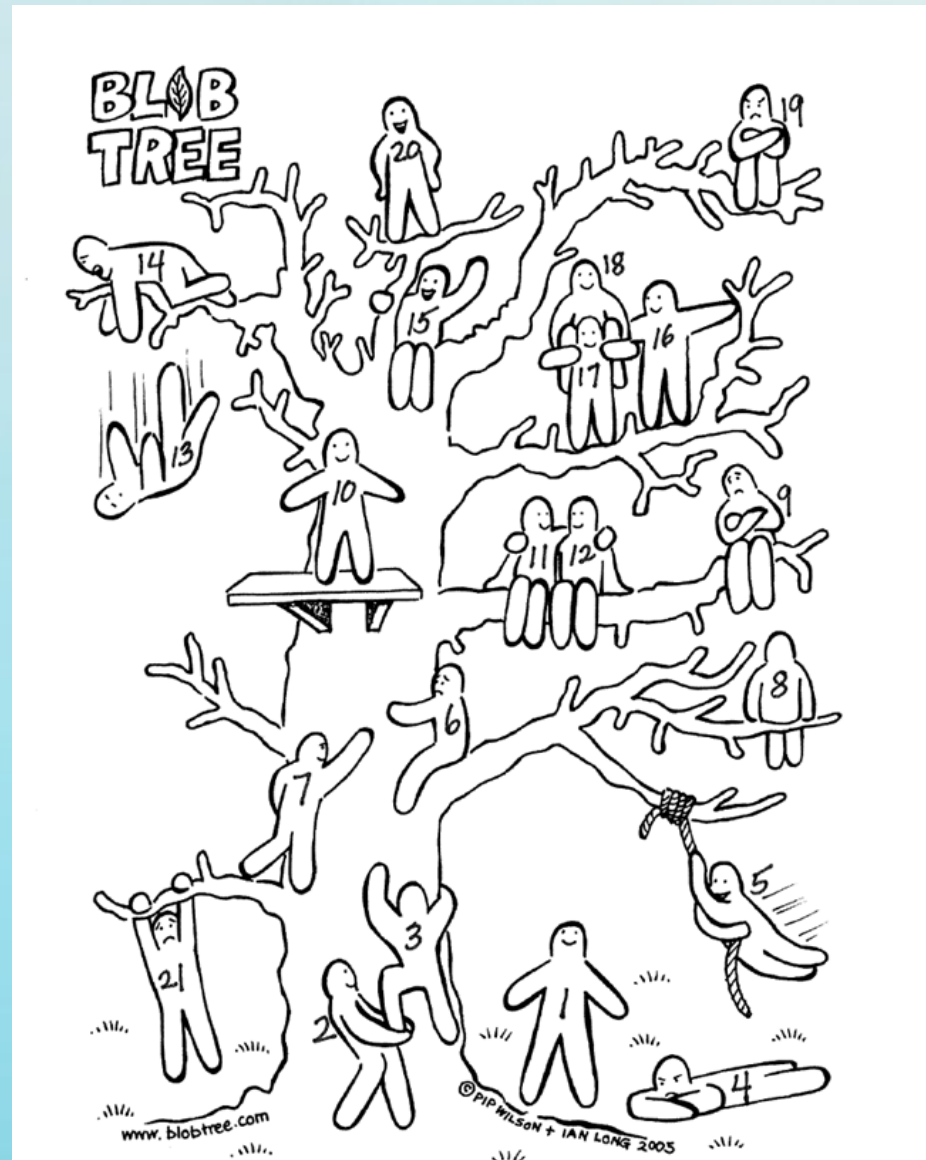


Ensuring a Workplace Focused on Wellness

National Community Action Partnership Annual Convention
Detroit, Michigan

WELLNESS ACTIVITY!



What is Workplace Wellness?

- Workplace wellness refers to programs, policies, and activities that support the physical, mental, and emotional well-being of employees while they're at work — and ideally, beyond work hours too. A strong wellness program can include:
 - **Physical health:** access to fitness facilities, ergonomic workstations, preventive screenings, healthy food options, or standing desks.
 - **Mental health:** counseling services, stress management workshops, flexible schedules, or quiet spaces for focus and decompression.
 - **Work-life balance:** flexible hours, hybrid/remote work options, paid time off, and support for caregiving responsibilities.
 - **Social well-being:** team-building events, peer recognition programs, and spaces for employees to connect.
 - **Financial wellness:** retirement planning resources, financial education, or assistance programs.

The Goal of Workplace Wellness

Workplace wellness programs exist to create a supportive environment that empowers employees to make healthy choices, enhance their well-being, and thrive both personally and professionally.



Benefits of a Workplace Wellness Program

1. Improved Employee Health

- Encourages healthier lifestyle habits (nutrition, exercise, sleep, stress management).
- Reduces risk of chronic illnesses such as heart disease, diabetes, and obesity.

2. Increased Productivity

- Healthier employees tend to have higher energy and focus.
- Reduces “presenteeism” (being at work but not fully functioning due to illness or stress).

3. Reduced Absenteeism & Healthcare Costs

- Fewer sick days due to improved overall wellness.
- Can lower healthcare claims and insurance premiums over time.

4. Enhanced Morale & Job Satisfaction

- Shows employees the company cares about their well-being.
- Creates a more positive and supportive workplace culture.

Benefits of a Workplace Wellness Program

5. Better Employee Engagement & Retention

- Wellness programs can boost loyalty and reduce turnover.
- Attracts talent who value a supportive and health-conscious employer.

6. Lower Stress & Improved Mental Health

- Stress management workshops, mindfulness training, and counseling resources improve emotional well-being.
- Supports work-life balance.

7. Stronger Workplace Relationships

- Group wellness activities (walking clubs, team challenges) encourage collaboration and camaraderie.

About Contra Costa County CAP

- Located in Northern California, about 30 miles east of San Francisco.
- Rural, urban, and suburban communities
- Also operate Head Start, LiHEAP, Weatherization, State early care and education programs, and alternative payment programs.
- Served 15,986 unduplicated individuals in 2024!
- Public Agency – County Government
- Total Budget: \$44,792,267

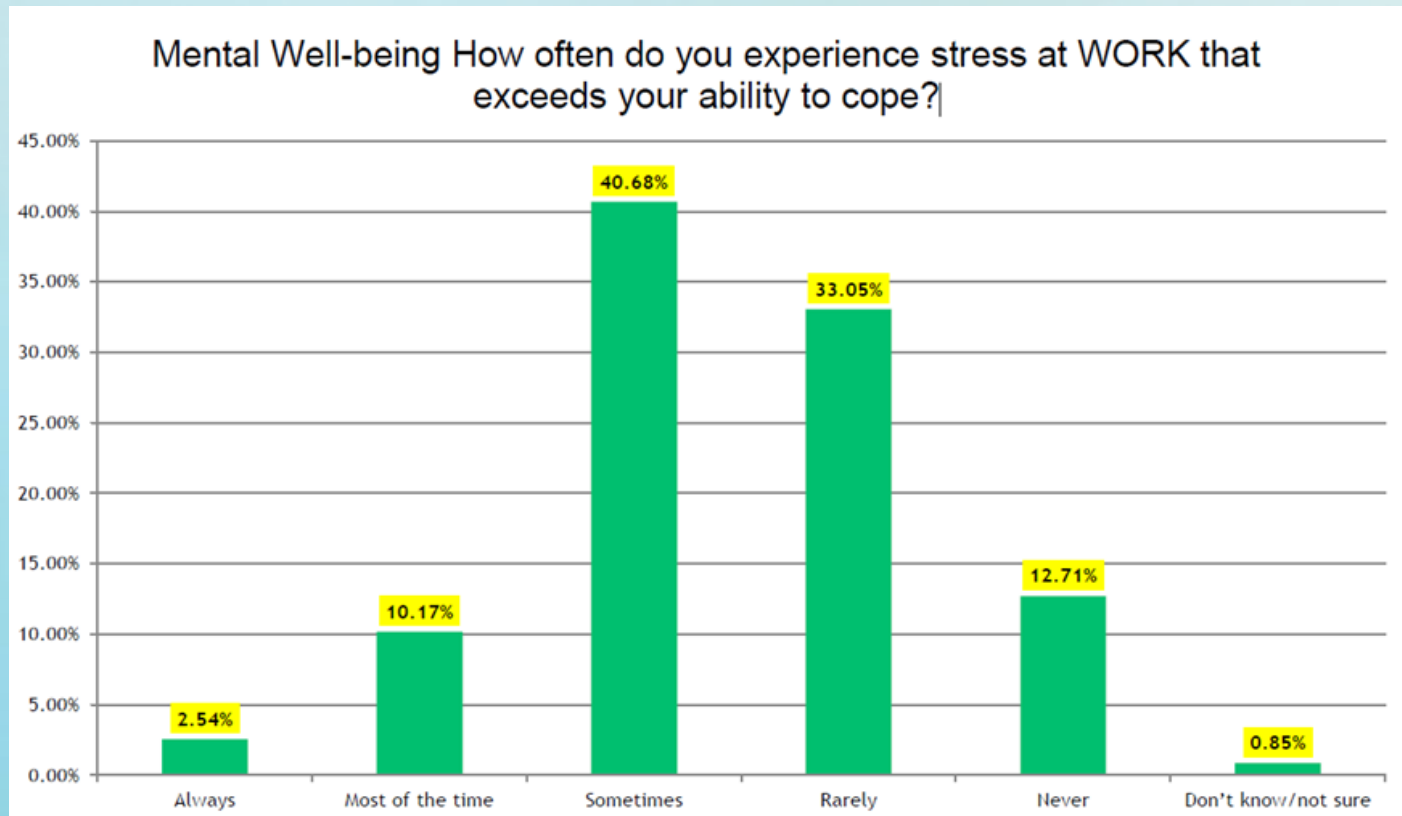


Our Journey to Workplace Wellness...

- In early 2018, we sent a small group to UCLA Johnson and Johnson's Building Health Communities Conference.
- Overarching Goal: To develop systems and programs to facilitate increased staff competencies and effective teams to ensure a strong and motivated workforce that can meet the current and future needs of our communities.

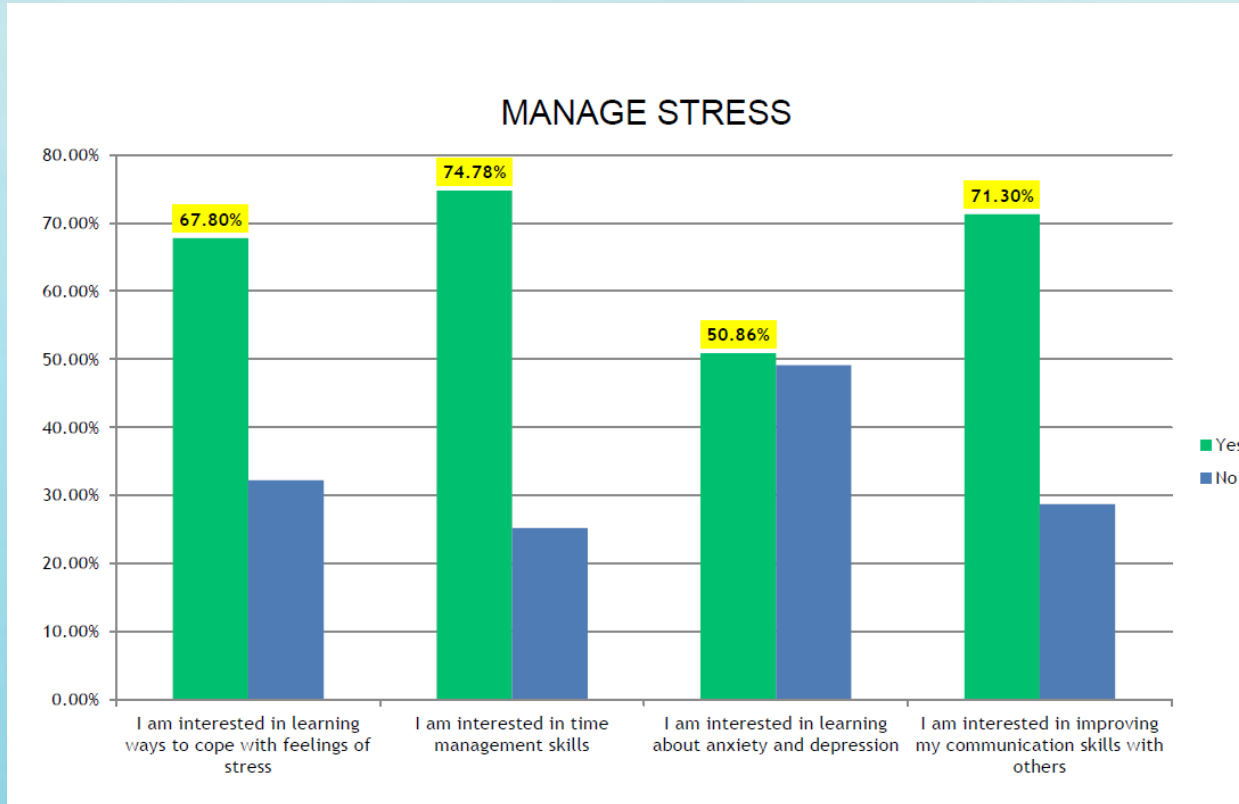


Establishing a Baseline



Our baseline was established using the CDC Worksite Health ScoreCard. This tool helps employers evaluate and improve their workplace health programs, identify gaps, prioritize improvements, and ensure that the programs follow proven health practices.

Establishing a Baseline



Stress is something we can all identify with and a targeted element of a comprehensive wellness program. Gauging staff readiness to participate in wellness program is important to achieve buy in and meaningful participation. As you can see here, our staff were ready!

The Staff Health Improvement Plan (SHIP)

- Objective 1: By implementing the strategies listed below, we will see a 50% increase in organizational supports by 5/1/2019 that will be evaluated by the results of a second scorecard assessment.
 - Increase visibility of health promotion programs
 - Better tailor health promotion programs and materials so it's more understandable and accessible
 - Recruit a Wellness Champion for each unit
- Objective 2: By implementing the strategies listed below, we will see a 50% increase in nutrition and physical activity by 5/1/2019 that will be evaluated by the results of a second scorecard assessment.
 - Provide more learning opportunities about Nutrition
 - Increase participation in physical activity initiatives
 - More consistently and intentionally provide informational tools and resources
- Objective 3: By implementing the strategies below, we will see a 50% increase in more effective stress management by 5/1/2019 that will be evaluated by the results of a second scorecard assessment.
 - Develop a stress management program
 - Enhance initiative and activities already in place
 - Create or enhance break areas at worksites

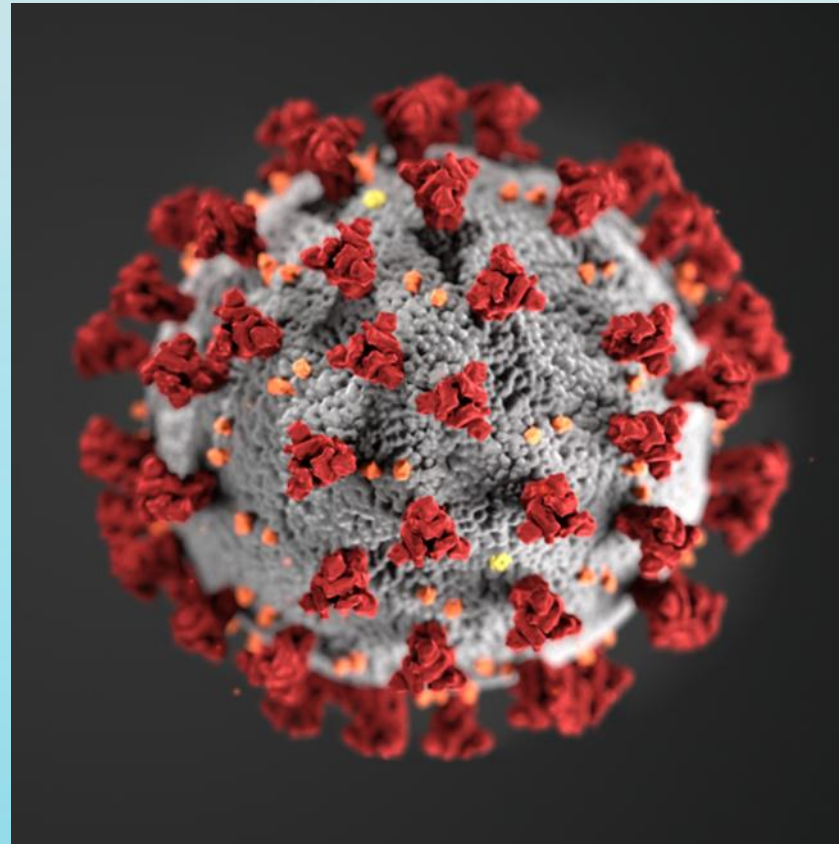
OUTCOMES! Breakroom Enhancements!



OUTCOMES! Scorecard Achievements!

Pilot sites	Bayo Vista		GMC		GMIII	
	2019	2020	2019	2020	2019	2020
Organizational Support	66%	91%	61%	95%	52%	91%
Nutrition	33%	33%	33%	38%	25%	38%
Physical Activity	64%	68%	64%	68%	36%	55%
Stress Management	100%	79%	100%	100%	79%	79%

And then... in March 2020...



Redefining our Wellness Program!

- After a pause for a year, a group of six staff from across our bureau attending a 6-day training called “Strategies to Promote Resilience and Wellness Through a Trauma Informed Lens” at UCLA’s Health Care Institute. Training topics included:
 - Traumatic Stress During COVID
 - Compassion Fatigue
 - Maintaining Personal and Professional Wellbeing
 - Intersectionality of Trauma
 - The Trauma Landscape
 - Strategic Organizational Response to Trauma
 - Practical Approaches to Building Resilience
 - Emotional Intelligence and Diversity
 - Self-Care to Foster Resilience

A Plethora of Wellness Initiatives

Following our training at UCLA we took inventory of wellness efforts which included:

- The Trauma Support Team, introduced in 2016
- The SHIP Team, introduced in 2019
- The Trauma-Informed Care Team, introduced in 2021

Our goal was to put wellness at the forefront of our efforts by simplifying it. With the daily demands of our work - how can we keep it simple yet impactful, and make it a sustainable agency habit?

ENTER...SIA Team

- SIA stands for:



Simple. Impactful. Actionable.

"Sia" in old Norse means "Victory". We shall be victorious in self & team-care!

We combined all our efforts to create SIA!

We started with these practices!



Mindfulness

Training with Julie Kurtz
Ritualizing Reflective Self- and Team-building Questions



Bringing back what worked before

Monthly Employee Recognition
Motivation by Appreciation
Reappoint Wellness Ambassadors to lead efforts tailored to the needs of their center/unit/classroom



Continuing Trauma-Informed Care (TIC) & Systems

Reflective Practice & Supervision
Ongoing provision of Introductory TIC Training to new staff
Continued roll out of deeper dive into TIC (102 + 103) at all levels
Psychological First Aid



Working with you to strengthen above, help with your ideas & address needs as they arise

Topical presentations or holding facilitated discussion per request
Materials/resources needed
Etc

MORE INFO
TO COME

Trauma-Informed Practice

A trauma-informed workplace is an organization that recognizes the widespread impact of trauma on individuals and actively works to mitigate these effects by creating a supportive, safe, and respectful environment. It operates with an understanding that trauma can significantly influence a person's behavior, well-being, and interactions, and aims to avoid re-traumatization while promoting healing and growth.

Negative effects of trauma that impact your workforce



Stress, anxiety,
burnout



Absenteeism



Lack of confidence and
imposter syndrome



Memory
problems



Employee conflicts



Inability or difficulty
to navigate change



Task avoidance

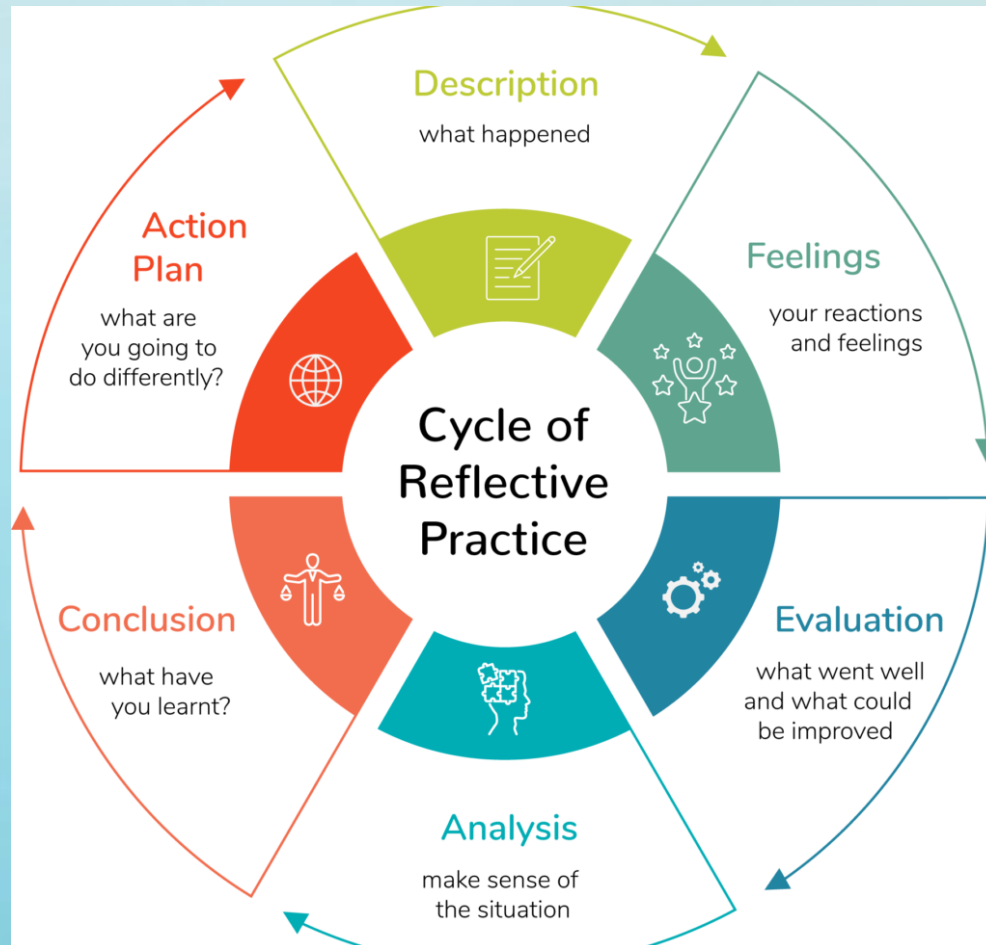


Flashbacks

Trauma-Informed Response Materials & Services

- Book Library – include topics on loss, stress, anxiety, domestic violence, sleep health
- Weighted blankets
- Breathing Buddies
- White noise machines
- Safety kits
- Employee Assistance Program
- Support Groups facilitated by Mental Health Professional
- Policy!

Reflective Supervision



Reflective supervision in the workplace is a form of supervision that emphasizes the supervisor's role in supporting the supervisee's emotional processing and critical thinking related to their work experiences. It creates a safe space for practitioners to explore their reactions, feelings, and challenges, ultimately promoting professional growth, improved service quality, and potentially, better client outcomes.

Motivation Mondays and Wellness Wednesday Email Blasts!

 Christina Castle-Barber
To: EHS Community Services Bureau DL

From the Desk of Michelle Mankewich...

Happy Wednesday,

July is social wellness month!

RELATIONSHIPS CONTRIBUTION TO COMMUNITY FAMILY
COMMUNICATION INTERACTION **SOCIAL** FRIENDS
LASTING WELLNESS CONFLICT RESOLUTION
FRIENDSHIPS VOLUNTEER PEOPLE
SOCIALISING REACHING OUT TO THOSE AROUND YOU FUN

How will you develop your social wellness this month?

SOCIAL WELLNESS MONTH

- 1 MAKE CONNECTIONS
- 2 TAKE CARE OF YOURSELF WHILE CARING FOR OTHERS
- 3 GET ACTIVE TOGETHER
- 4 BOND WITH YOUR KIDS (OR THE KIDS IN YOUR LIFE)
- 5 BUILD HEALTHY RELATIONSHIPS
- 6 MODEL HEALTHY HABITS FOR FRIENDS & FAMILY



7 | SIGNS OF SOCIAL WELLNESS

- ✓ Development of assertiveness skills not passive or aggressive ones.
- ✓ Balancing social and personal time.
- ✓ The ability to be who you are in all situations.
- ✓ Becoming engaged with other people in your community.
- ✓ Valuing diversity and treat others with respect.
- ✓ Continually being able to maintain and develop friendships and social networks.
- ✓ The ability to create boundaries within relationship boundaries.

Stay Safe, Stay Healthy,

Michelle Mankewich

ASA III

Contra Costa County Employment & Human Services Department

Mindful Monday - Did you get your daily DOSE?



Monica DeVera

To: Amy Wells; Christina Castle-Barber

Cc: Michelle Mankewich

You forwarded this message on 8/11/2025 11:57 AM.
If there are problems with how this message is displayed, click here to view it in a web browser.

Light and strength to you this Mindful Monday!

Mindfulness is an ongoing learning experience, here are tools to add, or for some a refresher, as we continue to deepen and strengthen our mindfulness muscle, as well as great action items

Enjoy your week! ❤️

★ GET YOUR DAILY ★

D O S E

DOPAMINE OXYTOCIN SEROTONIN ENDORPHINS

↓ ↓ ↓ ↓

THE REWARD CHEMICAL THE LOVE HORMONE THE MOOD STABILISER THE PAIN KILLER

<ul style="list-style-type: none"> ★ Create something ★ Achieve a goal ★ Complete a task ★ Self-care activities 	<ul style="list-style-type: none"> ★ Socialise ★ Hug a family member, friend or your pet ★ Help others 	<ul style="list-style-type: none"> ★ Get out in sunlight ★ Try mindfulness ★ Be with nature ★ Try meditation 	<ul style="list-style-type: none"> ★ Exercise ★ Listen to music ★ Watch a movie ★ Have a laugh with friends
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©DORSETMHST

What's your battery at?



All Staff Wellness Summits!

Save the Date!

SEASONS OF CHANGE
An All Staff Wellness Summit for CSB!

Wednesday, May 8, 2024
8:30 AM to 4:30 PM
Pleasant Hill Community Center
320 Civic Drive, Pleasant Hill, CA 94523

Details to Follow...



Save the Date!

Wednesday, May 28, 2025
8:30 AM to 4:00 PM
CSB's 2025 All Staff Summit

Season of Growth

From Limitation to Liberation

Centre Concord
5298 Clayton Road, Concord



A Time for Learning, Restoration and Celebration

Details to Follow



Motivation by Appreciation Inventory

Individuals differ in how they experience feeling appreciated at work. That is, not everyone feels appreciated in the same ways. The Motivating By Appreciation Inventory is designed to gain a clearer picture of everyone's primary language of appreciation as experienced in a work-related setting. This then can provide accurate information to others so they can "hit the mark" in communicating appreciation in the ways that are meaningful to the recipient (rather than wasting time and energy trying to do the same actions for everyone).

Motivation by Appreciation – 5 Languages of Appreciation

- **Words of Affirmation:** Expressing appreciation through verbal or written praise, recognizing achievements, effort, or positive character traits. Being specific and genuine makes the praise more impactful.
- **Quality Time:** Giving undivided attention to a colleague, engaging in meaningful conversations, dedicated one-on-one meetings, or participating in team activities.
- **Acts of Service:** Offering help with tasks, assisting with projects, providing resources, or supporting colleagues in practical ways. Always ask before offering help to ensure it's welcome and avoid misunderstandings.
- **Tangible Gifts:** Presenting thoughtful, often personalized gifts, ranging from small tokens to larger rewards, that demonstrate you've considered their interests and preferences.
- **Appropriate Physical Touch:** Using non-intrusive forms of contact, such as high-fives, handshakes, or pats on the back, to express congratulations or support. This language is the most culturally and personally sensitive and should always be exercised with caution and respect for individual boundaries.

Motivation by Appreciation Inventory - Mine



CHRISTINA CASTLE-BARBER'S PRIMARY LANGUAGE

Christina's primary language for feeling appreciated in the work setting is ***words of affirmation -- by having others communicate their appreciation for her verbally***. Remember, there are different methods for communicating appreciation and encouragement verbally. And it is as important to use the proper method as the correct language, to communicate in a way that is meaningful to Christina - so take note of the action items she endorsed. Verbally communicating your appreciation to Christina encourages and energizes her, motivating her to want to continue to do a good job. It is also important to note that Christina may also be sensitive to criticism and can be easily discouraged by either a lack of praise or by negative comments.

Motivation by Appreciation Inventory - Mine



CHRISTINA CASTLE-BARBER'S SECONDARY LANGUAGE

An additional way that Christina receives encouragement and is motivated is by *spending quality time with those she values*. As a result, she feels valued and appreciated when others:

- Invite her to do something with them.
- Stop by and see “how she is doing”.
- Give her their full and undivided attention.
- Take time to listen to her concerns.

Christina’s secondary language of appreciation is important in two regards. First, it provides an alternative way to express appreciation and encouragement to her that she values. Secondly, combining a person’s primary and secondary languages of appreciation can communicate more powerfully than either language used by itself.

Employee Recognition Program – Values Based: Respect, Responsiveness & Relationship



Monthly Staff Appreciation Items!

- Huggy Hearts
- Personal Fans
- Pedometers
- Employee Badge Lanyards
- Water bottles
- Key chains



Mindful Moments/Wellness Exercises at Every Meeting! And Wellness Breaks!!!!

Agenda

Group/Meeting Name: Senior Management Teams Meeting
Date: 8/13/2025 **Time: From:** 10:00 AM **To** 12:00 PM
Location: *NEW* Teams Link - [Click here to join the meeting](#)
Meeting ID: 298 629 819 786
Passcode: 6vZRT7
Meeting Leader: Roshunda Ward
Purpose: Discuss Departmental Issues and Present Updates.

Desired Outcome: **By the end of this meeting, we will have:**

- A welcome led by Roshunda Ward;
- An agreement on the desired outcomes and meeting rules;
- A review of next steps from the July 2025 meeting so that items can be completed effectively and in a timely manner;
- A wellness activity to inspire and motivate us to do more in our effort to improve our staff wellness;
- A high-level overview of Division Managers and Unit reports so that we can ensure ongoing communication;
- A five-minute wellness break to refresh our focus;
- Heard updates from the Director so that we are informed of issues that impact our work
- A list of next steps;
- Evaluation of the meeting.

Wellness Activity!

Wellness Break!

Agenda			
What	How	Who	Time
➤ A Welcome	Present, Clarify, Check for Understanding	Roshunda Ward	2 Minutes
➤ Review Desired Outcomes & Meeting Rules	Present, Clarify, Check for Understanding	Volunteer	3 Minutes
➤ Review Next Steps from Previous Meeting	Present, Clarify, Check for Understanding	Group	2 Minutes
➤ Wellness Activity	Present, Clarify, Check for Understanding	Roshunda Ward	10 Minutes

Wellness Calendar - Monthly

Friendly February 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						
3 Do an act of kindness to make life easier for someone	4 Invite a friend over for a 'tea break' (in person or virtual)	5 Make time to have a friendly chat with a neighbour	6 Get back in touch with an old friend you've not seen for a while	7 Show an active interest by asking questions when talking to others	8 Share what you're feeling with someone you really trust	9 Thank someone and tell them how they made a difference for you
10 Look for good in others, particularly when you feel frustrated with them	11 Send an encouraging note to someone who needs a boost	12 Focus on being kind rather than being right	13 Smile at the people you see and brighten their day	14 Tell a loved one or friend why they are special to you	15 Support a local business with a positive online review or friendly message	16 Check in on someone who may be struggling and offer to help
17 Appreciate the good qualities of someone in your life	18 Respond kindly to everyone you talk to today, including yourself	19 Share something you find inspiring, helpful or amusing	20 Make a plan to connect with others and do something fun	21 Really listen to what people say, without judging them	22 Give sincere compliments to people you talk to today	23 Be gentle with someone who you feel inclined to criticise
24 Tell a loved one about the strengths that you see in them	25 Thank three people you feel grateful to and tell them why	26 Make uninterrupted time for your loved ones	27 Call a friend to catch up and really listen to them	28 Give positive comments to as many people as possible today		

ACTION FOR HAPPINESS Happier · Kinder · Together

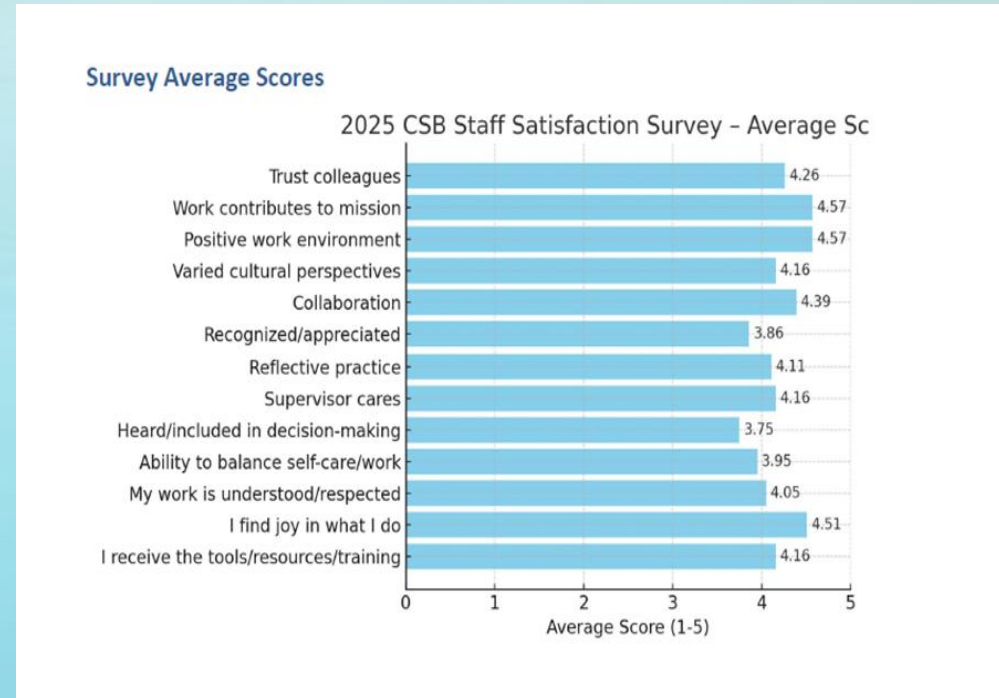
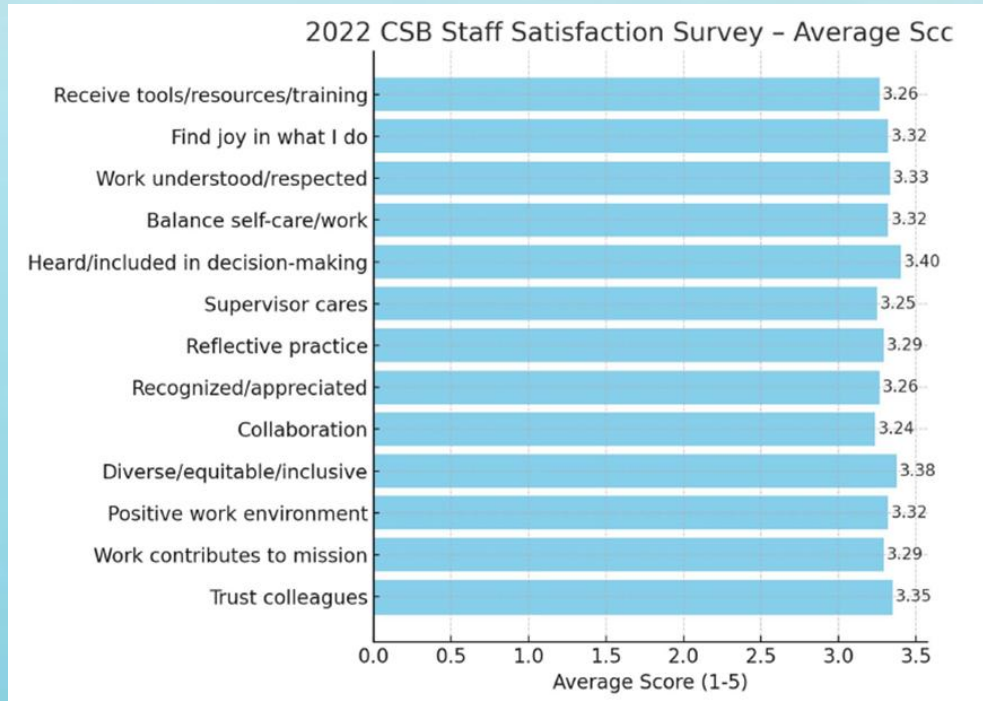
Wellness Calendar - Annual

<p>January – Fresh Start Challenge</p>	<p>February – Heart Health Month</p>	<p>March – Mindful March</p>	<p>April – Financial Wellness Month</p>
<ul style="list-style-type: none"> • Launch a “Hydration Challenge” (track daily water intake). • Share a healthy recipe each week. 	<ul style="list-style-type: none"> • Organize a “Wear Red Day” for heart health awareness. • Host a lunchtime walking group. 	<ul style="list-style-type: none"> • Start each Monday with a 2-minute breathing exercise. • Share weekly mindfulness tips via email. 	<ul style="list-style-type: none"> • Offer a free lunch-and-learn on budgeting or saving. • Start a “no-spend week” challenge.
<p>May – Move More May</p>	<p>June – Social Connection Month</p>	<p>July – Stress Less Summer</p>	<p>August – Healthy Habits Month</p>
<ul style="list-style-type: none"> • Encourage walking meetings. • Host a daily 5-minute stretch break. 	<ul style="list-style-type: none"> • Have a “Lunch Bunch” with mixed teams. • Create a gratitude board in the breakroom. 	<ul style="list-style-type: none"> • Offer a quiet space for relaxation breaks. • Host a “bring your favorite stress-buster” share day (books, hobbies). 	<ul style="list-style-type: none"> • Share a weekly healthy snack idea. • Host a “Swap Table” for books, clothes, and kitchen gadgets.
<p>September – Self-Care September</p>	<p>October – Step It Up Month</p>	<p>November – Gratitude & Giving Month</p>	<p>December – Joy & Balance Month</p>
<ul style="list-style-type: none"> • Give each employee a small self-care goodie (tea bag, stress ball). • Share a short guided meditation link each week. 	<ul style="list-style-type: none"> • Organize a step-count challenge. • Offer small prizes for most improved, not just highest total. 	<ul style="list-style-type: none"> • Post daily gratitude notes on a community board. • Organize a workplace volunteer day or donation drive. 	<ul style="list-style-type: none"> • Host a potluck lunch with healthy and festive dishes. • Share tips for managing holiday stress and budgeting.

Staff Satisfaction Survey – Staff Wellness Programming WORKS!

2022-23

2024-25





Group Share!

What are you doing in your programs?

What's working?

What needs improvement?



Questions?

Christina Castle-Barber
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