WorkLife Programs Ambassador Meeting Minutes
September 6, 2012

Attendees: Amanda Schoolcraft, Amy Ross, Angela Pickett, Anne Washburn, Annette Eicholz, Beth Scharf, Beth Timmons, Brandee Sommer, Candy Byers, Donna Steele, Glen Shockey, Jean Jackson, Jennifer Groh, Jennifer Redden, Joma Roe, Judy Ware, Kimery Mullen, Kristy Smith, Laura Wright, Martha Williams, Marti Van Court, Melinda Schultz, Mindy Anderson, Pam Mow, Roslynn Bol, Sally Harmon, Sue Lakin, Tammy Siemers, Toyinda Wilson-Long

Staff Attendees: Amber Simons, Branna Smith, Cheryl Laszynski, Julie Huetteman, Linda Monahan, & Sara Primeau

Absent: Anita Brieda, LaTasha Swanson, Mary Ann Prah, Michelle Whipple, Mitch Springer, Raji Sundararajan, & Shannen Jordan

Welcome & Introductions
Amber Simons welcomed the new group of WorkLife Programs Ambassadors. She shared her gratitude to all who are volunteering their time, and expressed her excitement for the upcoming year! The following ambassador updates were shared:

- Sally Harmon shared that a faculty member in her area of representation has started a lunchtime walking program.
- Brandee Sommer shared that Amber came out and presented the Energize & Focus workshop and it was well received by attendees.
- Judy Ware shared that the English Department was participating in the Hunger Walk.
- Kimery Mullen shared that she hosted a cooking healthy class in the new Marriott Hall for her department colleagues.
- Mindy Anderson shared that the Vet School is hosting the Dog Jog 5K.
- Beth Timmons shared that the Feast of Hunters Moon is coming up soon and volunteers are always needed to help with set-up (which ends up being a great workout).

Volunteer Opportunities & Health Awareness Campaign Project
A volunteer sign-up sheet was passed around to enlist help with some of WorkLife Programs upcoming events. There are still some openings if you have not yet signed up to volunteer this semester. An email of these offerings was sent out after the meeting. Please contact Amber if you are interested in helping out.

Amber explained the concept of the health awareness campaign project which is as follows: WorkLife Programs is continuing the "Health Awareness Campaign" for faculty and staff. With this effort, WorkLife is placing materials in each building on campus containing priority health messages throughout the year. WorkLife Programs purchased an 18" x 24" brushed aluminum quick change frame for each building on campus. This frame has a clear laminate protection and the mounting materials are included. WorkLife Programs has purchased posters for each of these frames and will be rotating the information two times per year. The health topics that have already been completed are depression, flu shots, stress, nutrition, exercise, worklife balance, weight, CIGNA services, living well, and tobacco cessation. The poster for October will be on health care consumerism. Amber assigned each ambassador a few buildings to be response for. WorkLife Programs Staff and the ambassadors will be responsible for changing out the posters. More details to follow.

Inside Purdue Group Photo
A photo was taken for an upcoming issue of Purdue Today and the ambassador website. An article will accompany the photo to introduce this year’s ambassadors.

WorkLife Programs Overview (complimentary documents will be sent to those not present via campus mail)
Amber passed out the new WorkLife Programs brochure and gave a brief overview about the three components of WorkLife Programs – the Employee Assistance Program, worklife balance, and wellness. She highlighted
how the three entities work together to impact the health and well-being of the Purdue community. If you have any specific questions about the programming, please call 494-5461 or visit our website at www.purdue.edu/worklife.

Sara Primeau passed out the *For Your Support* postcard and discussed the services that the Employee Assistance Program provides. Cheryl Laszynski passed out the *EAP Supervisor/Manager Training* flier and discussed that initiative.

Cheryl passed out the *For Your Life* postcard and discussed family friendly services and flexible work arrangements. Branna Smith discussed eldercare services and financial resources available.

Julie Huetteman passed out the *For Your Health* postcard and provided an overview of wellness services. She also handed out and discussed the Chronic Disease & Disease Prevention flier that has been created to market some of our services through physician offices. Amber passed out and discussed the *Faculty/Staff Flu Shot* flier and Linda Monahan shared the *One-On-One Nutrition Counseling* form that the registered dieticians use for their services. Julie also shared a brief overview of the plans for the Center for Health Living (aka onsite medical clinic).

Amber reviewed the new WorkLife Programs website design and demonstrated how the online registration works. Specifically she highlighted information on how to register for classes, screenings, flu shots, and how the Resource Center works. To check it out, please visit https://www2.itap.purdue.edu/bs/Worklife/index.cfm?site=login.

**Outreach Teams**
Amber explained that the purpose of the 2012-2013 Outreach Teams is to continue expanding opportunities for WorkLife Programs staff to work more closely with the ambassadors to learn about their area of representation, identify opportunities for improvement in work and life, brainstorm options, select the best fit, and take action. Each staff member will meet/work with their designated ambassadors to achieve this year’s goals. A handout explaining the entire program and the teams was distributed. A WorkLife Programs staff member will be reaching out to all outreach teams within the next couple of months.

**Partnership with CSSAC & APSAC**
Cheryl shared that she has been meeting with the leadership of CSSAC and APSAC to partner on all parties efforts. A representative from one of these groups may be reaching out to ambassadors so efforts can be combined to support the areas of representation. More details to follow.

**HIPAA Compliance at Purdue University**
The HIPAA Privacy Compliance Office has determined that as of August 9, 2004, Purdue University’s WorkLife Programs are covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This act protects the confidentiality and security of personally identifiable health information. The act requires that employees or volunteers working in covered areas be trained in the requirements of HIPAA.

As an ambassador, you have been identified as a key partner with WorkLife Programs in assisting our mission. As a result, you may have access to sensitive information including protected health information. To protect our participants, and in order for you to fulfill your responsibilities, it is required that you complete our HIPAA training. Information on how to complete this training is provided below and needs to be completed no later than September 21st.

**Action Items**
- Visit http://www.purdue.edu/hipaa/primary_menu/stafftraining/index.shtml and review the following:
  - HIPAA Training Presentation (pdf)
  - HIPAA Communications Guidelines
Mindy Paulet, WorkLife Manager, will serve as the liaison for all WorkLife Programs areas. If at any time you have questions or feel you may have made an inadvertent disclosure, please contact her as soon as possible at 494-8522 or paulet@purdue.edu.

**WorkLife Programs Ambassador Overview**
Amber discussed with the group the concept of “areas of representation”. She passed out a document that highlights all the departments that fall within each “area” and suggestions from the past ambassador in their position on how they communicated with the area. If you are unclear who all lands in your “area” and/or how best to interact with the group, please feel free to schedule some one on one time with Amber or your outreach team liaison to develop a game plan.

Amber passed out and reviewed the WorkLife Programs Ambassador toolkit. On online version can also be located at [http://www.purdue.edu/hr/WorkLife/Wellness_Ambassadors/wellnessToolkit.html](http://www.purdue.edu/hr/WorkLife/Wellness_Ambassadors/wellnessToolkit.html). Please take time to review the entire toolkit. If you have any questions, please let Amber know.

**Closing**
Amber closed the meeting by thanking everyone again for volunteering their time.

**Core Group Meeting Schedule**

Meeting dates and times have been pre-scheduled. Please secure them on your calendar.

- **Core Group Meeting Schedule**
  - December 6, 2:30 – 4:30 p.m., STEW 311
  - February 20, 2:30 – 4:30 p.m., STEW 311
  - May 30, 2:30 – 4:30 p.m., STEW 311