

**Consortium for a Healthier Miami-Dade**  
**Worksite Wellness Committee**  
**Thursday, June 2, 2011**

TOPIC	DISCUSSION	ACTION NEEDED
Members Present	<ol style="list-style-type: none"> <li>1. Karen Weller, Office of Community Health and Planning, MDCHD, Executive Board Chair</li> <li>2. Gabrielle Solomon, Health Foundation of South Florida, Interim Chair</li> <li>3. Kary Suarez, Office of Community Health &amp; Planning, MDCHD, Liaison</li> <li>4. Kerri-Anne Parkes, Office of Community Health &amp; Planning, MDCHD</li> <li>5. Laura Denoux, American Heart Association</li> <li>6. Dr. Kent Cheseseboro, Miami-Dade Community Action Agency</li> <li>7. Kerri-Ann Forbes, Community Health of South Florida</li> <li>8. Toni Vasconcelos, CBS 4 TV</li> <li>9. Blanca Ceballos, United Home Care</li> <li>10. Linda Sullivan, HERO</li> <li>11. Joanna Kentolall, Office of Community Health &amp; Planning, MDCHD</li> <li>12. Aleida Saenz, Hero</li> <li>13. Monica Hoo, Miami-Dade County</li> <li>14. Joan Sampieri, Hero</li> <li>15. Regina Wilson, Department of Children and Families</li> <li>16. Hugo Hupaya, US Department of Health and Human Services</li> <li>17. Dennys Gonzalez, Miami-Dade County</li> <li>18. James Cassidy, IIN</li> </ol>	
Welcome and Introductions	<ul style="list-style-type: none"> <li>• The meeting was brought to order by Gabrielle Solomon at 9:30 AM. Gabrielle informed the group that Tori Gabriel has resigned as committee chairperson.</li> </ul>	~Gabrielle Solomon will sit as interim chair until the new chair is selected.
Approval of Minutes	<ul style="list-style-type: none"> <li>• The May minutes were reviewed by the committee.</li> <li>• Kerri-Anne Parkes made a motion to approve the minutes. Kary Suarez seconded the motion.</li> </ul>	
Work Plan	<ul style="list-style-type: none"> <li>• Kerri-Anne Parkes presented a simplified version of the strategies and actions at the committee-level to familiarize the group with some of the key action items. Members were asked to volunteer to assist with selected strategies/actions.</li> </ul>	<u>~Strategy 1.2.5 Action 1~</u> --Members will be given the opportunity to volunteer/assist upon the commencement of the planning phase (TBD).

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		<p>~Strategy 1.2.5 Action 2~          --Hero          --United Home Care          ~Strategy 1.3.2 Action 1~          -- Members will be given the opportunity to volunteer/assist via the Consortium’s website          --A process of submission of resources will be developed (i.e. submission form/deadline to be sent to the liaison)          ~Strategy 3.1.2~          --Miami-Dade County          ~Strategy 4.1.3~          --CHI          --American Heart Association</p>
CPPW Monthly Updates	<ul style="list-style-type: none"> <li>• Karen Weller provided the monthly CPPW update in a handout format for committee review. She also gave a general Consortium overview for new attendees.</li> </ul>	
MDCHD WW Team/Updates	<ul style="list-style-type: none"> <li>• Kerri-Anne Parkes provided details pertaining to the Worksite Wellness Team’s Past, Current, and Future initiatives with DCF, MDC, MDCPS, and MDCHD.</li> <li>• Kerri-Anne Parkes and Kary Suarez provided updates pertaining to the Worksite Wellness Team’s presentation at the Marketing &amp; Membership’s Committee meeting held Wednesday, June 1, 2011. The PowerPoint presentation was reviewed and was recognized as a useful tool that may be utilized as “talking-points”.</li> </ul>	<p>~Kary Suarez will make the PowerPoint available to the members via the consortium website.</p>
Upcoming Forum	<ul style="list-style-type: none"> <li>• The upcoming forum will be June 30<sup>th</sup> from 2pm-4pm at the Miami-Dade County Health Department, Kodak Center with Laura Denoux, American Heart Association, as the guest speaker. The topic of the Forum will be “Fitting Fitness into the Workplace”. Kerri-Anne and Kary have coordinated details with Laura and the planning phase is</li> </ul>	<p>~Develop/Distribute Flyer (Complete)          ~Mass Marketing (Complete)          ~Develop/ Put Together Presentation Materials to be</p>

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	<p>in progress. A meeting for next week is scheduled to carry on the planning stage.</p>	<p>made available on CD's to attendees</p>
<p>Committee Description Template</p>	<ul style="list-style-type: none"> <li>• Kary Suarez provided attendees with a worksite wellness committee description sample. Members provided feedback.</li> </ul>	<p>~Kary Suarez will include the feedback provided to share the updated worksite wellness committee description to the members.</p> <p>~Worksite Wellness Committee Fact Sheet needs to be updated.</p>
<p>Adoption of a Health Awareness Calendar</p>	<ul style="list-style-type: none"> <li>• Gabrielle Solomon explained that one of the committee members, Hugo Hupaya, had recently suggested that the committee adopt monthly health observances related to employee wellness and sent out samples from wellness sources. The idea has been brought to the Executive Board with leadership from their chair/co-chair, to centralize the calendar.</li> <li>•</li> </ul>	<p>- Gabrielle will report out at the next committee meeting</p>
<p>Worksite Wellness Mini Grants</p>	<ul style="list-style-type: none"> <li>• Karen Weller announced the Worksite Wellness Mini Grants to the attendees. The release of the application is expected to be released by the end of June that will provide all the necessary details to interested members. Grants are estimated to range in size from \$10,000 to \$35,000</li> </ul>	
<p>Announcements</p>	<ul style="list-style-type: none"> <li>• Dennys Gonzalez proposed that there be an enhancement in the process of keeping members connected and the concept of utilizing Link-IN be an essential tool. All attendees expressed the same concern.</li> <li>• The committee is seeking for interested members to apply to be the Worksite Wellness's Chair.</li> <li>• Monica Hoo, Miami-Dade County, announced that there will be an all day employee discount fair on June 29 at the Steven P. Clark</li> </ul>	<p>~Gabrielle, Kary, Kerri-Anne, &amp; Karen will work together to see how LinkedIn may be made possible.</p> <p>~Kary Suarez will provide a spreadsheet of all e-mails of WW members to be invited to Link-IN if permissible</p>

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	<p>Government Center's lobby.</p> <ul style="list-style-type: none"> <li>• Toni Vasconcelos suggested the group look at the Grand Rapids You Tube Video for local inspiration</li> <li>• Gabrielle and Karen discussed the opportunity for a community member to assume a leadership role within the committee. They discussed the roles/responsibilities this would entail.</li> </ul>	<p>~Kerri-Anne will coordinate with Monica to try to make it possibly that all consortium members are notified.</p> <ul style="list-style-type: none"> <li>- Gabrielle/Karen will reach out to committee members that expressed interest.</li> </ul>
Next Meeting	<ul style="list-style-type: none"> <li>• July 7th at 9:30 AM at the Beacon Center.</li> </ul>	
Adjournment	<ul style="list-style-type: none"> <li>• Gabrielle Solomon adjourned the meeting at 11:17 AM.</li> </ul>	