



## Better Health Choices

### A Personal, Professional and Official Appeal

The New Year is rapidly approaching and with it the start of our 2018 Health Insurance Plans. In last month's My Foundation newsletter, I shared how one of the best ways to slow the rate of insurance costs is to move toward a self-insured model. For a self-insured model to be successful, ***we must all become better stewards of our own individual health and wellness.***

This may seem to be a daunting task and it is, but not in the way you might think. The science of the "how to be healthier" has already been done for us. How to do it is the easy part; the hard part is the multitude of ***decisions we each have to make every single day about eating, drinking, sleeping, exercise, and how we relate to others.***

All too often we make bad choices without any real thought about the long-term consequences to our overall well-being. It's the cumulative effect of our ***own daily bad choices that ultimately will shorten our life spans.*** This is an interesting paradox because very few of us go through our day purposely choosing to be self-destructive, but in actuality, this is what happens to the majority of us.

Science tells us that 70 percent of most chronic diseases including diabetes, hypertension, heart disease, cancer, depression, and arthritis are preventable. Science also tells us that only 25 percent of how long we live is dictated from genetics and the ***other 75 percent is determined by our lifestyles and the everyday choices we make.*** Despite knowing this, the incidence of many of these chronic health conditions seems to be on the rise. We certainly all know friends and family members who have suffered greatly from the ravages of ill health.

So as we move into the New Year, ***let's all strive to make better health choices.*** Knowing the numbers should compel us to do something. It won't be easy and it won't happen overnight. However, if we are persistent and take slow gradual steps to being healthier, it will make a difference for all of us.

In the coming year I hope to share with you through this newsletter, tried and true successful strategies to improve your overall health and wellness. I hope this education will serve you well through the next year and beyond as we move toward making our health insurance more affordable for all of us. Remember, it's not a sprint. We all make mistakes, but hopefully we will learn from them and ***move to a healthier future.*** – Dr. Phillip Berry, City Physician

## Healthy Breakfast Recipe

### Overnight Oats with Bananas and Walnuts

Overnight oats are a no-cook, no-bake, super-nutritious breakfast – prepared in minutes after soaking the mixture overnight in the refrigerator. There's no lingering by the stove or waiting for oats to simmer and thicken. Simply add a few basic ingredients to a jar or bowl. Overnight the oats to absorb the milk and flavors, forming a delicious and creamy grab-and-go breakfast. With whole grains, fruits and nuts, overnight oats are DASH-certified!

1. **Add the oats, mashed banana, walnuts and cinnamon to a Mason jar or container of choice. Pour in the milk and gently stir until combined.**
2. **Place in the refrigerator overnight or for at least 8 hours.**
3. **Top with additional milk if desired when ready to serve.**

**Vegetarian Budget-Saver: Prep is 5 minutes, plus 8 hours at rest.**

½ cup rolled oats	2 tablespoons chopped walnuts
½ cup nonfat or low-fat milk	¼ teaspoon ground cinnamon
1 ripe banana, mashed	Optional: no-calorie sweetener of choice

**BUDGET SAVER TIP:** You can replace the walnuts with chopped unsalted peanuts or mix in ½ tablespoon unsalted natural peanut butter. **All nuts are nutritious and high in heart-healthy fats** so purchase the type of nut or nut butter that fits within your budget.

## Holiday Chocolates Can Be Healthy

With every holiday season come treats galore, but this doesn't have to be a bad thing. **When selecting from this year's sweets, consider the benefits of dark chocolates.** Enjoyed in moderation, dark chocolate is a satisfying treat that can provide nutritional value. Dark chocolate contains flavonoids that come from extracts of the cocoa bean. Choosing dark chocolate with a high percentage of cocoa gives your body more of these healthy antioxidants.

**Some studies report small portions of dark chocolate can maintain heart health and maintain the health of blood vessels.** You can celebrate the holidays with a small treat of dark chocolate as part of your healthy diet.

## Healthy Christmas Snack: Strawberry Santas

Holiday parties and gatherings can do a number on our sugar intake during the holidays. Make sure you look for healthy alternatives to serve. Santa hats can be served up for a snack, lunch or holiday gathering.

### How to Make Strawberry Santas

- Wash your strawberries and flip them upside down. (*The pointier the end is the better.*)
- Snip the tip off your strawberry and use a little whip cream to stick it back down.
- Add a tiny dot of whip cream to the tip of the strawberry, and two little dots down the front.
- Cut the stem off in a way that you're creating a base. Place it on your plate and spray whip cream around the bottom, and a little dabble at the top.

*Courtesy of Mari Hernandez-Tuten, Founding Editor of Inspired by Family Magazine.*



## PPRs Due Soon

### Goal-Setting, Planning and Performance

The Performance Planning and Review (PPR) process is an important part in developing our workforce. Supervisors should remember that the purpose of these sessions is to ***make sure your employees understand how their performance helps to promote the priorities and expectations of each department and the City in general.***

***Communication is vital to this process and adequate time should be devoted to each employee in order to succeed in managing performance.*** During the PPR session, encourage your staff to provide feedback on their PPR form or attach a written note. A maximum of three days is usually adequate time for employees to complete this process.

Additionally, all non-sworn, non-probationary, non-collective bargaining unit (AFSCME) regular and part-time employees in the following listed designators will potentially be eligible to receive Satisfactory Performance Increases (SPIs): AC, CA, CS, EX, EC Grade 06, IS, ST and UC (except that elected officials and municipal judges are not eligible for the SPI). **The effective date for these SPIs is December 10, 2017.**

**Eligibility for SPIs will be dependent on an employee receiving at least a Proficient Category rating, which includes Exceptional, Very Proficient, or Needs Some Improvement rating.** Employees who receive a final, annual rating of Inadequate are ineligible for an SPI. Employees who receive a rating of Needs Some Improvement for two or more consecutive years' final, annual evaluations also are not eligible for an SPI.

SPI increases for qualified employees who complete their probationary period during FY 17-18 but after December 9, 2017 will be effective during the pay period immediately following the successful completion of the probationary period and will not be retroactive.

At this time employees covered by the LT, OT/AT and IT/IS collective bargaining agreements with AFSCME will also be receiving their SPIs effective December 10 after successful negotiations with the City. EC employees are still negotiating and the results of that process will be communicated at a later date. ***However, performance review sessions with all employees, regardless of classification, needs to be completed by the end of the year.***

Any employee who has used an excess of 80 hours of Sick Leave or unauthorized Leave Without Pay (LWOP) per calendar year (for non-FMLA absences) is not eligible for a Satisfactory Performance Increase (SPI) or a Special Merit Increase (SMI) based on the 2017 calendar year. If you have any questions regarding the use of Sick Leave for LWOP, please direct them to: [FMLA@cityoftulsa.org](mailto:FMLA@cityoftulsa.org) (See the next page for more details on PPRs, as well as Leadership U Class IV.)

## Goal Setting, Planning and Performance (Continued)

Please note that changes to the PPR process will take effect in 2018. ***This will include new PPR forms, which will be significantly different than the forms now used.*** Training for the new PPR processes will take place early in 2018.

Managers/supervisors should not do any planning sessions for 2018 until they have completed the new PPR training. Look for additional information regarding the new PPR process coming soon.

## Leadership U – Class IV

On Nov. 15, the City of Tulsa’s Leadership U program kicked off its fourth class with 16 outstanding employees who are committed to further developing their talents and taking their skills to a new level.

Jack Blair, Mayor’s Office Chief of Staff thanked the class for ***taking on more of a role at the City and stepping up to take leadership roles.*** Ellen Ralph, Leadership U Facilitator encouraged the class to ***develop relationships within the City to help as they advance within the organization.*** She said the program provides a great opportunity for them to build their knowledge of the City and our community.

***Leadership U consists of monthly classes and workshops, including leadership assessments, guest speakers from the community and City department heads and mentoring opportunities with executive level employees.*** It helps ensure a succession and leadership plan is in place for our City government during the next 10 to 15 years.

If you have an eye on future leadership roles at the City, there will be ***more opportunities for you to apply for Leadership U.*** Sworn or non-sworn employees who have one year of service with the City and an associate’s degree are encouraged to apply for Leadership U. At a minimum, applicants must have no history of disciplinary action against them. The selection process will mirror the Leadership Tulsa model, looking for diversity across age, gender, ethnicity and education.

***Please join us in congratulating the following City employees who are participating in the fourth class of Leadership U!***

Leadership U Class IV		
Name	Department	Position
Chad Becker	Finance	Financial Services Manager
Jennifer Betancourt	Mayor’s Office	Administrative Assistant II
Megan Boyd	City Council	Council Video/Media Specialist
Jeffrey Bush	Water & Sewer	Crew Leader II
LaKendra Carter	Human Rights	Compliance Officer
Jon Galchik	Information Technology	Project Manager
Stephanie Hunter	Water Treatment Plant	Treatment Plant Superintendent
Matt McDonald	Streets & Stormwater	Senior Environmental Monitoring Tech
Michelle McGrew	Legal	Senior Assistant City Attorney
Jhoanna Murray	Water & Sewer	Business Analyst
Ed Noviski	Working in Neighborhoods	Housing Inspector
Kari Noviski	Finance	Customer Accounting Supervisor
Travis Osborne	Human Resources	Senior Safety Coordinator
Jenny Shamp	Finance	Assistant Controller
Max Wells	Engineering Services	Senior Code Official
Justin Weyl	Engineering Services	Construction Inspector Apprentice



## Holiday Driving Hazards

### One Text or Call Can End It All

Whether it's making a "Merry Christmas!" phone call from behind the wheel, rushing to the next holiday party or indulging in some rum eggnog prior to hitting the road, the following are some of the most dangerous behaviors drivers exhibit during the holiday season.

***Driving when you're tired, impaired or distracted is always dangerous – but add low visibility, the potential for ice and snow and the pressures that come with the holiday season, and December just might be one of the most dangerous months to be on the road.***

"When accompanied by poor road conditions, these four dangerous behind-the-wheel behaviors combine into a perfect storm of risk for drivers," explained driver safety expert Doug Horn, who founded driving safety program "Drive by Example."

### Four Most Dangerous Holiday Driving Hazards

**1. Distracted Driving.** "This includes ***driving while using cell phones for both talking and texting*** holiday messages to friends, coworkers and family," Horn said. "It also includes driving while checking out store hours and locations using a smartphone to surf the web."

**2. Impaired Driving.** "Year-end dinners, parties and celebrations typically involve ***consumption of alcohol, and in too many cases, use of drugs,***" said Horn. "An increase in the number of impaired drivers using the roadways during the winter holidays has been well-established by law enforcement, and the loss of life resulting from impaired driving is also well-established."

**3. Pressured Driving.** "The winter holidays typically bring with them increased pressures, ***especially financial pressures and the stress created by trying to do too much in a short time span.*** Drivers often react to these pressures by driving too fast for conditions, making aggressive lane changes, failing to yield right-of-way, and generally disregarding the needs and safety of others using the road," Horn stressed.

(See the next page for Tip No. 4 and a link to the EHS Today website.)

**4. Fatigued Driving.** “Increased demands and activities during the winter holidays often mean significantly reduced sleep schedules,” Horn added. “According to a study by the AAA Foundation for Traffic Safety, **people who slept six – seven hours a night were twice as likely to be involved in a crash as those sleeping eight hours or more,** while people sleeping less than five hours increased their risk four to five times.”

Horn added that it’s not uncommon for a single driver to manifest all four dangerous driving behaviors at the same time, especially in the final 10 days of the year.

So this holiday season, take this list and check it twice – and stay safe out there.

Visit: <http://www.ehstoday.com/safety/four-most-dangerous-holiday-driving-hazards>

