Agenda

• Welcome and Zoom overview
• Learning Module: Melissa Fahrenbruch, CDC Healthy Schools. **Topic:** Telework Policy and Practice
• Chronic Disease Director response: Janae Duncan, Utah
• Q and A/Discussion
• Announcements
Zoom Meetings overview

Use the “Chat” function to:
1) ask questions
2) send message to Abby Lowe-Wilson for assistance during the webinar

- Use the arrows right next to “Mute” to mute and unmute yourself
- Use the arrow next to “Start Video” to start or stop your video
Zoom overview & link to slides

• Under view options at the top of your Zoom window, select “Full screen” or “Fit to window.”
• Slides available here:
  https://www.chronicdisease.org/page/CDDF_First_Thursday
Speakers

Melissa Fahrenbruch  
Program and Professional Development Team Lead  
School Health Branch  
CDC

Janae Duncan  
Bureau Director  
Bureau of Health Promotion  
Utah Department of Health
TELEWORKING AND HOTELING WITH THE CDC HEALTHY SCHOOLS CREW

OCTOBER 3, 2019
• Take a picture of something in your home office - share why you took that pic?
• Whiteboard with a question (SKYPE)
• Polling question (SKYPE)
• Program and PD Team was original pilot for hoteling (2014)

• First Branch in Center (and CDC) to fully engage in hoteling and teleworking 4 days/week

• Branch staff in office every Thursday as required day in office (unless on leave or other commitment)

• SKYPE used daily for calls and video conferencing
HOW DID WE GET HERE?
THREE LEVELS OF READINESS

• Hesitation
• Early Adopter
• Undecided
INITIAL HESITATION – “STAFF WON ME OVER”

INITIAL HESITATION WAS NOT SO MUCH A TRUST ISSUE BUT INTEREST IN INTERACTING WITH STAFF

EXPECTATION IS FOR IT TO BE SEAMLESS – SAME AS IF AN INDIVIDUAL IS IN THE OFFICE

ADMINISTRATIVE PROCESSES IN PLACE TO FACILITATE COMMUNICATION

OUTLOOK CALENDAR – ADDITION OF TDY, APPOINTMENTS, ANNUAL LEAVE

BRANCH MEETING AND 1:1 MEETINGS – TRY TO SCHEDULE ON THURSDAY IN OFFICE

PERCEPTION #1

HESITATION
Calendar usage, shared Branch calendar, SKYPE used daily

Email signature, no out of office or blocked calendars

Email conversations: Questions posed by team/team lead= great discussions; sometimes lead to a Lync/conference call to discuss more in depth/important issues

Team members already were teleworking; easy transition
For about 2 years, this team was generally at 1 day per week of teleworking. As a team lead and as a team, they liked this schedule for connecting in person, working meetings, etc.

Quality of life increases—not commuting a few days a week is a game changer.

Team moved to 2-3 days per week of teleworking as a pilot test. Overall, they loved it. Here is why:

- Work/life balance
- Feel more productive, focused.
- Make virtual meetings work! Team Huddle every Monday
- Use the technology regularly: SKYPE—for phone calls, screen sharing, video

Team lead tapped into others’ expertise. Early adopter team lead was really helpful. I asked her a lot of questions about managing virtually, holding meetings virtually, guidelines for a team, etc. We also work closely with a national organization; they are 100% virtual, so have asked their managers questions as well.
BENEFITS (INFORMAL DATA FROM 2015)

• Financial (based on three telework days/week, 50 weeks a year)
  • 150 fewer trips to the office
  • 13,500 fewer miles on car
  • $2K less spent on gasoline

• Health
  • 300 fewer hours in vehicle (that’s 12 ½ days!)

• Personal
  • Reduction in make-up, hair products, clothing 😊
  • Change work position at desk more frequently and sometimes stand during conference calls. During webinars, sometimes ride elliptical slowly (like a walking desk).
LESSONS LEARNED & GOOD REMINDERS

• It’s not the teleworking/hotel/young/system mechanism; it’s the trust, the relationship of the team
• Communicate every day with your team as a group or individually (Monday Minute)
• Manage by what work gets done, not by what you can’t observe
• Communicate progress and results
• Hoteling is privilege
• Take breaks; easy to sit at desk all day
• Footprint reduction; Clean Air Campaign
• Supervisor determines if a meeting should be attended virtually or in-person
ANNUAL REQUIREMENTS

INTERNAL PROCESSES
“You don’t get an office. You get cargo pants.”
OTHER FACTORS:

• Performance

• Core Hours (9:00-3:00)/2 days per pay period in office

• Platforms- SKYPE, ZOOM, Adobe Connect, WebEx, GoToMeeting

• Employee Viewpoint Survey- Question on teleworking
CHALLENGES:

- Connectivity
- SKYPE
- Building Trust
- Maintaining Team Atmosphere
TEAM BUILDING IN A VIRTUAL WORLD
QUESTIONS
THANK YOU!!

MELISSA FAHRENBRUCH
PROGRAM AND PROFESSIONAL DEVELOPMENT TEAM LEAD, CDC HEALTHY SCHOOLS

MFAHRENBRUCH@CDC.GOV
Discussion
+
Q & A
Announcements

• Are you going to APHA? Tell us by answering this poll!
• Journal Club – meets the third Thursday of the month, 3-3:30 pm Eastern. Email alwilson@chronicdisease.org to receive calendar invites. Next session is October 17, 2019.
Chronic Disease Director & Emerging Leader Coaching Program

**Goal:** Provide opportunities for building leadership capacity among emerging leaders and new Chronic Disease Directors by connecting them with Chronic Disease Directors with advanced practice in leadership and management.

**Commitment:**
- Six-month program: December – June 2009
- Meet virtually *at least one hour once per month*
- Participate in one-hour virtual program orientation session
- Participate in evaluation process

*Details are in the PDF flyer along with the link to a brief info form.*

**Contact:** akaravanov@chronicdisease.org
Strategic Leadership in Public Health State Agencies – Cohort Course

STILL A FEW SPOTS LEFT!  Online cohort course for emerging leaders. The course is intended to provide an overview of strategic leadership with an emphasis on systems change within the context of public health state agency. The course covers such topics as systems thinking, collective impact, adaptive leadership, health equity, design thinking and employee retention and engagement.

Dates: Oct 14 – Nov 22 (six weeks)

Commitment:
- Participate in three one-hour webinars
- Spend about 2 hours per week reviewing course material
- Commit to participating in weekly online course group discussions

Please nominate an emerging leader from your chronic disease unit by Oct 11, 2019. Please send an email to akaravanov@chronicdisease.org
New Chronic Disease Director Orientation

• New cohort starting soon!
• Weekly for 4 weeks
• For more information, contact
  – Jeanne jalongi@chronicdisease.org
  OR
  – Tamara tengel@chronicdisease.org
Other news to note:

• Survey of States coming out soon
• Applications for STAR available soon
• Chronic Disease Academy – 1st week of September 2020 in Chicago
Please complete the evaluation for today’s webinar!

https://www.surveymonkey.com/r/65YNSPH
Next CDD Forum Webinar:
Thursday, November 7th, 3-4 pm Eastern
Presenter: Liz Ruth, NACDD State Policy Analyst