Members Present

1. **Chair:** Nathan Burandt- Benefits and Wellness Program Manager at Florida International University
2. **Co-Chair:** Caroline Sauve- Coventry-Miami-Dade Public Schools
3. Islamiyat Nancy Adebisi- Florida Department of Health in Miami-Dade County
4. Maria Negahbani- Florida Department of Health in Miami-Dade County
5. Valerie Turner- Florida Department of Health in Miami-Dade County
6. Nikki Chuck- Florida Department of Health in Miami-Dade County
7. Krystal Gopaul- University of Florida
8. Lynn Remon- My 4 Rules
9. Brady Bennett- Health Council of South Florida
11. Ja’mese Booth- Miami-Dade Parks, Recreation & Open Spaces
12. Suzette Fernandez- Jackson Health System
13. Desiree Adderley- Miami-Dade County
14. Tala Teymour- Jackson Health Systems

*On the telephone:*
15. Travis Rogean- Fitnessmith
16. Becky Luttbeg- Marsh & McLennan
17. Giuneur Mo- Epilepsy Foundation
18. Beatrice Hartman- Consolidated Credit
## Welcome and Introductions

Meeting was called to order by Nathan Burandt, Worksite Wellness Committee Chair, at 12:31 p.m. Committee members and guests introduced themselves.

## Minutes

Minutes for the June 1, 2017 committee meeting was reviewed. Nathan Burandt moved to approve the minutes. Brady Bennett seconded that motion. The motion is approved.

## Previous Action Items

- **South Florida Business Journal**
  - Pending Consortium’s approval to receive funding to purchase the Journal’s electronic format.
  - The Journal will provide a list of businesses in the Miami-Dade County with or without a wellness program. Purpose is to assist the committee develop a plan to reach out to these worksites.

- **2018 Florida Worksite Wellness Awards**
  - The event will take place on May 4th, 2018.
  - Venue will be at the InterContinental at Doral Miami located at 2505 Northwest 87th Avenue Doral, Florida.
  - Becky Luttbeg from Marsh & McLennan volunteered to draft a sponsorship testimonial letter to disseminate to potential sponsors by the end of July, 2017.
  - The committee will start reaching out to the same sponsors and exhibitors that attended the 2017’s event and invite them to participate for the 2018 event.
  - The committee will use the South Florida Business Journal and send out the sponsorship letter to listed businesses.
  - Committee members were encouraged to notify their contacts and invite them to become sponsors or exhibitors.

  - **Consortium to approve request to purchase the South Florida Business Journal.**
  - **Becky Luttbeg will draft a sponsorship testimonial to help quantify the benefits for becoming a sponsor.**
  - **Committee will start to distribute the sponsorship letter to potential sponsors by end of July.**
  - **Worksite Wellness Toolkit Subcommittee members will provide their feedback during the August 3, 2017 monthly meeting.**
Consortium for a Healthier Miami-Dade  
Worksite Wellness Committee  
Meeting Minutes  
Thursday, July 6, 2017  
12:30 a.m. to 2:30 p.m.

| Executive Board Update | Worksite Wellness Toolkit Updates  
|------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| o Caroline Sauve reported the following: | - The worksite wellness toolkit sub-committee members continue to work on updating the toolkit and will provide their feedback at the August 3, 2017 monthly meeting.  
- University of Florida’s Family Nutrition Program is working on developing a worksite wellness tool kit for low income worksites and showed an interest in sharing their work with the Committee. | - Krystal Gopaul from University of Florida will send DOH staff the tool kit they are developing to share with the Tool Kit Subcommittee members.  
| | • Executive Board discussed ways to increase membership and level of member engagement.  
• Starting in June, 2017 the committee liaisons have started to email the Chairs and Co-Chairs a list of new members to receive a welcome email notification.  
• Some Board members requested extending the completion date of their Work Plans to December 1, 2018 to have more time to complete them and develop new plans.  
• Elder’s Issues Committee presented on aging stereotypes in Miami-Dade County and steps the Mayor’s Initiative on Aging is taking to provide a healthier and safer community for the elderly. |
## Work Plan Review

- **Performance Measures in Need of Improvement**
  - **Marketing**
    - The message of the WW Committee needs to be cohesive with all other Consortium’s Committees.
    - The Marketing & Membership Committee is designing a Consortium booklet that will include a detailed description on each of the 7 Consortium Committees which will be posted at the Healthymiamidade.org website.
    - The Marketing & Membership Committee can assist with providing feedback on any promotional materials that the Worksite Wellness Committee develops to post in social media websites.
    - Members of the Worksite Wellness Committee were encouraged to attend the Marketing & Membership Committee’s monthly meetings.
    - Active members can help market the committee by registering at the Consortium Website’s Speakers’ Bureau and offer free presentations to the community.
    - Nathan Burandt suggested developing a YouTube Video to help market the committee.
  - **Worksite Wellness Tool Kit**
    - The sub-committee members will discuss their feedback at the August 3rd, 2017 monthly meeting.

- **Recognition of Improved Performance**
  - **Worksite Wellness Committee Survey**

- The Worksite Wellness Committee Chair will develop a 150 words description about the committee and forward to the Marketing & Membership Committee. Deadline to submit is last week of July 2017.

- Nathan Burandt will reach out to the College of Business at Florida International University to help develop a Worksite Wellness Committee promotional YouTube video.

- Suzette Fernandez will reach out to the Marketing Department at Florida International University to determine if one of their students can assist the committee develop a marketing video to post in YouTube.

- Committee will discuss the marketing messages and the frequency of sending out those messages in the Consortium’s
- Based on the result of the recent feedback survey the committee’s time was changed.
- Will continue to send out online feedback surveys to all members on an annual basis. Next Survey will be in March 2018.

  - 2017 Florida Worksite Wellness Award
    - Nathan Burandt reported that he received positive feedback about the key note speaker and the topic she presented (compassionate care at worksites).
    - Several event attendees approached the key note speaker asking about ways to implement the compassionate care at their worksites.

website at the August’s monthly meeting.
- Nathan Burandt will develop an article by July 24, 2017 to post in the Consortium’s Monthly Newsletter.

Topics Selected by Chair

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<th>o September Forum</th>
<th>o Florida Worksite Wellness Awards Subcommittee</th>
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<td>• Panel speakers confirmed to present on using wellness dollars effectively.</td>
<td>• New members signed up to join the subcommittee.</td>
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<td>• The marketing flyer will be posted in the Consortium’s website and social media.</td>
<td>• Next teleconference call will be on July 24th, 2017 from 9:00 a.m. to 10:00 a.m.</td>
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<td>• The next Worksite Wellness Forum will be on September 7th, 2017 from 10:00 a.m. to 12:00 p.m. at the United Way of Miami-Dade.</td>
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Marketing flyer to be completed and posted in the Consortium’s website by the end of July 2017.
- Desiree Adderley will provide Miami Dade County’s business vendors list that attend their events.
### Partner Updates

- Beatrice Hartman from Consolidated Credit reported that they won the National Association of Federally-Insured Credit Unions (NAFCU) award.
- Giuneur Mosi from the Epilepsy Foundation reported that they provide education to the community on a shorter enrollment period in the marketplace.
- Nancy Adebisi reported that Safari Limited LLC won the Tobacco-Free Florida’s gold level winner for being a tobacco free employer.
- Valerie Turner reported that the Florida Department of Health will host the Local Public Health System Assessment (LPHSA) Community Meeting on August 24 from 8:00 a.m. to 4:00 p.m. and August 25, 2017 from 8:00 a.m. to 1:00 p.m. at the United Way Center for Excellence @ 3250 SW 3rd Ave, Miami, FL 33129.

### Next Meeting

The next Worksite Wellness Committee meeting will be on Thursday, August 3rd, 2017 from 12:30 pm - 2:30 pm at the Florida Department of Health in Miami Dade Beacon Center located at 8323 N.W. 12 Street, Suite 212, Miami FL 33126.

### Adjournment

Committee Chair, Nathan Burandt, adjourned the meeting at 1:49 pm.