

## Operational Policy

<b>Policy title:</b>	Healthy Meetings, Conferences and Events Policy		
<b>Policy number:</b>	DHS OHA-010-019		
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<b>Approved:</b>	Mark Fairbanks, OHA CFO, Reginald Richardson, Deputy Director, DHS		

### Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to aligning agency practices with agency missions to help support a culture of health for employees, customers and partners, and demonstrate the agencies are responsible stewards of public funds.

### Description

When events are paid for using state funds, this policy requires DHS and OHA employees to follow the associated guidelines to plan and offer healthy meetings. Staff are encouraged to implement these guidelines at all other agency meetings as well.

### Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees, interns, contractors and sub-contractors.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service. Contractors and subcontractors may face termination of the working relationship.

### Policy

1. For meetings, conferences and events organized by DHS and OHA and paid for using state funds, staff and contractors shall use the Oregon Accounting Manual (OAM) to determine the general circumstances for allowable food and beverage purchases and this policy and its associated guidelines to determine acceptable food and beverage purchases.
2. For meetings, conferences and events organized by DHS and OHA and paid for using state funds, agency staff and contractors shall provide healthy foods and beverages as described in this policy and the guidelines found in DHS|OHA 010-019-01.
3. For meetings, conferences and events organized by DHS and OHA, whether or not they are paid for with state funds, agency staff and contractors shall provide opportunities for physical activity and reasonable accommodations for lactation needs as described in this policy and the guidelines found in DHS|OHA 010-019-01.

4. When DHS and OHA staff make decisions about purchasing food or beverages with state funds for meetings, conferences and events, staff shall use the OAM, this policy and the accompanying guidelines to determine:
  - a. If and when to provide food and beverages.
  - b. What food and beverages may or may not be provided.
  - c. Serving size and presentation of the food and beverages provided.
5. For any meeting lasting less than three hours, DHS and OHA shall not use state funds to provide food or beverages, other than water, unless the meeting is held during a typical meal time.
6. For meetings held outside typical meal times, DHS and OHA shall not use state funds to provide food.
7. DHS and OHA shall not use state funds to provide sugar sweetened beverages, including soda, juice with added sugars, energy drinks, sport drinks or pre-sweetened coffee or tea.
8. DHS and OHA shall not use state funds to provide fried foods, including French fries, potato chips, tortilla chips and donuts. Exceptions to this section of the policy may apply and are outlined in the guidelines.
9. If food is to be provided, staff, volunteers and contractors shall make a **good faith effort** to provide healthy food and beverages that meet the recommendations of the USDA *Dietary Guidelines for Americans 2015-2020* related to healthy selections and portion sizes.
10. Meetings organized by DHS|OHA staff and contractors shall include a physical activity break in meeting agendas.
  - d. For meetings lasting 90 minutes, at least one 10 minute break shall be offered.
  - e. For meetings lasting six hours or more, at least 30 minutes of break time shall be offered.
11. Meetings organized by DHS|OHA staff and contractors shall provide a clean, private space that meets legal guidelines for the purpose of meeting lactation needs, whether individuals are breastfeeding or pumping breast milk.
12. Managers, meeting staff and meeting coordinators shall ensure that contractors, partners and volunteers are aware of this policy and are making a good faith effort to align their practices with the established policy and guidelines.
13. All DHS and OHA managers shall:
  - a. Review plans with coordinating staff to ensure that meetings, conferences and events comply with the policy requirements for healthy food and beverages, physical activity opportunities, and lactation accommodation.
  - b. Institute oversight processes that ensure employees coordinating meetings, conferences and events are making a good faith effort to implement the guidelines of this policy.
  - c. Use management controls for purchases related to meetings, conferences and events, such as signing purchase approval forms, to ensure that staff are following the requirements of this policy prior to granting approval for purchases.
14. DHS and OHA follow all federal and state statutes and rules and all Oregon Department of Administrative Services statewide policies, including Oregon Accounting Manual requirements for meetings.

## References

[US Department of Agriculture's Dietary Guidelines for Americans 2015-2020](#)

Healthy Meetings, Conferences and Events Guidelines

[Oregon Accounting Manual](#)

Lactation legal guidelines

## **Forms referenced**

## **Related policies**

Department of Administrative Services Oregon Accounting Manual Policy 10.40.10.PO Section .117

## **Contact**

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## **Policy history**

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## **Keywords**

Conferences, events, exercise, health, healthy, lactation, meals, meetings, planning, refreshments

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