

Next Meeting: Tuesday, January 24, 3:00 – 4:30 p.m., Wilcox Hospital Cafeteria

**Get Fit Kauai**

Nutrition and Physical Activity Coalition of Kauai County (NPAC-Kauai)

**Worksite Wellness Task Force Meeting Minutes**

Wilcox Hospital Cafeteria , Wednesday, Nov. 16, 2011, 2:30-4:00 p.m.

Total attendance: 6

Task Force Member	Agency	Attended	Excused	Absent
Andrea Lincoln	Lihue Business Association rep	x		
Bev Brody	NPAC-GFK Coordinator	x		
Cheryl Ann Farrell	Hearts for Kauai		x	
Gloria Estrella	Mahelona Hospital		x	
Rose Murtagh	Wilcox Hosp. /movin' on 2 wellness LLC	x		
Joy Osterhaut	Health & Education Comm. Consultants	x via phone		
Susan Oshiro-Taogoshi	American Cancer Society	x		
Naomi Sugihara	GFK Administrative Assistant	x		

Minutes

<i>Topic/Discussion</i>
<p>1. <u>Call to order</u> The meeting was called to order at 2:45 p.m. by Chair Rose Murtaugh.</p>
<p>2. <u>Approval of minutes – 9/28/2011</u> Moved by Andrea, seconded by Susan, minutes approved.</p>
<p>3. <u>2011 Road to Wellness Challenge</u></p> <p>a. <u>Review of Worksite Wellness Work Plan</u></p> <ul style="list-style-type: none"> <li>• Discussion of where are we at and where do we want to be, and what we need to change for the Task Force (TF). According to the work plan originally developed, the Task Force is behind schedule, the toolkit was supposed to be done in Sept. and should have been developing the protocol. The work plan needs to be modified; still need to do toolkit and training.</li> <li>• Discussion on whether the TF should continue, membership, and work schedules. A paid position would be ideal but it was clear from the beginning that there is no paid staff for WSW. Members discussed the role and functions of the TF. Bev gave a brief history of how the WSW started. One person convinced Bev to get the TF started, she clarified that there were no resources to provide to the TF, GFK was already addressing other priorities and it would have to be run with volunteers. That person wanted to do WSW since it was in line with their organization’s goals. Both the Chair and Vice-Chairs left their positions within their agencies, Rose stepped up to lead the TF. Members are getting increasingly busy with their jobs.</li> <li>• There is a position with the DOH that is open; worksite wellness would be a part of the job. Should recruit someone from the DOH to be a TF member.</li> <li>• Question raised as to what is the direction of this TF, do we want to continue it right now. Discussion followed on how some larger companies have their own Wellness Programs, the intent would benefit those businesses that don’t have it already to participate in worksite wellness. Members talked about the accomplishments of last year’s challenge, which made positive results. It would be interesting to see if those businesses are continuing their effort. Enforcement of policy is an issue. Need to make sure of the buy-in to make sure change continues.</li> <li>• Discussion on recruitment of new members and identifying a list of people to be recruited, possibly adding 4 more members. Invite them to the January meeting. Need to check with current members about their interest to continue. Question came up if there is a WSW fact sheet, there is one that Rose developed, which is in pdf format. It needs to be updated and can be emailed to new members for their information. If there are others interested in joining the TF, try to recruit them.</li> </ul>

Action Items/Decisions/Follow-up/Deadline

- Rose to contact Gloria to confirm her participation.
- For new recruitment before January meeting:
  - American Savings Bank – Susan will contact.
  - Dept. of Health representative – Bev will ask Cash Lopez and Krizstina Gonsalves, who is in charge of developing their Breastfeeding Policy; Andrea to also talk to Lucinda Ishibashi, who was the challenge liaison.
  - DOE and KCC – Rose will contact Cheryl to recommend someone from the KCC Wellness Committee; Bev will check on a DOE representative.
  - County – Bev will talk to Max Klutke from the Employee Council and contact Mayor’s Office.
- After confirming new members before the January meeting, notify Rose, she will follow up with a welcome and notify them of the next meeting.
- Bev and Rose to check on fact sheet for WSW and Rose will email it to everyone to review and update. Will be able to share with new members.

b. 2012 On The Road to Wellness Challenge feasibility

- c. Members present agreed that the TF is still feasible and should continue with the hope of recruiting more members. Discussion on what would be a feasible timeline of what the TF can accomplish during the next year. If the plan is extended, could incorporate the Mayor-a-thon, which is held in June.
- d. Bev mentioned that there is \$4,500 that we need to spend by June, 2012. Budget includes monies for: \$600 - incentives/local items, \$1,000 - media, \$800 - supplies, \$600 for toolkit, funds for a venue. Also, there is \$1,000 for Mayor-a-thon media, which would include WSW in the ads. Recommend buying items and spending funds by March to allow for time before June.
- There are sections for the toolkit that have been worked on and people can keep working on it; could add links to top 2 or 3 resources for each area with a description for each section. Can include the national and Hawaii health-related statistics, and return on investment.
  - Should still look at the train the trainer method; Bev also recommended that there still needs to be someone or a “coach” to help them at least once through the toolkit to set goals on what they want to change, and possibly check in as appropriate. Could offer other suggestions.
  - The Task Force could still get monthly reports and do follow-up calls.
  - Bev informed the members that she and Jodi Drisko presented at the APHA (American Public Health Association) conference on the Mayor’s walking work bus with a group of about 250 people.

Action Items/Decisions/Follow-up/Deadline

January meeting – will revise work plan and divide tasks as necessary. If we don’t have other members, will reevaluate and redefine workplan.

c. 2012 Worksite Wellness Taskforce planning

- Set meeting days for TF; agreed on 4th Tuesday of each month, 3:00 – 4:30 p.m. at Wilcox Hospital cafeteria. Can reevaluate if necessary.
- First award to Sheraton awarded January 21, 2011; need to get it back.

Action Items/Decisions/Follow-up/Deadline

January 2012 – need to get back award.

4. GFK Sustainability Plan discussion

Bev explained that GFK has to develop a 5-year Sustainability Plan; asked the Task Force to think about that and what areas they would like to consider for sustainability, including membership, budget, paid position, etc. HHI grant will eventually come to an end, funds possibly to 2014. Steering committee will come up with a plan. and task forces will also be asked to come up with a plan and budget for sustainability. Task Forces will be able to review the initial draft plan, to be available in January.

5. Other taskforce updates

<ul style="list-style-type: none"><li>• Bev announced that Naomi has worked on a GFK newsletter, which highlights TF updates. Also encouraged members to look at the website for more information.</li><li>• Naomi added that past approved meeting minutes are also posted at the task force pages for 2011. Newly recruited Task Force members can also be referred to look at the website for more information about Get Fit Kauai and the WSW Task Force.</li><li>• WSW Challenge report is also at the website. Fact sheet can be added in the future.</li></ul>
6. <u>Announcements</u> <ul style="list-style-type: none"><li>• Bev and Naomi on vacation from week of Nov. 21 through the beginning of December.</li><li>• Bev mentioned that she is trying to get a motivational breakfast speaker from the Zig Ziglar training group to Kauai at end of January to talk to coalition members. There is one coming to Oahu in January; and she is thinking about piggy-backing on that trip with the costs to bring that person to Kauai.</li></ul>
7. <u>Date, time and place of next meeting</u> Next Meeting: Tuesday, January 24, 3:00 – 4:30 p.m., Wilcox Hospital Cafeteria.
8. <u>Adjourned</u> The meeting was adjourned at 4:03 p.m.

Recorded by: Naomi Sugihara, 11/16/2011