

Agency Wellness Champions Meeting
Tuesday, May 31, 2011
2:30 pm-4:00 pm
Veteran Services Building

Members Present:

Kim Engwer-Moylan (MDH)
Sanda O'Bryant (ADM)
Linda Feltes (MMB)
Chris Barth (DOC)
Bob Eder-Zdechlik (MMB)

Amy Sanda (Mn/DOT)
Jenny O'Brien (DLI)
Sandy Stolt (PERA)
Anna Kerr (PCA)
Jarvis Keys (Mn/DOT)

Shannon Tupper (MMB)
Tricia Grimes (OHE)
Dawn Cvengros (MMB)
Janice Jones (MDH)

Welcome (Linda Feltes)

Wellness Champions Resource Packet and Job Description

The team broke into groups to edit the first draft of materials for new wellness champions. Input was shared with Linda for round 2, TBA. Thanks, all for your honest input.

Note: Attached at the end of these minutes is MN Department of Correction's Draft **Charter** for its Wellness Coordinators Committee. It's a thoughtful document which you may wish to use as a prototype for your agency.

Energy Break (Kim Engwer-Moylan)

Thanks, Kim.

Updates

As always, feel free to contact people directly to learn more about particular activities or for suggestions on how to reproduce them at your agency.

Bob: MMB POWER Committee continues to invite participation in the POWER Challenge, a year-long opportunity to set a monthly goal, share it, and earn a letter for every month you complete your accomplish your goal.

POWER is recruiting a new committee chair as Colleen rolled off as head. The HR director will invite MMB Sr. Leaders to appoint a committee chair, with the hope that that strategy will create commitment from that level.

Jarvis: The Walk at the Capitol enjoyed good turnout on a perfect day. 425 people registered and walked. 650 hot dogs were served. The vendors were happy to participate during a season where there aren't pressing questions about enrollment, just interest.

Mn/DOT saw the return of the sock award for most laps total. MMB won a sock award for the second year for greatest % participation in the large agency category (although it only has 310 employees—not a large agency, just an amazing turnout!). Bob EZ tied for third in most laps walked in one hour (9!). Justice won best costume.

Let's Get Fiscal won best team name, though we were partial to Sandy's team name, the PERAnoids.

Jarvis and Bob are exploring the opportunity to move the health fair into the National Guard Armory next year. There is interest in having a broad range of wellness vendors as well as the usual suspects, as the health fair in Landmark Center.

Chris: DOC Red Wing employees are encouraged to participate in the MN Law Enforcement Torch Run for Special Olympics. The Red Wing Warden is committed to community volunteerism and helping people perceive his staff in a positive light.



The Work Well DOC committee is working on improving communications around events, including stories of individual successes, to increase participation.

Janice: Each division is now represented on the reconstituted Work Well Golden Rule team. They are beginning by focusing on what's already there in terms of programs and facilities, which included an indoor farmers market in the skyway each Thu. **Kim** writes a monthly newsletter. Next month the wellness champions from MDH's 9 sites will meet with the MDH Communications office to talk together about maximizing their communications efforts.

Dawn: JourneyWell is offering a group coaching course on wellbeing, rolling it out first to state employees near the Capitol. DHS will host the first series in the Anderson Building. The course consists of a brown bag to introduce people to the course and give them an opportunity to preregister, and six weeks of classes, some activities to complete outside of class, and a resource book. More information to promote this offering will be forthcoming.

Tricia: OHE has a new Associate Director who is also an RN, so OHE looks forward to engaging her on their wellness committee, perhaps as its chair. The committee has hosted a healthy foods potluck and healthy food snack.

Tricia wanted to be sure to thank those that have worked on supplying healthy foods at the Capitol as she was happy to find healthy options when she needed them.

Amy: As part of its "Workplace of Choice" initiative, Mn/DOT surveyed all of its employees to discover if they want healthy choices in the vending machines, how much more they would be willing to pay for them, what they would like to see, etc. Over 88% of the 762 respondents were interested in healthy snack/beverage options. A group exploring healthy snacks will convene in June to move forward based on the encouraging results of this survey. (Mn/DOT's risk assessment process was detailed in a previous meeting. For more information or to use the learnings at your site, contact Jesse.pearson@state.mn.us, Amy or Linda.

Hiway has a fruit bowl in their break room and charges \$.25 per piece. Payment is on the honor system. The fruit is delivered each week. It seems to be working well. Great idea.

Mn/DOT continues to offer feng shu and other brown bags, boot camp, tai chi and yoga classes, as well as a fitness center open to all for a small membership fee.

Two people in HR have been assigned to contribute to the wellness on the web site.

Amy expressed the frustration with lack of middle manager and leader support that we all experience as times. **Tricia** concerned that the only reason OHE has a wellness committee is because leaders heard about it at a cabinet meeting and felt her agency had to have one.

Jenny: DLI expanded Fitting in Fitness, its 21-day walking program, so fall and to all activities. Next up is a poker walk. You receive a card per lap and the one with the best hand at the end wins.

Sandea has begun meeting with Admin's Safety & Wellness committee.

Linda: 10 completed the CPR training held before the meeting. Congratulations. Thanks Chris for offering this course and your expertise free of charge.

Several agencies are serving as CSA (farm share) delivery sites. They are running quite self-sufficiently.

MN Bike/Walk to Work week is Jun 4-12. Be a role model ;)

(I apologize if I missed some items. I really could use a minutes-taker! ~Linda)

Next Meeting

Tue June 28

1:30-3:00

Survival Budgeting

Minnesota Retirement Systems Building

Energy Break: Janice Jones

**MN Department of Corrections
Wellness Coordinators Committee Charter (DRAFT)**

Rev:(4/27/11)

Chair		Admin Sponsor
<i>MCF-Red Wing Safety Administrator</i>		

Mission Statement	<i>Support and encourage employees to engage in a healthy lifestyle.</i>
Goals & Objectives	<ul style="list-style-type: none"> Communication Orientation/training Coordination of efforts amongst facilities Engage administration
Membership	Chairperson and a minimum of one representative from each facility, Field Services and Central Office
Chairperson Duties	<ul style="list-style-type: none"> Call for and organizes agenda items submitted by committee members for meetings, include time for open discussion. Confirm locations, dates and times of upcoming meetings. Facilitate meeting, follow agenda and allow for exchange of opinions and ideas. Coordinate committee activities. Circulate meeting minutes. Represent DOC on Agency Wellness Champions' (AWC) committee. Shares pertinent AWC information to DOC Wellness Coordinators Committee.
Committee Member Duties	<ul style="list-style-type: none"> Attend quarterly meetings, or notify Chairperson in advance if cannot attend. Communicate pertinent committee initiatives with home facility wellness committee. Assist with committee initiatives.
Procedures/ Meeting Frequency/ Minutes	<ul style="list-style-type: none"> Committee will meet quarterly at Central Office. ITV will be available for teleconference capability. Meetings will be scheduled from 10:00 am-12:00 pm unless a change is needed to accommodate schedules of committee members. Meeting dates will be determined independently for each meeting based on availability of ITV and committee members. Meetings will include a follow-up on open items from previous meeting and open floor time to address new items. Meeting minutes will be distributed utilizing the DOC Wellness ishare site.