



## Entry Form 2017 Annual Awards for Program Excellence

**Entry Deadline: Thursday, June 15, 2017, Midnight ET**

Each entry must include a completed entry form. Please complete a form for each entry your HFA is submitting. The completed entry form will become the first page of your entry.

This form is a fillable PDF. Type your information into the entry form and save it as a PDF. Please do not write on or scan the entry form. **Questions: Call 202-624-7710 or email [awards@ncsha.org](mailto:awards@ncsha.org).**

**Entry Title:** Enter your entry's title exactly as you wish it to be published on the NCSHA website and in the awards program.

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**Category:**

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**Subcategory:**

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**Entry Summary:** A 15-word (max) summary of the program, project, or practice you are entering.

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### Visual Aids:

Are you mailing to NCSHA 10 copies of any visual aids that cannot be included in your entry PDF?      Yes      No

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## How CalHFA Brought Wellness to its Work Environment

### Overview

California Governor Pete Wilson signed [Executive Order W-119-95](#) on April 4, 1995. The Order recognizes that the physical and mental well-being of the California State workforce can be improved through worksite health promotion focusing on exercise, nutrition and stress management, among others. It acknowledges that a healthier workforce can result in higher-quality work, improved morale and productivity, reduced absenteeism and lower healthcare and workers' compensation costs. It further directs that each State department dedicate resources to coordinate a wellness program.

Participation in CalHFA's only agency-wide physical activity, the Critical Mass Bike Ride, had dwindled to two riders in 2016. Some staff were on their own path to wellness, but had no way to find co-workers also on the path for support. CalHFA had a Wellness Coordinator, but no program to speak of. Since 2010, CalHFA employees had requested an increasing number of ergonomic evaluations, costing the agency tens of thousands of dollars in equipment and staff time attending to ergonomic issues. At the same time, recent policy changes had reduced the number of staff events, resulting in some disappointment by staff. So, CalHFA leadership decided to lend support to the former Governor's mandate to establish good health for CalHFA employees, as well as improve morale.

In 2016, the CalHFA Wellness Program was created to improve physical and mental well-being of staff through ergonomic tools for their workstations, education on wellness resources and issues, and staff events encouraging physical activity and co-operation. Our Business Services division spearheaded the research for and installation of electric, adjustable sit-stand workstations for all staff ([attachment 1](#)). A cross-discipline Wellness Committee was also created to generate a Wellness Program Committee Charter ([attachment 2](#)), an internal wellness newsletter ([attachment 3](#)), online resource library ([attachment 4](#)) and wellness-centered classes, events and activities ([attachment 5](#)).

### Objectives

One of CalHFA's four Strategic Business Plan goals for the 2016-2017 fiscal year has been to continue to improve operational efficiencies. Specifically, implementing improved strategies to retain staff is a key action item for this goal. CalHFA leadership and staff thought about what we could do to achieve this and recognized that adjustable-height desks would help staff feel appreciated and comfortable, as well as reduce the number of ergonomic evaluations. In the process, we also realized that a staff-led Wellness Committee would keep these benefits ongoing with innovative events and wellness information resources to promote a work environment that decreases the risk of illness and disease, encourages healthy lifestyle choices, enhances employee effectiveness and increases morale.

### Implementation

#### Adjustable-height Workcenters

The American Medical Association reports that being seated for a large portion of your day can have a negative impact on physical health (source: [wire.ama-assn.org](http://wire.ama-assn.org)). Sitting for extended periods of time can slow metabolism, which can lead to weight gain and having less energy throughout the day.

Similarly, the Mayo Clinic released a study suggesting that the potential health hazards of prolonged sitting are similar, if not worse, than those attributed to smoking a pack of cigarettes every day (source: [www.mayoclinic.org](http://www.mayoclinic.org)). If sitting really is the new smoking, switching to a height adjustable standing desk is a simple and effective way to combat the negative effects of too much sitting.

Electric sit-stand workstations are state-of-the-art ergonomic tools that work with any staff member, regardless of body size or activity level. When our ergonomic specialist saw them being installed, she was impressed at the quality and how well they would suit our current and future ergonomic needs. She knew she wouldn't be getting many calls in the future.

The electric sit-stand desks cost \$812.60 each. This is comparable to the cost of quality desk chairs, which can cost \$800-\$900 each, or about three visits from an ergonomic specialist. Previously, our ergonomic-issue expenses were \$9,922.56 in staff time, plus \$1,516.92 in ergonomic consultant time for a total of \$11,439.48 combined, per year. Since the installation of the desks, we have had zero requests for ergonomic review.

Yet, the dollar value doesn't account for the benefit of happy employees enjoying where they work. Our Human Resources department has found that employees stick around not for money, but because of relationships and a feeling of well-being at work. CalHFA purchased the sit-stand desks because the leadership saw the health benefits, cost savings and the need to do something positive to make CalHFA a better place to work.

### Wellness Committee

The CalHFA Wellness Committee started with a core group of three members, who created the Wellness Committee Charter and Action Plan ([attachments 2 & 6](#)) outlining its vision and tactics: to promote a work environment that enhances well-being via staff surveys, resources promoted on the internal Wellness webpage ([attachments 4](#)) and growing the committee to a number that could support staff activities for wellness. The committee soon grew to feature 11 CalHFA staff members from across many divisions.

Following the interests of staff as gathered in online surveys, the Wellness Committee held lunchtime events in the office that encouraged cooperation, comradery, activity, creativity and experimenting with healthy food choices. Events included scavenger hunts, Cornhole tournaments, a green smoothie contest, a salsa contest, a treat and craft sale, office egg hunt, bike group meet-ups, walking group meet-ups and introductory classes in running, biking and meditation led by staff members, all at no cost to the agency ([attachments 5](#)). On average, we've had 10% of staff participate at each event, all of whom reported enjoying themselves and connecting with fellow staff. Winners of competitions receive cleverly worded certificates, "badge" icons on their online Employee Search profile and fame in the form of their victory announcement on our internal website, the Insider ([attachments 7, 8 & 9](#)).

The options for pursuing physical, emotional and nutritional wellness are innumerable. Many free online sources were already available to staff, but reviewing all the options could be overwhelming to the casual user. To make it easier, the Wellness Committee created a streamlined internal webpage for hosting a curated number of resources on emotional, physical and financial health, as well as upcoming Wellness events. The Committee reviewed tools and information from a number of insurance providers, government agencies, universities and State employee services to assemble a "short list" of the best

**California Housing Finance Agency**  
*How CalHFA Brought Wellness to its Work Environment*  
Management Innovation: Human Resources

reliable information for staff ([attachment 4](#)). A recent survey revealed 91% of staff are using this resource, with 61% of our audience reading most or all of the content updates.

We also created “The Pulse,” our monthly Wellness newsletter. It is 100% staff-written and presents personal road-to-wellness testimonies as well as recommendations for seasonal vegetable recipes, disease prevention and resources for managing financial and emotional issues ([attachment 3](#)). According to a recent staff survey, 96% of our staff read “The Pulse”, and 61% of that group read it cover-to-cover almost every time.

Many state agencies have struggled with creating low/no-cost events and materials to engage and educate staff on wellness issues. Wellness Coordinators from every agency were invited to the first State Wellness Coordinator Meeting held in February 2017, where the cost of events and materials was a common complaint among the attendees. It is a point of pride that since January 2017, the CalHFA Wellness Committee has been able to put on at least one lunchtime event every month to educate or physically engage our staff, all at no cost to the agency.

## Results

A recent survey asked staff what changes they have noticed in themselves since the Wellness Program activities started six months ago ([attachment 10](#)). An impressive 65% said they have been inspired by a co-worker’s wellness-related success story featured in “The Pulse” newsletter and feel more support from their co-workers in their own wellness pursuits. A whopping 75% of staff said they have boosted their activity level in the past six months, while 69% have improved the quality of their nutrition by eating less sugar, more vegetables, avoiding allergy triggers or by other methods. Also, 58% of staff have taken steps to manage or prevent disease in their bodies (e.g., diabetes, cataracts or hypertension).

Staff also report an improved appreciation of their work spaces, as 80% of staff said they love, or at least like their adjustable-height workcenters in a separate survey.

Perhaps best of all, about 60% of staff reported they made new, positive connections with fellow staff and 60% said they like where they work, more. Creating an environment where our staff stay healthy and feel happy and appreciated helps retain our valuable workforce, and makes CalHFA a more successful government agency.

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Attachment 1: Sit-stand Workstation Research

## SIT-STAND STUDY

### BIOMETRIC & ERGONOMIC STUDY CONFIRMS BENEFITS OF ADJUSTABLE SIT-STAND WORKCENTERS



Workrite Ergonomics, in partnership with Fujitsu Laboratories of America, Inc. (FLA) and Sony Picture Entertainment (SPE), finds positive benefits from a workplace ergonomics and office equipment study designed to measure the health benefits and workplace effects when introducing adjustable height sit stand work surfaces into a typical corporate office environment.

Joy Boese, President of E3 Consulting, conceptualized the study and brought the three companies together to collaborate on the initiative. Joy recognized the potential of using FLA's monitoring capabilities as a way to measure stress and fatigue in the workplace with the ultimate goal of using the data collected to educate employees, reduce injury and improve performance.

Conducted in one of SPE Los Angeles facilities, volunteer participants consisted of members of the SPE finance and information services groups. Managing the monitoring and biometric measures was Fujitsu Laboratories of America, responsible for the independent capture, aggregation, and analysis of all collected data and the reporting of results. E3 Consulting took on the role of project management and also had staff members on site to provide support for the study participants. Workrite Ergonomics provided the height adjustable work centers and flat panel monitor supports and coordinated the installation and set-up of the ergonomic equipment used in the study.

## NEW TECHNOLOGY = BIG DATA + BIG RESULTS

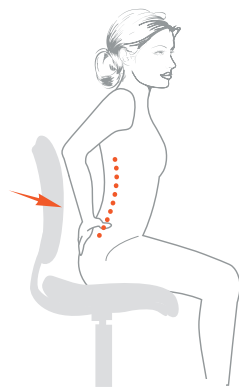
During the study, volunteers were outfitted with a real-time wearable cardiac monitoring device designed to continuously capture various human biometrics, including ECG, heart rate and skin temperature. The adjustable height sit stand work surfaces were outfitted with Android devices, which served two purposes. First, they acted as sensors for surface height, movement and engagement, by continuously collecting accelerometer data and images of a specially placed sticker on the feet of the desk. Second, they hosted Fujitsu's mobile real-time data aggregation and analysis platform — the Sprout™ (<http://www.fujitsu.com/us/about/other/fla/research/data-driven-healthcare/index.html>). The Sprout provided real-time data storage, analysis, and visualization of all the biometric and desk-related data streams. In all, over 287 GB of electronic data was captured over the test period. Participants were also manually assessed by a medical team at the beginning and end of the study, including capturing key metabolic biomarkers.

### KEY METABOLIC BIOMARKER TRACKING CONFIRMS HEALTH BENEFITS

During the 4-week test period, over 40 biomarker changes were analyzed and tracked. The per participant average changes included:

- An increase in good cholesterol (HDL) of 3.65
- An increase in fasting glucose of 2.28
- A reduction in fat as measured by Body Mass Index (BMI) of .86 lb.
- A reduction in weight of .81 lb.
- An decrease in average blood pressure of 2.28/1.20
- Age and BMI were not distinguishing factors in the amount of standing desk usage

### AVERAGE TWICE DAILY HEIGHT ADJUSTMENT HELPS WORKER SATISFACTION



The work surface tracking involved monitoring time spent sitting /standing and when participants were absent from their desks. On average, the mean standing percentage was 36%, with a high of 91% and low of less than 5%. Data revealed workers adjusted the height

of their work surface on average two times per day, most often once in the morning and once in the afternoon. Workers stated they most enjoyed the freedom to make adjustments when they wanted to or needed to help relieve fatigue or better meet the work task at hand. On average, the heaviest standing occurred between the hours of 9-10 am, coinciding with the early part of most participants' workdays, and the next heaviest standing period peaked around 3-4 pm. The data also revealed age was not a factor in desk usage - everybody in the study used the desks to stand: men and

women, those with low and high body mass index, young and old. Women stood for a lower percentage of time compared to men, perhaps due to the footwear they used during the study.

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*Having the ability to  
change work state  
during the day is  
broadly empowering*

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## FINDINGS



### SELF-REPORTING ERGONOMIC DATA REINFORCES BIOMETRIC FINDINGS

In addition to objective sensor data findings, subjective self-reported findings were collected via questionnaires distributed at the beginning and at the end of the study. These revealed even stronger judgments:

- Participants were uniformly delighted with their new desks
- Self-reported back pain decreased on average 1.3 points on a 1-10 scale
- 88% respond feeling healthier throughout the day
- 98% "loved" the new sit/stand work surface
- Home sleep quality improved +0.7 on a 1-10 scale
- All participants asked to keep height adjustable work surface after study

*During the study, some participants reported becoming more cognizant of their diet, sleep, and exercise*

Halo effects: Some participants reported becoming more cognizant of diet, sleep and exercise during the study and reported that having the ability to change work state during the day was broadly empowering.

### UNEXPECTED POSITIVE RESULTS DELIGHT RESEARCH TEAM

Hourly data tracking suggests heart rate can be affected by several factors throughout the workday including basic activities such as talking or standing. Several individual participants' heart rate measures settled into narrower bands (the average highs post-adjustable work surface introduction are not as high as before), possibly suggesting improved cardiovascular fitness upon the introduction of the adjustable height work surface.

*At the end of the study, all participants were given a choice to keep their height adjustable work center or have their fixed height desks reinstalled. All participants chose to keep their height adjustable workcenters.*



# METHODOLOGY

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## STUDY OVERVIEW

In late 2013, Workrite Ergonomics was invited to partner with SPE and Fujitsu Laboratories of America, Inc. in the design, development and implementation of a research study intended to measure the effects of and use of traditional office furniture work surfaces and the introduction of an adjustable height work surface in a typical corporate office environment. E3 Ergonomic Consultants conceptualized the study, brought the three companies together to collaborate and acted as project manager and on-site ergonomics consultants throughout the course of the study. Conducted in one of SPE's Los Angeles facilities, volunteer participants were comprised of the SPE finance and information services groups. Fujitsu Laboratories was responsible for the monitoring of the participants and the adjustable height work surfaces, the aggregation and analysis of the collected data, and for reporting on the results of the study. Workrite Ergonomics provided height adjustable work centers and flat panel monitor supports and coordinated the installation and set-up of the ergonomic equipment to be used in the study.

## RESEARCH FRAMEWORK

The study was conducted over a five week period. During Week One of the study, all participants worked in their usual workcenters which consisted of traditional fixed height desks in both cubicle and private office environments. During that week, the volunteers were outfitted with VitalConnect's HealthPatch wearable cardiac patch sensor devices, which continuously monitor a variety of key biomarkers including ECG and heart rate. These sensor devices were integrated by Fujitsu Laboratories into the Sprout platform, thereby providing continuous storage of these biomarker data streams for establishing a baseline for each participant. The Sprout also enabled storage of participant stress values, based on real-time analysis of the ECG data stream. All participants also underwent basic health screenings for weight and body mass index (BMI) and took blood tests to establish starting levels for HDL & LDL cholesterol, fasting glucose levels and other key biomarkers.

Leading into Week Two, fixed height work surfaces were replaced with the Workrite Sierra Electric Workcenters and the Workrite Willow or Willow Dual adjustable monitor arms. These workcenters were instrumented with tablets running the Fujitsu Sprout; the accelerometer and camera sensors in the tablets were used to algorithmically assess the height and state of the workcenter. Beginning on Monday of Week Two, participants returned to work and began using their new workcenter equipment after receiving basic operating instructions and an overview of proper ergonomic equipment positioning.

During the next four weeks, each individual desk was monitored using periodic photographic data and real-time tablet accelerometry data to determine when participants were present and how much time was spent in the sitting or standing position. This real-time data collection and analysis was made possible through the use of Fujitsu's Sprout mobile real-time data aggregation and analysis platform, running on Android tablets affixed to the work surfaces. In addition, all data streams (including those made available through the cardiac patches) were synchronized with the cloud in real-time for visualization and real-time on-site triage of any data collection issues.

During Week Five of the study, participants were patched and monitored again so physiological measurements could be taken and compared to the baseline data established during Week One of the study. Both biometric results and self-reporting results are included in this report. Participants completed a paper questionnaire at the beginning and end of the study.

At the end of the study, all participants were given a choice to keep their height adjustable work center or have their fixed height desks reinstalled. All participants chose to keep their height adjustable workcenters.

Attachment 2: CalHFA Wellness Program Committee Charter

## CalHFA Wellness Program Committee Charter

### Step 1: The Wellness Committee

#### The founding Wellness Committee members:

1. Rich Walline – Wellness & Safety Coordinator
2. Teena George – Training Officer
3. Elizabeth Leonard – Graphic Designer

**Purpose:** To improve the overall operation by increasing and maintaining optimal health in our employees.

**Mission:** The mission of the CalHFA wellness program is to promote a work environment that encourages healthy lifestyle choices, decreases the risk of illness and disease, and enhances employee effectiveness and well-being.

**Vision:** Successful wellness program to create and foster healthy, happy CalHFA staff.

**Values:** This committee will support one another in a trusting environment to achieve our goal of a healthy workplace.

### Roles and Responsibilities

#### *The Wellness Coordinator will:*

- Ensure there's an agenda prior to each meeting
- Keep track of time and topics
- Ensure action items are met
- Facilitate meetings so that all committee members have a chance to speak
- Provide guidance and leadership so that the committee achieves their goals
- Step in to resolve conflict that may arise as part of this committee's work
- Update management on status

#### *The Members will:*

- Review the agenda prior to meetings
- Submit items for the agenda as appropriate
- Complete all assigned action items
- Be prompt, courteous, and respectful in meetings and all interactions with committee members

#### *The Minute Taker will:*

- Take note of discussions and decisions made
- Clearly identify action items and person responsible
- Distribute minutes to committee members before the next meeting

### **Decision Making:**

Through consensus the Wellness Committee will make recommendations to the Director of Administration. Where consensus is not achieved, the Wellness Coordinator will utilize a problem solving methodology to assist in achieving outcomes. If consensus or compromise is not achieved through these methods, the committee will take a majority vote.

### **Meetings:**

Meeting will be held monthly on Fridays unless it's necessary to reschedule. If less than 2/3 of the members are able to attend a meeting, it may be postponed. Otherwise, the meeting will go on and the meeting notes will provide information about the meeting.

### **Step 2: Branding**

Logo - A logo design and colors were voted on and approved by the committee.



### **Wellness Program Webpage:**

A page on the Insider will be dedicated to promoting Wellness Program activities and providing a focused library of resources for self-led study. The format will be similar to the existing [Disability Advisory Committee](#) page.

### **Step 3: Wellness Categories**

1. Physical Health - Focus on colds, flu, seasonal allergies, sleep, the cardiovascular system, the respiratory system, the digestive system, the skeletal system, eyes, ears, teeth, and skin.
2. Emotional/Mental Health - Focus on stress management, work-life balance, depression, and relationships/interactions with others.
3. Food - Focus on easy to fix, tasty, healthful meals and snacks.
4. Movement - Focus on ways people can easily add physical activity into their busy daily schedules.
5. Finances - Focus on budgeting, debt reduction, savings and investments, retirement planning, how to make smart purchases and how to prevent becoming a victim of financial scams.

#### Step 4: Gathering Resources

The committee recognizes there are several resources available to use as examples instead of creating things from scratch. Each member will do research to see what others are doing using successful wellness programs to assist in our own wellness program. The committee also reserves the right to be creative and try new things. Here are some resources the committee has used to gain workplace wellness ideas and knowledge:

- Other State departments
- Websites dedicated to Wellness
- Health insurance providers
- Occupational health and safety providers

#### Step 5: Wellness Program Surveys

The options for pursuing physical, emotional and nutritional wellness are innumerable. Many free online sources are already available to staff, but reviewing all the options can be overwhelming. The Wellness Program Committee recognizes the need for surveys throughout the life of the program to learn staff's interests and needs as well as identify improvements.

The first survey is the most important and designed to capture the type of interests staff has in the three areas of wellness: physical, emotional and nutritional. The results of this survey will determine what areas the committee needs to focus on. For example:

- Online links for self-paced learning on the CalHFA Wellness webpage
- Professional or peer-led evaluations
- Co-operative group activities
- Competitive group activities
- Informative presentations

**The committee is also interested in staff's current wellness activities. The results will provide a great deal of data relevant to launching the program. The committee will vote on other surveys and only offer surveys to the Agency that are relevant to the growth of the wellness program.**

#### Step 7: Wellness Program Committee Growth

The committee will accept volunteers from each division to participate as committee members to help the founding committee members build a robust program for the Agency.

Attachment 3: Monthly newsletter: *The Pulse*



May, 2017

#### In This Issue

Workout of the Month: The Studio, Marina Del Rey

Seasonal Veggie: Asparagus

How much do you know about Lyme Disease?

A Day to Change Direction: Get Engaged!

WTF! Gail Tateyama

Words From Our Chair

## Small Changes ... Big Results!

By Bill Feigles, KYHC



Change can be difficult, is often scary, and always requires us to abandon one thing for something else. If we could move from one position to another without leaving anything behind, that wouldn't be a change. It's the "leaving behind," the sense of loss, that often drives the stress that we feel in the midst of a significant transition.

Finding wellness and balance requires change. Most of us would like transformational change. Sudden, sweeping, complete change that takes us from where we are to where we want to be with a minimum of time, pain, and sacrifice. Transformational change is rare. It almost never happens and when we attempt it, in organizations, in our perceptions, or in our behaviors, it is almost always doomed to failure.

Incremental change is slow. It means introducing small, gradual adjustments to affect meaningful change over time. Incremental change requires intention and must be supported by repetition and practice. The upside is that incremental change, applied with thoughtful commitment, has a really good chance of success. In no context is this truer than in our attempt to change our habits.

Give incremental change a chance! Instead of vowing to run three miles every day, start by walking the last few flights of stairs to and from your office and work your way up to a brisk walk at lunch. Rather than abruptly cutting all carbs from your diet, try ordering your salad dressing on the side and dipping your fork to get a little dressing with each bite. Find substitutes for one problem food until your cravings subside and then move on to another. Make and maintain small adjustments, layer additional changes over time, and expand their scope at a reasonable pace. These "baby steps" will add up and a year from now you might just be amazed at how far you've come.





# The Pulse



## Workout of the Month: The Studio, Marina Del Rey

By Michelle Geil, Multifamily



*Both men's and women's body types benefit from the Lagree method.*

This month's workout is a Pilates-inspired strength total fitness training. I read about The Studio in an article that extolled the challenge for even hard-core Pilates fans, while offering a low-impact workout. When three locations opened, all in my neighborhood, I took it as a sign that I had to try it!

The workout, developed by Sebastien Lagree ('the Lagree method') offers a "total body program that melds together elements of Pilates, cardio training and weight-bearing activity." It features a Megaformer machine, which provides endless variations for stretching, weight-bearing and stability activity (and yes, its practitioners are called "Transformers," LOL).

I arrived a bit late for my free intro class, having walked the mile from my house, but I was welcomed by the friendly receptionist and chose a Megaformer to perch on while the instructor gave a thorough overview of the program. I liked that the class provides ways to moderate the exercises to protect vulnerable wrists, lower back, etc., while developing strength and lean muscle.

There were a variety of built-in straps, padding and areas to cradle knees and feet while using the pulleys and weights. An additional instructor's aide walked among the 10 of us in class to make sure our form was correct. The class is beneficial for both men and women, as emphasized in the "before and after" stories on the website.



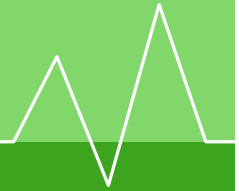
*Megaformer machine in action.*

The intro included a 20-minute workout, featuring lunges and planks, held until we felt the burn, which I continue to feel two days later. My core and hips were definitely challenged, and I feel that going regularly would make a big difference in developing core strength and a longer, leaner body. The instructor said we will want to take a class every day, but to space them out to allow muscle repair. I enjoyed it, and look forward to taking the "Essentials" class, a 50-minute beginners class to master correct form.

As is the case with so many specialized gyms in my area, however, I will need to mortgage my house in order to become a "regular", so stay tuned for next month's new and different class.



# The Pulse



## Seasonal Veggie: Asparagus

May is National Asparagus Month, so prices should be low, while availability is high! Try this simple, elegant side dish that kids can help prepare and even serve as finger food.



### Panko Parmesan Crusted Asparagus

#### Ingredients

- 14 thick asparagus spears
- 1 egg
- 1 ½ T olive oil
- 1 T Dijon mustard
- ¼ t salt
- ¼ t garlic powder
- 1/8 t black pepper
- 1/3 cup finely grated parmesan cheese\*
- 3 T Panko breadcrumbs
- Cooking spray
- Lemon wedges

#### Directions:

1. Preheat oven broiler to high, place rack about 6 inches from the heating element.
2. Spray baking sheet with cooking spray
3. Snap off tough ends of asparagus (kids love to do this).
4. In a shallow dish, whisk together egg, olive oil, Dijon, salt, garlic powder and pepper.
5. In another shallow dish, mix together parmesan cheese and Panko breadcrumbs.
6. Coat the asparagus spears in the egg mixture, then dunk them into the parmesan/Panko mixture. Shake the dish to coat the asparagus. Spoon more mixture on top of each spear if needed. Place on the baking sheet.
7. Spray each asparagus spear with a little cooking spray, and broil for 8 minutes.
8. Squeeze lemons over the top, and serve.

[OriginalQueenOfMyKitchen.com](http://OriginalQueenOfMyKitchen.com) Recipe

\*Dairy-free parmesan recipe from [MinimalistBaker.com](http://MinimalistBaker.com): Mix in food processor: ¾ cup raw cashews, 3 T nutritional yeast, ¾ t sea salt, ¼ t garlic powder. Store extra in refrigerator, lasts for several weeks.

## How much do you know about Lyme Disease?

*Mayo Clinic*

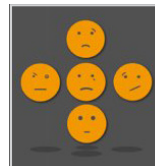


Walking in the woods or playing in your yard, you may be at risk for Lyme and other tick-borne diseases. Find out what you can do to do to prevent Lyme disease infection.

[Read more >>](#)

## A Day to Change Direction: Get Engaged!

*The campaign to Change Direction and County of L.A.*



You can help change mental health in your community. This pamphlet has useful guidelines on the five signs of suffering, as well as five healthy habits of emotional well-being.

[Read more >>](#)

## WTF! Wellness Tip Finder!



*Gail Tateyama,  
Marketing*

I joined the [Kaiser Walk to Thrive](#) program, which gives you freebies for walking with their lunchtime walking groups in Downtown. To track your progress, they give you a “Walk to Win” card. Each time you walk with them, you get a number punched on your card.

One day, I wasn't able to join the lunchtime walking group because I'd already worked out that morning to take advantage of the better air quality. The nice lady at the Kaiser booth punched my Walk to Win card anyway, explaining that the important thing was to get some exercise that day.



## Words From Our Chair

By Rich Walline, Business Services



May is here! The Farmers' Market and the CalHFA Wellness Walks started Thursday, May 4th. The walks start in the building's main lobby at 11:45 and will take about 15 minutes to complete. You can still [sign up](#) if you interested in joining us for the walks. The walks are free and easy and are a good way to recharge your batteries.

Did you know that May is Bike Month? Join the fun by registering at [MayisBikeMonth.com](http://MayisBikeMonth.com). The [May is Bike Month events calendar](#) shows all Sacramento area biking events being held in May (everything from tire repair classes to upcoming races). Please check out the Insider for biking events being put on by the CalHFA Wellness Committee like the upcoming [Bike & Dine](#) on May 18.

Take the Wellness "May is for Movement" Challenge and track your activities on the [USDA SuperTracker](#) for points. The SuperTracker website has [site tour videos](#) to help answer any questions you might have about the program and pick up some healthy habits that you can use for the rest of your life.

The CalHFA Egg Hunt was held April 13th. Everyone got a workout, including the crew that was hiding the eggs. Here is a list of the teams and the eggs they were able to find in two minutes:

**Winners** - Ben Viado, Santosh Gautam, Trisha Vo and Asha Karunakaran (85 eggs)

Paula Newsome, Kirsten Jackson and Pamela Norman (78 eggs)

Chris Saur, Melissa Flores, Kynndal Cornelius and Gail Tateyama (78 eggs)

Cynthia Jones, Alicia McDonald, Debbie Romano and Robin Monk (73 eggs)

Chris Caldwell, Julie Dunann, Bridget Campbell and Nancy Santucci (73 eggs)

Tammy Gauthier and Josie Hernandez (60 eggs)

Elaine Brown (39 eggs)

## Upcoming Events

- May – Wellness Group Walks (Thursdays, 11:45am)
- May 18 – Bike 'N Dine
- May 25 – CalHFA Critical Mass Walk with Tia Boatman Patterson
- May 31 – CalHFA Critical Mass Bike Ride
- June 22 – Salsa Contest

*Contributors: Bill Feigles, Michelle Geil, Rich Walline, Elaine Williams and Elizabeth Leonard*

*Layout: Elizabeth Leonard*



Attachment 4: Internal Wellness webpage and online resource library



## CalHFA Wellness Program



### Summary

The CalHFA Wellness Program was established in May of 2016 to increase and maintain optimal health in our employees and improve job satisfaction. The [Wellness Program Committee Charter](#) explains the philosophies and procedures the Wellness Committee uses toward that end.

### Mission

The mission of the CalHFA wellness program is to promote a work environment that encourages healthy lifestyle choices, decreases the risk of illness and disease, and enhances employee effectiveness and well-being.

### Wellness Committee Members



*Left to Right:* Michelle Geil, Elizabeth Leonard, Selsa Castellari, Kathy Garman, Rich Walline, Russell Nakao, Bill Feigles, Shawna Boyd-Dornhaus and Elaine Williams.

[Rich Walline](#) - Chairperson, Business Services  
[Elizabeth Leonard](#) - Vice Chair, Marketing  
[Ana Espinoza](#) - Single Family  
[Bill Feigles](#) - KYHC  
[Elaine Williams](#) - Asset Services  
[Kathy Garman](#) - Single Family  
[Michelle Geil](#) - MHSA  
[Russell Nakao](#) - IT  
[Selsa Castellari](#) - Single Family  
[Shawna Boyd-Dornhaus](#) - Loan Servicing

### Monthly Highlights & Events



#### Wellness Check-In Survey

In our first survey back in January, we asked what you want in CalHFA's Wellness Program.

You replied you wanted nutrition and movement-based activities, as well as self-paced learning and evaluation in physical health, nutrition, movement and finances. You also told us you want a culture at work that supports your path to wellness.

Please fill out the 4-question survey below and let us know how we're doing by **Monday, May 22**. Your answers are completely

### Your Resources



#### May Issue of The Pulse

How can you help someone who's suffering? What is the secret to getting kids to eat asparagus? What is a Megaformer?

Find out today in May's issue

of *The Pulse*!

[The Pulse Archive >>](#)

**Be a Wellness Tip Finder! (WTF!)**

anonymous.

[Just four questions to go... >>](#)



#### Wellness: Lunchtime Walk With Tia May 25

Join your co-workers and our Executive Director, Tia Boatman Patterson at CalHFA's first annual Critical Mass Walk Thursday, May 25th at 11:45 (during lunchtime).

We'll meet in the lobby of 500 Capitol Mall and walk about 19 minutes together up N Street to the steps of the Capitol and back down Capitol Mall via [this path](#) for 1.0 mile of sunshine, exercise and good company. [Sign up online](#) to receive reminders for this and other Wellness Walking Group activities.



#### Wellness "May is for Movement" Challenge

Are you biking, walking or just moving more in May? Come join the Wellness "May is for Movement" Challenge by [logging in to the USDA SuperTracker](#) by Friday, May 5th.

USDA's SuperTracker is a free, personalized nutrition and physical activity planner. Track your foods and physical activities to see how they stack up against your personal goals or Wellness group challenges. Tips and support are also available to help make healthier choices easier- with Food-A-Pedia, My Weight Manager, Sample Meal Plans and more. We've created a registration guide to make process smooth for you.

[Follow the guide & take the "May is Movement" Challenge >>](#)

We'll be able to track your progress in the group challenge through the SuperTracker. Each daily activity you enter is worth about 10 points. Challenge winners receive Insider fame, certificates and Employee Profile badges for these three point levels in May:

♠♠ Baby Steps: 40 points

♠♠ Trooper: 110 points

♠♠ Eye of the Tiger: 200 points

Want to just track your own progress on the road to wellness? Nutrition and activity info entered on your personal profile is only visible to you.



#### Sign Up to Walk With Wellness

"Walking briskly can lower your risk of high blood pressure, high cholesterol, and diabetes as much as running."\*  
CalHFA Wellness is putting together walking groups for

Culver City and Sacramento and you are invited!

[Sign up now for Wellness's walking groups >>](#)

Culver City's walk will go to [Fox Hills Park](#) and back for 1.4 miles total. Sacramento's walk will be the [Kaiser Walk to Thrive route](#). It is 1 mile total and we will be joined by the Kaiser folks in June. Sign up [here also](#) to receive extras from Kaiser for participating.

There's no cost to enter. You don't have to buy any expensive equipment. No experience necessary! (well, you do need some experience) Come join in the fun!

\*American Heart Association



#### May is Bike Month at CalHFA

It's almost May again! Time to dust off your bikes, pump up your tires, and join your CalHFA friends and co-workers in having fun, feeling great and being green by bicycling to work, school, shopping, recreation or training this May during the Sacramento region's 13th Annual "May is Bike Month Campaign."

Visit the [May is Bike Month](#) page under Our Community > Events section to learn more about how to log your miles and the fun events we have planned, including the CalHFA

Employer Challenge, Critical Mass Bike Ride with your co-workers on May 31st, the Capitol Bike Fest on May 11th, Bike & Dine May 18th, and fun competitions everyone can enjoy.

Do you have a wellness tip or experience you'd like to share with your co-workers? Please share your words with *The Pulse*, to be featured in the "WTF!" column via the submission form below.

[WTF! Submission Form >>](#)

### Physical Wellness

#### Fitness Deals

- [Wednesdays Free for Ladies at Got Muscle](#)  
Location: Sacramento
- [KaiaFit: 15% off VIP membership.](#)  
Location: Orangevale and Citrus Heights.
- [Mama Bootcamp: 20% off monthly membership contract.](#)  
Location: Sacramento, Roseville, Rocklin, Folsom and El Dorado Hills.

#### Self-paced Activities

- 500 Capitol Mall In-Office Scavenger Hunt (March, 2017):  
[3rd Floor](#) | [4th Floor](#) | [9th Floor](#)  
[14th Floor](#) | [Outdoor Sacramento](#) | [Culver City](#) | [Desktop](#)
- [Culver City Fitness Walk](#)
- [Culver City Mall Walk](#)

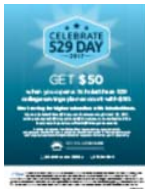
#### Physical Wellness Resources

- [USDA Supertracker](#)  
Set goals, track meals, activities and weight.
- [Calculate your BMI](#)  
To determine if you're at a healthy weight.
- [Check your heart rate tool](#)  
Determine your target heart rate based on your age and your activity.
- [Mayo Clinic Calorie calculator](#)  
Use the calorie calculator to estimate the number of daily calories your body needs to maintain your current weight.
- [Heart disease risk assessment calculator](#)  
Use the heart disease risk calculator to find out your risk of cardiovascular disease.
- Online health assessment tools by insurance providers (member login required)  
[Anthem Blue Cross](#) | [Health Net](#)  
[SmartCareKaiser](#) | [United Healthcare](#)  
[Blue Shield Wellvolution \(free FitBit Zip\)](#)

### Financial Wellness

#### Financial Wellness Resources

- [EAP Fiscal Fitness Ideas](#)  
Six ways to reduce money stress
- [EAP Free Financial Consultation](#)  
Expert advice on debt consolidation, mortgage assistance, retirement, tax matters, and more.
- [CalPERS Retirement Estimate Calculator](#)  
Calculate how much your State retirement benefit will be
- [SavingsPlus Interactive Retirement Planner](#)  
Set a retirement goal, track your progress and get suggestions on improvements



#### **Celebrate 529 College Savings Day and Receive \$50 Match**

National 529 College Savings Day is coming! To celebrate, the State Treasurer's Office ScholarShare program is having a special \$50 match promotion from May 24th-26th only! To learn more about this limited time offer, visit [www.scholarshare.com/529day](http://www.scholarshare.com/529day).

To learn more about saving for college with ScholarShare as well as this limited time-only match promotion, register now for a free [ScholarShare Live Online Webinar](#).

[Wellness Program Suggestion Box](#)



**SCHOLARSHARE**  
CALIFORNIA 529 COLLEGE SAVINGS PLAN

#### **Saving for College Workshops**

College will be here before you know it, and it's never too early or too late to start planning. Learn the tips and tricks to plan and save for your loved one's college education. It's easier and more affordable than you might think.

##### **Webinar - May 24**

12:00pm - 1:00pm

##### **Workshop - June 14**

Location: CalHR Leadership Conference Room 556N-2  
1810 16th Street, Sacramento, CA  
11:30am - 12:30pm

##### **Webinar - June 14**

12:00pm - 1:00pm

##### **Webinar - June 28**

12:00pm - 1:00pm

Attend a FREE ScholarShare workshop or webinar to learn:

- Benefits of planning for college
- What is ScholarShare and what is a 529 plan
- Benefits of saving for college with a 529 plan
- Recent changes to federal and state law benefitting families
- Easy ways to contribute to a ScholarShare account

In addition, to learn more about attending a FREE ScholarShare college savings live online webinar with a ScholarShare 529 specialist, [click here](#).



#### **Savings Plus Webinars & Workshops**

These financial education events are free for you. If you have any questions, or need assistance please email [SPPTraining@calhr.ca.gov](mailto:SPPTraining@calhr.ca.gov).

##### **Workshop - May 24**

Location: CalHR Training Room, 1st Floor, 1810 16th Street, Sacramento, CA 95811

- **Lump Sum Separation Pay and 457 Traditional Catch-Up**  
10:00 am - 11:00 am
- **Enrolling in Savings Plus**  
11:30 pm - 12:30 pm
- **Investing with Savings Plus**  
1:00 pm - 2:00 pm
- **Nearing Retirement**  
2:30 pm - 3:30 pm

##### **Webinars**

- **May 30: Lump Sum Separation Pay and 457 Traditional Catch-Up**  
10:00 am - 11:00 am

View workshop descriptions, additional dates and register [Online](#).



Attachment 5: Examples of posters for Wellness events



Attachment 6: CalHFA Wellness Program Action Plan

## **CalHFA Wellness Program Action Plan**

### **Part 1: Wellness Program Survey**

The options for pursuing physical, emotional and nutritional wellness are innumerable. Many free online sources are already available to staff, but reviewing all the options can be overwhelming. The Wellness Program Committee has created a survey to see where staff's interests and needs lie in an effort to bring them to the easiest starting point- just doing it.

The survey starts with a question on the type of interest staff has in the three areas of wellness: physical, emotional and nutritional. The results of this question will determine what areas will need: online links for self-paced learning on the CalHFA Wellness webpage; professional or peer-led evaluation; co-operative group activities; or competitive group activities.

The next six questions ask staff what their current wellness activities are. These results will be combined with the results of the first question to shape web content, evaluations and group activities. CalHFA's health insurance providers may be contacted to provide presentations on subjects like smoking cessation or weight loss.

The survey also asks staff if they would like to teach an intro-level class on a wellness subject. Members of staff have taught fitness classes in the 500 Capitol Mall gym in the past, and meeting rooms could be used for presentations on nutrition or emotional wellness as well.

### **Part 2: Wellness Program Webpage**

A page on the Insider will be dedicated to promoting Wellness Program activities and providing a focused library of resources for self-led study. The format will be similar to the existing [CHEC page](#), plus library.

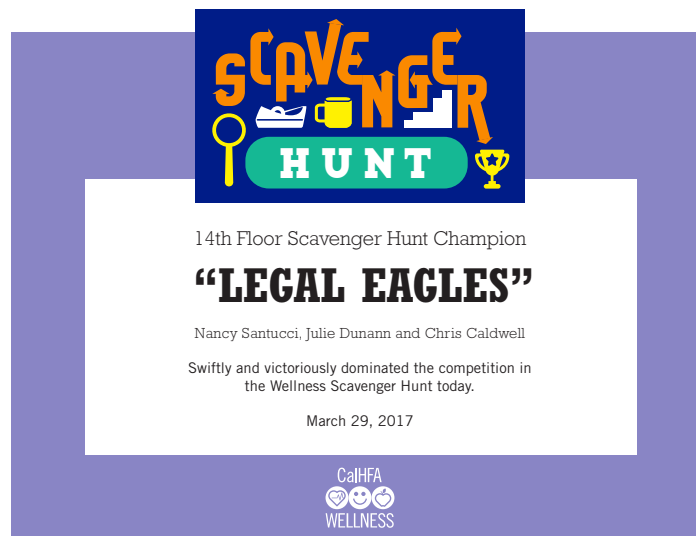
### **Part 3: Wellness Program Committee Growth**

The Wellness Program Committee will accept representatives from each division to assist in planning group Wellness activities. The committee will have a goal of at least one activity each month. Activities will be promoted on the Insider home page and Wellness page. Elections will be held for Chair, Secretary and Communications Manager positions.

### **Part 4: Wash, Rinse & Repeat**

Each year, the Wellness Committee will survey staff for their interests and needs and elect new members as old ones step down. Ideal term on the committee is two years.

Attachment 7: Wellness event winner's Certificates



Attachment 8: Employee Search showing Wellness event victory Badges

Home

Agency Business

Employee Resources

Policies and Procedures

Forms

Our Community

My Tools

Staff Directory

Staff Directory

Reports

Admin

Use any combination of the fields to search

First Name

Search First Name...

Last Name

Search Last Name...

Division

Asset Management

State Title

Search Position...

Location

Search Location...

Phone

Search Phone

Search


Reset

Click any name to jump to that staff's profile

Dewey, Richard	310.342.5428
Diurni, Sue	916.326.8637
Doan, Jessica	916.326.8822
Gauthier, Tammy	916.326.8638
Grant, Marian	310.342.5416
Green, Cristina	310.342.5429
Huston, Carly	916.326.8633
Ingram, Rene	310.342.5421

Results

27 Items



Carly Huston

916.326.8633


Asset Management


500 Capitol Mall, MS 1430 Office: 14-14

Email [chuston@calhfa.ca.gov](mailto:chuston@calhfa.ca.gov)

View More

BADGES





Rene Ingram

310.342.5421


Asset Management

Culver City, 250 Cube: 207

Email [ringram@calhfa.ca.gov](mailto:ringram@calhfa.ca.gov)

View More

BADGES



18

Attachment 9: Internal website homepage promotion of Wellness event winners

**EMPLOYEE DIRECTORY SEARCH**  
  **GO**  
First Name Last Name

Home Agency Business Employee Resources Policies and Procedures Forms Our Community My Tools

**self service**  
 calhfa.ca.gov  
 Employee Handbook  
 myVoice  
 myOffice  
 Information Security  
 SecurityFirst  
 Industry Resource Library  
 Weather & Traffic  
 IT Support

**what's new**  
**agency news**  
**Wellness Scavenger Hunt Results**  
Thank you to everyone who participated in the first [CalHFA Wellness](#) event today! We had a great turnout and everyone came back with smiles on their faces. Here are our glorious winners:  

- 14th Floor: **Crazy Chics on Fire** (Tammy Gauthier, Sue Diurni, Carly Huston, Thelma McIntosh, and Josie Hernandez), 8 minutes
- 9th Floor: **Team Eric** (Eric Riegert) and **Team Discovery** (Erika Hedglin and Doug Kincaide), 13 minutes
- 4th Floor: **Team Help Desk** (Griffin Jones and Kurtis Errecart), 3 minutes
- 3rd Floor: **SF Ladies** (Robin Monk, Cynthia Jones, Michelle Novoa-Castillo and Maria Jimenez), 10 minutes
- Culver City: *Postponed to January 25*
- Desktop: **Mirna Ramirez**

Honorable mention goes to all our participants who tried something new today: Mirna Ramirez, Robin Monk, Cynthia Jones, Michelle Novoa-Castillo, Maria Jimenez, Marlon Cox, Griffin Jones, Kurtis Errecart, Tony Roberts, Barry Meidinger, Trisha Vo, Asha Karunakaran, Rovin Prasad, Russell Nakao, Kynndal Cornelius, Tien Le, Erika Hedglin, Doug Kincaide, Eric Riegert, Ben Lunetta, Rangeela Dharan, Tammy Gauthier, Sue Diurni, Carly Huston, Thelma McIntosh, Josie Hernandez, Misty Miller, Bridget Campbell, Nancy Santucci and Chris Caldwell.

Winners will receive glorious victory certificates as well as a new prize- **a victory badge on their Insider Employee Directory profile.**

Special for this first event- all participants will also receive a Scavenger Hunt Participation Badge on their Employee Directory profile as well.

If you didn't get a chance and would still like to participate in the Scavenger Hunt, please download a Scavenger Hunt form from the [Self-paced Wellness Activities](#) section of the Wellness page under Employee Resources. Entries are due to [Rich Walline](#) by 5pm January 13

**insider updates**  
Monthly Highlights and Events updated at [Employee Resources, Wellness](#)  
Garage Re-Striping, Drive Lanes Only - 6/8 and 6/9, Evenings posted to [myOffice, 500 Capitol Mall](#)  
Goodbye to [Misty Miller Video](#) posted to [Our Community, Events](#)  
**calendar**  
**Week at a Glance: January 12-16**  
January 12 - CalHR Executive Perspectives  
January 15 - Wellness Scavenger Hunt  
**January**  

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**If I submit my Travel Expense Claim today, when will I get reimbursed?**

SUBMITTED BY	REIMBURSED
June 19	June 26

**500 Capitol Mall Parking Due Dates**

PAYMENT DUE	PARK MONTH
June 30	July

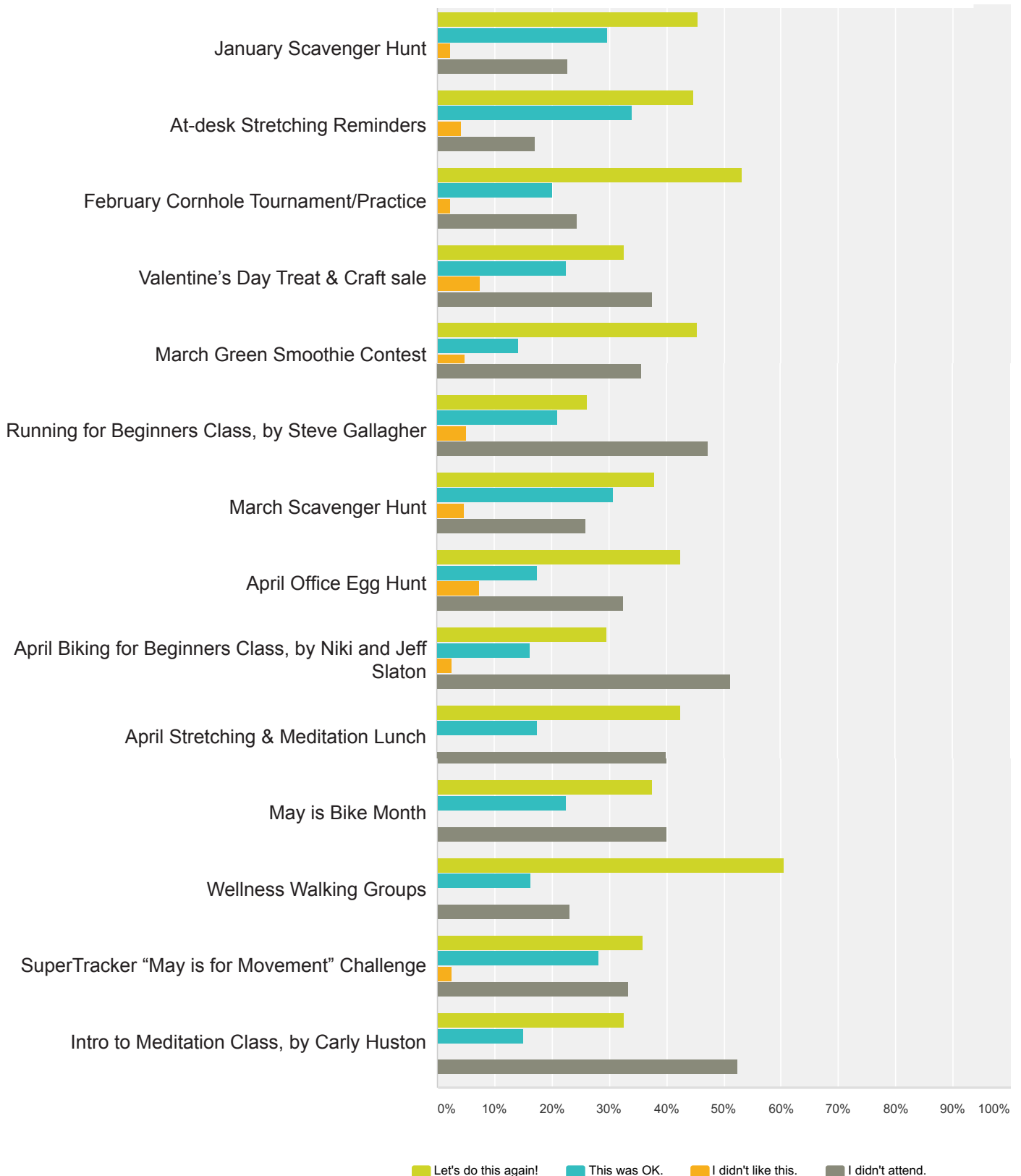
[VIEW FULL CALENDAR >>](#)  
[DIRECTOR'S CORNER ARCHIVE >>](#)  
[ADMIN UPDATES ARCHIVE >>](#)

**survey spot**  
**Survey #453 - Who do you think will win the NBA Finals this weekend?**  
☐ Cleveland Cavaliers  
☐ Golden State Warriors  
☐ I don't know, I don't follow basketball



Attachment 10: 2017 Wellness Program Check-in Survey

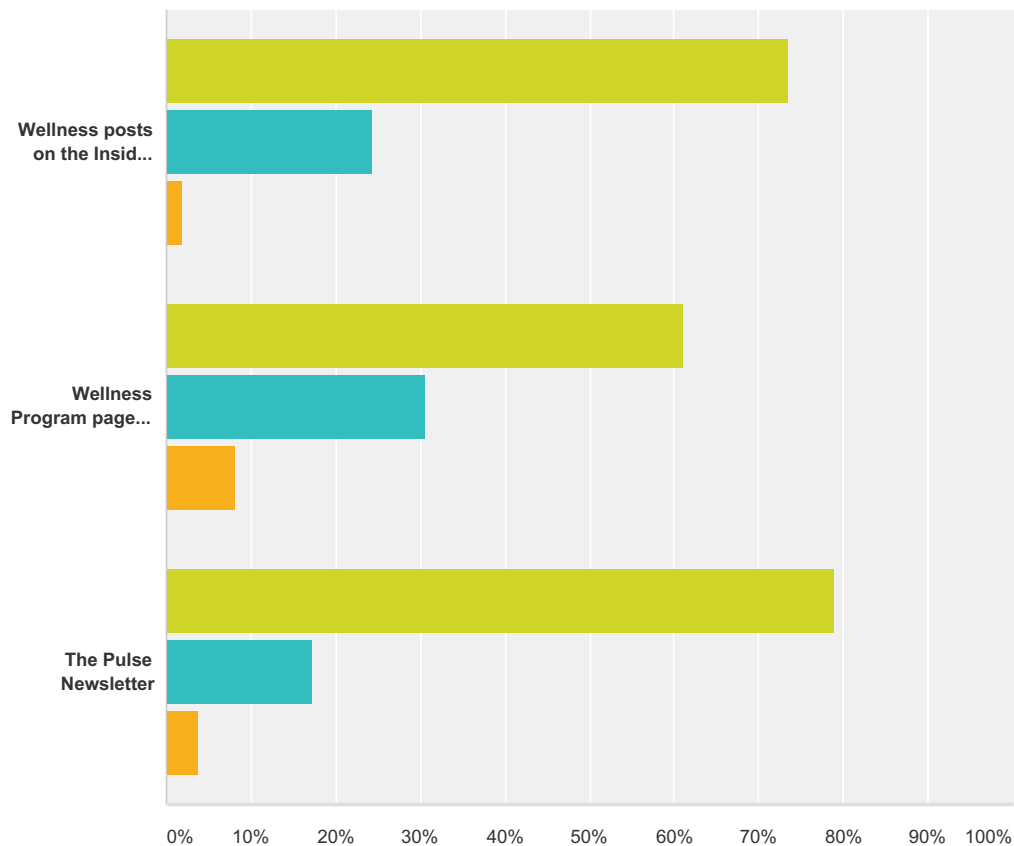
**Q1 Which of the following events did you participate in this year?**



California Housing Finance Agency  
Management Innovation: Human Resources  
How CalHFA Makes a Work Environment for Wellness

	Let's do this again!	This was OK.	I didn't like this.	I didn't attend.
January Scavenger Hunt	45.45%	29.55%	2.27%	22.73%
At-desk Stretching Reminders	44.68%	34.04%	4.26%	17.02%
February Cornhole Tournament/Practice	53.33%	20.00%	2.22%	24.44%
Valentine's Day Treat & Craft sale	32.50%	22.50%	7.50%	37.50%
March Green Smoothie Contest	45.24%	14.29%	4.76%	35.71%
Running for Beginners Class, by Steve Gallagher	26.32%	21.05%	5.26%	47.37%
March Scavenger Hunt	38.10%	30.95%	4.76%	26.19%
April Office Egg Hunt	42.50%	17.50%	7.50%	32.50%
April Biking for Beginners Class, by Niki and Jeff Slaton	29.73%	16.22%	2.70%	51.35%
April Stretching & Meditation Lunch	42.50%	17.50%	0.00%	40.00%
May is Bike Month	37.50%	22.50%	0.00%	40.00%
Wellness Walking Groups	60.47%	16.28%	0.00%	23.26%
SuperTracker "May is for Movement" Challenge	35.90%	28.21%	2.56%	33.33%
Intro to Meditation Class, by Carly Huston	32.50%	15.00%	0.00%	52.50%

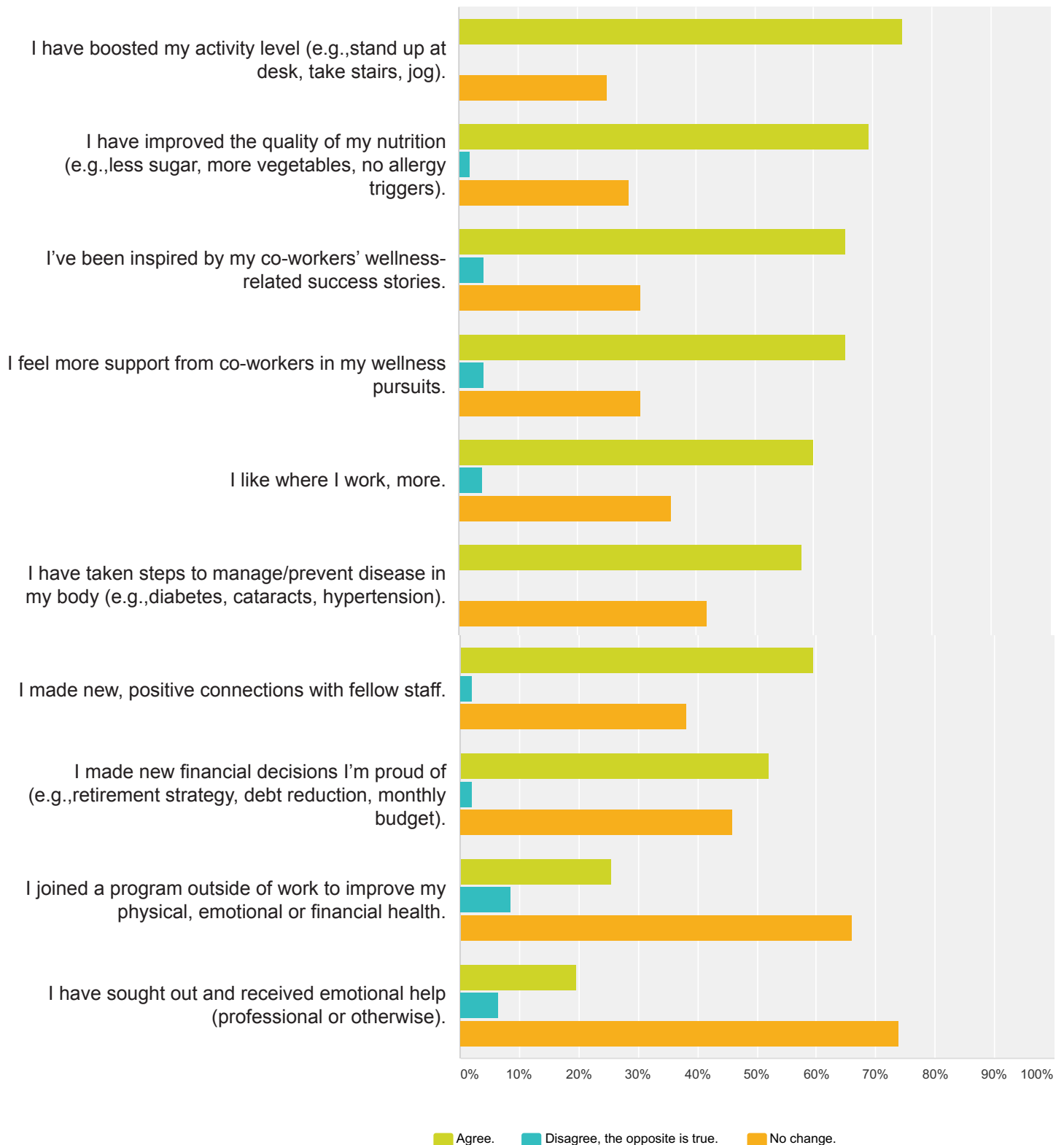
## Q2 Which Wellness information resources do you read?



■ I read most or all the news.
■ I sporadically read this.
■ I have no interest in reading this.

	I read most or all the news.	I sporadically read this.	I have no interest in reading this.
Wellness posts on the Insider home page	73.58%	24.53%	1.89%
Wellness Program page on the Insider under Employee Resources	61.22%	30.61%	8.16%
The Pulse Newsletter	78.85%	17.31%	3.85%

**Q3 In the last six months, what changes  
have taken place for you at work or in your  
personal life?**



California Housing Finance Agency  
Management Innovation: Human Resources  
How CalHFA Makes a Work Environment for Wellness

	Agree.	Disagree, the opposite is true.	No change.
I have boosted my activity level (e.g., stand up at desk, take stairs, jog).	75.00%	0.00%	25.00%
I have improved the quality of my nutrition (e.g., less sugar, more vegetables, no allergy triggers).	69.23%	1.92%	28.85%
I've been inspired by my co-workers' wellness-related success stories.	65.31%	4.08%	30.61%
I feel more support from co-workers in my wellness pursuits.	65.31%	4.08%	30.61%
I like where I work, more.	60.00%	4.00%	36.00%
I have taken steps to manage/prevent disease in my body (e.g., diabetes, cataracts, hypertension).	58.00%	0.00%	42.00%
I made new, positive connections with fellow staff.	59.57%	2.13%	38.30%
I made new financial decisions I'm proud of (e.g., retirement strategy, debt reduction, monthly budget).	52.00%	2.00%	46.00%
I joined a program outside of work to improve my physical, emotional or financial health.	25.53%	8.51%	65.96%
I have sought out and received emotional help (professional or otherwise).	19.57%	6.52%	73.91%