maria Negahbani- Florida Department of Health in Miami-Dade County 3. Santiago Leon- BenRx 4. Islamiyat Nancy Adebisi-Florida Department of Health in Miami-Dade County 5. Fabio Quintero-Fabimar Harmony 6. Natouchka Murray-Florida Department of Health in Miami-Dade County <u>On the telephone:</u> 7. Becky Luttbeg-Marsh & McLennan Agency | |
| Welcome and Introductions | Meeting was called to order by Nathan Burandt, Worksite Wellness Committee Chair, at 12:45 p.m. Committee members and guests introduced themselves. | |
| Minutes | Minutes for the August 3 rd , 2017 committee meeting was reviewed. Nathan Burandt moved to approve the minutes. Santiago Leon 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 was ordered and is to be delivered. - The book of lists will provide a database of businesses in Miami-Dade County with or without a wellness program. The purpose of securing a copy of the directory is to assist | <ul style="list-style-type: none"> - Worksite Wellness Toolkit Subcommittee members will complete their sections to share with the committee on November 2nd, 2017. |

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| | <p>the committee with targeting its marketing and communication efforts towards those businesses.</p> <ul style="list-style-type: none"> ○ 2018 Florida Worksite Wellness Awards <ul style="list-style-type: none"> - The 2018 Keynote speaker selected by committee vote is Jackie Harder from Key Dynamics. ○ Worksite Wellness Toolkit Updates <ul style="list-style-type: none"> - The subcommittee members are working on completing the sections in the toolkit to review and discuss at the November 2nd, 2017 monthly meeting. ○ Forum Registration Fee <ul style="list-style-type: none"> • A \$10 registration fee will be charged for the December 7th, 2017 Forum. • The committee will work on developing a scholarship or fee waiver policy for those individuals that may have financial hardships which will be reviewed on a case by case basis. | |
| <p>Work Plan Review</p> | <ul style="list-style-type: none"> ○ Performance Measures in Need of Improvement <ul style="list-style-type: none"> • Outreach Plan (Goal 2, Activity 3) <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. - The committee plans to reach out to human resources organizations, Society for Human Resource Management (SHRM), Miami- Dade County Chamber | <ul style="list-style-type: none"> - Becky Luttbeg will develop draft phone and email scripts and a list of the top 20 business wellness trends and email to DOH staff by October 20th, 2017. |

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| | <p>of Commerce, and other worksite wellness related organizations.</p> <ul style="list-style-type: none"> - Nancy Adebisi shared the Consortium for a Healthier Miami-Dade social media information and business cards to the committee members and encouraged them to invite networking contacts to become members of the Consortium. - Santiago Leon suggested reviewing prior outreach proposals that the committee had provided to the Health Foundation of South Florida. - Nathan Burandt suggested developing a two-tiered outreach plan to reach organizations with and without a wellness program. - Committee members agreed to begin the outreach efforts by developing phone and e-mail scripts first before reaching out to the worksites. Becky Luttbeg volunteered to develop the scripts and will email it to DOH staff by October 20th, 2017. <ul style="list-style-type: none"> • Communication Plan (Goal 2, Activity 5) <ul style="list-style-type: none"> - The plan outlined was to utilize the Consortium’s website to advertise events the committee hosts and share other information that the committee decides upon via social media. - Santiago Leon suggested that the wellness messages should be in line with what employers are looking for at their worksites. | <ul style="list-style-type: none"> - DOH staff will identify common key words searched in the Consortium for a Healthier Miami- Dade and Florida Worksite Wellness Awards websites. |
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| | <ul style="list-style-type: none"> - Becky Luttbeg volunteered to develop a list of top 20 wellness trends businesses are interested in to improve or develop wellness programs. - A suggestion was made to develop a dynamic words video that describes the committee and its contribution to worksites. - Committee members decided that the frequency of posting the committee’s activities and worksite wellness related information, should be weekly to bi-monthly. - The best times to post in social media to reach a larger number of audiences needs to be determined by the committee. - Fabio Quintero will develop five examples totaling 140 characters on key words posted in social media that raise audience interest and will email them to DOH staff by October 20th, 2017. <ul style="list-style-type: none"> o Recognition of Improved Performance <ul style="list-style-type: none"> • Attendance Rate (Goal 1, Activity 3) <ul style="list-style-type: none"> - Improvement attributed to change in meeting time. - Fabio Quintero suggested adding a luncheon component to the monthly meetings to help raise interest. - Nathan Burandt will reach out to Leyanee Perez, Chair of the Health Promotion and Disease Prevention Committee, to discuss the possibility of having the Healthy Happens Here restaurants sponsor | |
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| | <p>the monthly meetings by offering free lunch to all attendees.</p> <ul style="list-style-type: none"> • Toolkit Upgrade (Goal 3, Activity 1) <ul style="list-style-type: none"> - The toolkit subcommittee is working on making revisions and will have a cohesive toolkit completed by December 31, 2017. | |
| <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. ○ December 2017 Forum <ul style="list-style-type: none"> • The registration fee will be \$10 per person for the December 7th, 2017 forum. | |
| <p>Partner Updates</p> | <ul style="list-style-type: none"> ○ Nancy Adebisi announced that the Tobacco- Free Workgroup will have its annual beach cleanup on October 21st, 2017 from 9 a.m. to 12 p.m. at Hobie Beach off Key Biscayne. The Great American Smoke-out will be on November 16th, 2017. DOH staff will send out information as the event approaches to encourage worksites to participate. | |



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| Next Meeting | The next Worksite Wellness Committee meeting will be on Thursday, November 2 nd , 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 1:37 pm. | |