

Meeting Minutes
AWC Jan 29, 2013

1:30 p.m. 3:00 p.m.

Ladyslipper Rm. Centennial Bldg.

Attending:

- | | | |
|-------------------|-------------------------|-----------------------|
| 1. Tamara Bohmert | 8. Julie Joyce | 15. Ann Bower |
| 2. Linda Feltes | 9. Bob E-Z | 16. Cassidy Buschmann |
| 3. Debbie Lerdahl | 10. Liz Visker | 17. Stacey Phillips |
| 4. Ashley Kalbes | 11. Sandy Stolt | 18. Brenda Tuma |
| 5. Amy Sanda | 12. Sally Kupferschmidt | 19. Deb Loy |
| 6. Lorelei Peters | 13. Thomas Conway | 20. Diane O'Connor |
| 7. Susan Bishop | 14. Benjamin Wenker | 21. Chris Barth |

1) Assessments & Results:

- a. Examples of data dashboards received from the larger agencies
- b. Action plan will be based off of the information gathered from these dashboards
- c. Minimal employees utilizing the health coaching opportunities from JourneyWell. Need to stress the benefit to having access to these health coaches that the State is paying for.
- d. Deadline to submit Check for Health results is Friday, February 15, 2013

2) Energy Break – Tamara Bohmert – Public Safety (“Head shoulders knees and toes...”)

3) Wellness Plans for agencies for 2013

- a. **DOC** – Chris Barth – They have a charter for their Wellness Committee at DOC. They have both an Agency Wellness Committee and independent site Wellness Committees. They meet quarterly. Today they met and discussed the Worksite Environment Assessment. Goals included in that assessment are: manager core training; utilizing community services for employees health & wellness; no smoking on worksite property; lactation rooms at all site buildings; new employee meetings.
- b. **MDH** – Susan Bishop – Her Wellness Committee has looked into the policy regarding lactation rooms at every site and found that there is no such policy at MDH. They have taken a survey of employees and created a dashboard with the results. *(Attached)*
- c. **Public Safety** – Tamara Bohmert – The main focus has been on the Town Square location for this agency. The sponsor of the Wellness Committee is the HR Director, the chair is Tamara. They have added an ITS resource to their committee as well to help maintain and create a wellness website. This website will display wellness activities as well as their mission as a committee. They are using the JourneyWell calendar as their calendar for wellness topics.
- d. **MSRS** – Julie Joyce - The MSRS Wellness Committee has many events planned in the coming months:
 - Depression luncheon (open statewide) Room 106 11:30 – 12:30 @ MSRS – EAP will also be there.
 - Social Security meeting for employees – 2/27/13 – for agency employees only.



- No plastic brigade – April 2013
 - Edible creations demonstration
 - e. **MnDOT** –Amy Sanda - Wellness Committee has programs in place such as Weight Watchers, yoga and Tia Chi classes; weekly message sessions for employees (\$ employees pay); Health fair/commuter walk in May 2013; adding new equipment to their workout facility;
 - f. **Office of Higher Education** – Diane O’Connor - Their Wellness Committee is having monthly demonstrations such as a) stress reduction; b) office space organizing - feng shui; c) cultural demonstrations; yoga is offered 2 x’s a week as well.
 - g. **DHS** – Ashley Kalbes – Wellness Committee working on tobacco free locations for this July 2013; she is attending senior management meetings to inform them of wellness and its importance to their employees; offering 3 long wellness programs this year: 6 week stress program; nutrition program; care giving support information and events. Wellness Committee will use SharePoint as a Wellness portal for employees to gain/access information.
 - h. **Revenue** – Thomas Conway – Wellness Committee in its early stages. They have been offering information on a new website for Wellness. On this website they have included healthy recipes; a resolution tracker (anonymous); and are getting ready to present to senior management regarding wellness. They would like to get to the point of Quarterly events and are working on a proposal now. They have a fitness center but it is operated by a separate board.
- 4) Linda Feltes:**
- a. Encouraged pictures and stories about success stories to be submitted.
 - b. Action Plans
 - c. Planning calendar for this year

Attachments below:

DRAFT What Leader Support Looks Like

Worksite Wellness Certification and Continuing Education Programs

DRAFT Work Well MDH’s annual plan template



What Leader Support Looks Like (Linda Feltes, for presentation to MMB Sr. Leadership)

When the CEO gets behind the initiative, things begin to change.

1. Budget for wellness programs
2. Encourage use of existing employee benefits
3. Support existing programs and champions in your agency
4. Incorporate wellness goals into the position descriptions of managers and supervisors
5. Build employee health promotion into agency's strategic plan
6. Dedicate spaces for relaxation, eating away from desk, fitness
7. Plan healthy meetings
 - a. healthy food choices
 - b. energy breaks
 - c. walking meetings
 - d. encourage participation
 - e. express appreciation
 - f. invite a wellness speaker
8. Role Model
 - a. use the stairs
 - b. participate in wellness programs
 - c. bring a healthy lunch
 - d. eat away from your desk
 - e. join the Wellness Committee
 - f. share personal wellness stories
 - g. walk/exercise at work
 - h. let your staff see, feel and hear your support for their good health

One of the most important and magical ingredients leading to the success of worksite programs is senior management commitment to employee health and well-being and the communication of that commitment to workers...

I'm going to do everything I can to make you successful.

I'm going to be out there announcing the program.

I'm going to communicate about the program.

I'm going to participate in the program.

I'm going to ask my managers to support their workers in becoming involved in that program.

I'm going to set goals for success.

I'm going to provide feedback to all of the key people involved.

I'm going to make this positive and non-punitive.

--Ron Goetzel
Director, Institute for Health and Productivity Studies



Case Study



"I try to lead by example. I come to work early and exercise. And I okay activities brought to me by the Safety and Wellness Committee so that employees can take advantage of these opportunities.

Each spring, we have a clean-up event that all employees in the building are invited to participate in. We borrow orange vests for everyone. It's very active. The neighborhood has grown to appreciate it. We allow employees to extend their lunch break to participate. We feel this activity builds morale and teamwork.

This benefits the State of Minnesota because if employees aren't sick, they're working. This reduces workers comp claims and sick leave so the state saves money. And happy employees are more productive. Doing things together builds community within our organization, and because we team with the other retirement agencies, we expand our circle of friends."

-- Dave Bergstrom
Executive Director
MN State Retirement Systems

Case Study

"I think I have to be a model. Most important, I think, is providing a safe feel able to express themselves. Give them options for physical wellness and employees come to me with ideas like the 5K run, I need to support that. I to show them I believe in it and I'm a part of it.

I'm open to those kinds of ideas. I haven't seen anything that I don't think is ways to do more.

People are happier. People want to come to work. Lost time is minimized. I do. It improves employees' quality of life by supporting these types of

Another tidbit I'd share with you. A couple of years ago I went to the Federal Executive Institute. It's the last level of leadership development you get as a federal employee...a large focus was on your health. They talked about -- and I kind of knew this but I never knew it the way I heard it there -- how important your own health is as a leader....We tend to miss the boat when we run our own people through leadership programs and we don't talk about the importance of emotional health and leadership and physical health as a leader."

--Commissioner Tom Sorel
MN Department of Transportation



environment for people, making sure they support that. Quite frankly, when need to go over there and say a few words

working well. I'm always just looking for

think people are just sharper at what they things.



Worksite Wellness Certification and Continuing Education Programs

As a wellness champion for your Minnesota state agency, you also serve as a worksite wellness professional. Here are opportunities to advance your knowledge of evidence-based and best practices in the field of worksite wellness (listed in alphabetical order).

Centers for Disease Control and Prevention (CDC)'s list of continuing education in workforce health promotion:

<http://www.welcoa.org/consulttrain/certifications.php>

Chapman Institute Worksite Wellness Certification:

http://www.chapmaninstitute.net/index.php?option=com_content&view=article&id=32&Itemid=10

International Association for Worksite Health Promotion (IAWHP) Online Certification Course: <http://www.acsm-iawhp.org/i4a/pages/index.cfm?pageid=3466>

National Wellness Institute Worksite Wellness Certification Program: <http://www.nationalwellness.org/?page=WorksiteWellnessCert>

WELCOA Well Workplace University: <http://www.welcoa.org/consulttrain/certifications.php>



2013 Work Well Annual Plan: Golden Rule Building

Vision: Create a workplace in which employees care for themselves as well as they care for all Minnesotans (current)

Planning and Goal-setting	Ongoing activities	Special Events/Projects	Communications
Develop an annual planning process	Monthly activities: newsletter, chair massage, brown bag talks, breastfeeding support group	Winter/Spring health challenge (6-8 wks.)	Monthly Newsletters
Engage leadership	Weekly activities: stretch breaks, yoga, tai chi, walking groups, running group	Spring: Nice Ride Tours	Intranet
Develop and maintain ongoing activities	Seasonal: Farmer's Markets/ CSA	Cook-off/Iron chef competition	Email
Assess progress	Weight Watchers MDH/YMCA Wellness agreement	Potential activities: <ul style="list-style-type: none"> • Focus on 50+ population • Standing desks/get up from your desk breaks 	Surveys
Work well meetings	Capital walk/run event		

Mission:

Values (or guiding principles):



Goal 1: Develop a planning and goal-setting process					
Objective 1.1					
Baseline Measure:					
Justification/Comments:					
Key Strategies, activities and programs	Lead Role	Key Partners	Time Line	Budget	Evaluation Indicators
1. Develop a timeline: how and when will annual goals be addressed in monthly meetings					
2. Create a template for work plan/dashboard					
3. Set Realistic expectations					
4. Determine annual goals					

Goal 2: Increase leadership engagement in Work Well					
Objective 2.1					
Baseline Measure:					
Justification/Comments:					
Key Strategies, activities and programs	Lead Role	Key Partners	Time Line	Budget	Evaluation Indicators
1.					
2.					
3.					

Goal 3: Develop and or review vision, mission and values statement					
Objective 3.1					
Baseline Measure:					
Justification/Comments:					
Key Strategies, activities and programs	Lead Role	Key Partners	Time Line	Budget	Evaluation Indicators
1. Review existing documents					
2.					
3.					



Goal 4: Develop and maintain ongoing activities and special events					
Objective 4.1					
Baseline Measure:					
Justification/Comments:					
Key Strategies, activities and programs	Lead Role	Key Partners	Time Line	Budget	Evaluation Indicators
1.					
2.					
3.					



Month	Activities	Outcomes/Comments
January	Review survey and begin 2013 planning	
February	Review dashboard and complete 2013 plan Heart Health Month	
March		
April		
May	Nice Ride Tours	
June		

Month	Activities	Outcomes/Comments
July		
August		
September		
October		
November		
December		

