**TOPIC** | **DISCUSSION** | **ACTION NEEDED**
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Members Present | 1. **Chair**: Nathan Burandt - Benefits and Wellness Program Manager at Florida International University  
2. Amber Graham - Miami-Dade County Public Schools  
4. Nikki Chuck - Florida Department of Health in Miami-Dade County  
5. Islamiyat Nancy Adebisi - Florida Department of Health in Miami-Dade County  
6. Natouchka Murray - Florida Department of Health in Miami-Dade County |  
Welcome and Introductions | The meeting was called to order by Nathan Burandt, Worksite Wellness Committee Chair, at 12:40 p.m. Committee members and guests introduced themselves. |  
Minutes | Minutes for the February 1st, 2018 committee meeting were reviewed. A correction was made to Amber Graham’s organization by adding “public schools”. Nathan Burandt moved to approve the minutes. Mara Barrios-Malabad seconded that motion. |  
Previous Action Items | • Nathan Burandt shared information about the Check. Change. Control. Program offered through the American Heart Association. The program empowers participants to learn about, monitor and manage blood pressure through a combination of resources.  
• Nikki Chuck provided updates on the 2018 Tobacco- Free Workplace Summit. A total of 26 different organizations were | Nathan Burandt will provide contact information for the lead contact (Liza Guzman) for the Check. Change. Control. Program.  

represented at the summit and a total of 40 attendees. Overall there was great feedback in regards to the content and everyone felt it was very informative.

- Natouchka Murray provided a brief update in regards to the outreach & follow up email scripts.
  - Scripts are currently being reviewed by Department leads for approval.
  - Once scripts are approved the committee will begin reaching out to small businesses with 500 or less employees.

### Work Plan Review

- Executive Board Update
  - Executive Board members continue to work on the sustainability work plan along with improving funding opportunities.

- Performance Measures in Need of Improvement
  - Communication Plan (Goal 2, Activity 5)
    - Committee members will develop a communication plan to be presented to the Marketing and Membership Committee to discuss opportunities for gaining maximum efficiency in implementing the communication plan.

- Recognition of Improved Performance
  - Strengthening Partnership Membership (Goal 1, Activity 3)
    - The Worksite Wellness Committee sent out a meeting invitation that encouraged members to come out and network at their last committee meeting that took place on February 1st, 2018.

Natouchka Murray will begin posting Worksite Wellness Committee meetings and community wellness events on social media.
### Partner Updates

The Mercedes Benz Corporate Run will be held on Thursday, April 26th, 2018. Members were encouraged to register their organizations to participate in the event because it provided a great opportunity for team training and building along with promoting overall wellness programs and initiatives. It was also noted that FootWorks Miami also has a program that helps interested participants train for marathons for a fee.

### Next Meeting

The next Worksite Wellness Committee meeting will be on Thursday, April 5, 2018 from 12:30 pm-1:30 pm along with the next toolkit subcommittee meeting taking place right after the Worksite Wellness Committee meeting from 1:30 pm- 2:30 pm at the Florida Department of Health in Miami-Dade Beacon Center located at 8323 N.W. 12th Street, Suite 212, Miami, FL, 33126.

### Adjournment

Committee Chair, Nathan Burandt, adjourned the meeting at 1:34pm to begin the toolkit subcommittee meeting where members took time to make edits to the worksite wellness toolkit. The toolkit subcommittee meeting adjourned at 2:30pm.