

Consortium for a Healthier Miami-Dade
Worksite Wellness Committee
Meeting Minutes
Thursday, February 1, 2018
12:30 p.m. to 2:30 p.m.



TOPIC	DISCUSSION	ACTION NEEDED
Members Present	<ol style="list-style-type: none"> 1. Co-Chair: Desiree Adderley-Miami-Dade County 2. Melissa Maytin-Florida Department of Health in Miami-Dade County 3. Nikki Chuck-Florida Department of Health in Miami-Dade County 4. Mayra Garcia-Florida Department of Health in Miami-Dade County 5. Natouchka Murray-Florida Department of Health in Miami-Dade County 6. Santiago Leon-BenRx 7. Beatriz Hartman-Consolidated Credit 8. Chastity Turino-Rodriguez-Cultivate Your Spirit, LLC 9. Amber Graham-Miami-Dade County 10. Sonya Somarriba-Healthy Express <u>On the telephone:</u> 11. Becky Luttbeg-Marsh & McLennan Agency 12. Linda Mays-University of Miami 	
Welcome and Introductions	Meeting was called to order by Desiree Adderley, Worksite Wellness Committee Vice-Chair, at 12:37p.m. Mrs. Adderley introduced and thanked Sonya Somarriba from Healthy Express for providing water and samples of healthy wraps for attendees. Committee members and guests introduced themselves.	
Minutes	Minutes for the January 4 th , 2018 committee meeting were reviewed. A correction was made in the title of the meeting minutes with the date, changing the year 2017 to 2018. Desiree Adderley	

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	<p>moved to approve the minutes. Santiago Leon seconded that motion.</p>	
<p>Previous Action Items</p>	<ul style="list-style-type: none"> • Toolkit Upgrade (Goal 3, Activity 1) <ul style="list-style-type: none"> ○ Worksite Wellness Toolkit is in its final stages of being updated. ○ There is a need for new toolkit subcommittee members, committee members were encouraged to join the subcommittee. • Outreach Plan (Goal 2, Activity 3) <ul style="list-style-type: none"> ○ Committee members reviewed the phone and e-mail scripts and made minor edits. 	<ul style="list-style-type: none"> • Natouchka Murray will make the corrections to the e-mail and phone scripts and once finalized will submit the scrips to Department leads for approval.
<p>Work Plan Review</p>	<ul style="list-style-type: none"> • Performance Measures in Need of Improvement <ul style="list-style-type: none"> ○ Communication Plan (Goal 2, Activity 5) <ul style="list-style-type: none"> - Committee members discussed the need for collaborating with the Marketing and Membership Committee to develop a communication plan. Committee members will re-visit this goal in the next meeting to create a strategy that will assist with this. ○ Increase Access to Resources (Goal 4, Activity 2) <ul style="list-style-type: none"> - Committee members discussed the need for collaborating with the Marketing and Membership Committee in efforts to increase the utilization of the Best Practice Toolkit along with other helpful resources. Committee members agreed that once the toolkit is completed, collaboration efforts will be made. 	

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	<ul style="list-style-type: none"> • Executive Board Update <ul style="list-style-type: none"> ○ The follow-up sustainability planning meeting was held on January 8, 2018. Executive Board members strategized on how to find resources that will assist with sustaining Consortium efforts. • Recognition of Improved Performance <ul style="list-style-type: none"> ○ Host Annual Worksite Wellness Awards Ceremony (Goal 3, Activity 4). The subcommittee is in the planning stages for the 2018 Florida Worksite Wellness Awards ceremony. 	
Topics Selected by Chair	<ul style="list-style-type: none"> • Wellness Program Ideas and Challenges for 2018 <ul style="list-style-type: none"> ○ Committee members discussed their program ideas along with some of their challenges. Some ideas included health risk assessments, biometric screening, monthly worksite wellness newsletters and maximizing partnerships. Common challenges included limited funding and limited time to provide proper aid to field employees. 	
Partner Updates	In lieu of the first 2018 worksite wellness forum, the Worksite Wellness Committee will collaborate with the Tobacco Free Workgroup by attending the 2018 Tobacco-Free Workplace Summit on February 23 rd from 9am-12pm.	
Next Meeting	The next Worksite Wellness Committee meeting will be on Thursday, March 1, 2018 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 Vice-Chair, Desiree Adderley, adjourned the meeting at 1:56pm.	