

**NOTICE AND AGENDA OF MEETING OF THE NAPEBT WELLNESS COMMITTEE OF THE
NORTHERN ARIZONA PUBLIC EMPLOYEE BENEFIT TRUST**

Notice is hereby given to the general public that the NAPEBT WELLNESS COMMITTEE will hold a meeting open to the public on **Friday February 8, 2019, 10am-12:00pm County Health Department 2625 N. King St. Birch Room, Second Floor.**
Call In Option: 1-641-715-3580 PIN: 594430
Link to supporting materials on SLACK

NOTES

1. CALL TO ORDER

2. COMMITTEE MEMBERS AND ALTERNATES:

Katie Wittekind	NAPEBT	Lynn Hill	NAIPTA
Amber Baker	NAPEBT	Allison Duff	Vera
Jen Moore	FUSD	Shawna Bowen	Vera
Tasha Wilson	County		
Mike Townsend	County		
Jen Caputo	City		

3. AGENDA ITEMS

- A. Intro Activity: focus on the “wins” and share something personal or professional that you’re happy with or proud of.
- B. Note Taker Proposal:
 - a. NO intern this year; could we rotate note taking for the time being? How would we do this? Last person to show to the meeting is a note taker...or take turns month to month 6months prior
 - I. April: Ali**
 - II. May: Shawna**
 - III. June: Katie**
 - IV. July: Jen Moore**
 - V. August: Tasha/ County**
 - b. Note taker for the retreat? HR intern from NAIPTA or City Wellness committee member may be able to take notes
- C. Agency Updates & 3 Year Plan
 - a. County: Hosted Wellness Connection & learned about opioid use/ pain management through County employee presentation. Safety & Wellness are split up into two different committees-currently looking for a chair
 - b. FUSD: meeting rescheduled next week to go over 3 Yr Plan & LIFE Hike Planning & 3 Nights out & Committee Processes
 - c. City: Happy Hearts month activity (distributed colored paper for notes of appreciation for co-workers and then chaining them together “Happy Hearts Chains”) Culture building activity-appreciation initiative. Suggestion in FUSD/ CCC for any work site. Iron Man Challenge coming in May; NAPEBT Wide?
 - d. NAIPTA: 12th of Feb is Iron Chef challenge (cauliflower is the ‘secret ingredient’) the committee was able to go into employee meetings to present the event
- D. Classes
 - a. Discussion:
 - i. At the November NAPEBT retreat, it was brought up that only a few employees are utilizing a lot of funding through investment in classes with low attendance
 - ii. We need to have each agency’s wellness committee advise on decision about classes

- iii. 200\$ an hour pay
 - b. Attendance: David-17ppl & Abby-20 & Michelle 10 & Financial-74 & Katie-85
 - i. Registration used to be higher. Maxed out class registration previously NOW less people are registering. Attendance may be similar to past, but registration is low. We believe it's the registration process due to already troubleshooting email system. Now there are a lot of steps to register.
 - ii. Considerations: please bring these back to your committees for consideration
 - 1. Registration back to Constant Contact? Takes more time to upload points. (can outsource now for admin if we choose to do that)
 - 2. Loss aversion? Accountability to show up without canceling would cause you to lose a point. (Admin time as well) Orange Theory is an example of this.
- E. Challenges* Goal is to create a challenge of each PERMAH category
 - a. Financial: Traditionally in April
 - b. Compassion: Do we want to do it? If so, when??
 - i. Positive emotion: appreciation of employees, moments of awe, acts of kindness, etc...photo posting in social media? Happiness/ Wellbeing measurement
 - ii. Can make it easy to begin
 - iii. NAIPTA suggests May & to create a calendar of prompts or just acts of kindness (City likes that idea)
 - iv. FUSD suggests #Kinduary: Post photo of acts of kindness (ex: let someone into traffic, or pay for Starbucks for person behind you...)
 - v. City: November thankfulness possibly? 2 Weeks in May? Iron man challenge in May.
 - vi. Discussed that we want the additional point option for compassion challenge before points are due in May.
 - vii. **Decision is 2 Weeks in March & Then keep Financial challenge in April**
- F. Middle Management*
 - a. Brene Brown 'Einstein of emotions' has workshop on skills and principals on conflict resolution to promote workplace culture of thriving and productivity that could be used to support NAPEBT agencies
 - b. How to use behavioral strategies to improve team culture of functioning amongst struggle and leadership
 - c. WellProgram would like to attend a workshop to create a program for HR/ NAPEBT agencies in future and is requesting Committee approval for utilizing continued education funds to learn about the researched methods **Decision made to use funding for a Brene Brown workshop with unanimous approval.**
- G. Awards Banquet
 - a. 1K donated for the event (BCBS & AZ Central Credit Union=\$250)
 - b. Speaker is set for Banquet Alex Reegan
 - c. Please continue nominating employees
 - d. March 1st at 10am is the meeting to decide Leader/ Warrior of the year for each agency
- H. Retreat*
 - a. Design process from Rob Moore from Vera: Behavioral incentive applied to get spouses to participate & other possibilities for Well Program moving forward
 - b. Current time frame is 8:30-2:30pm has 25 rsvp. Could have lunch, breaks, adequate planning time, we also want to respect time

- i. Ali from Vera has a flight at 2:38pm so she'll need to leave early
 - ii. Everyone at the meeting is willing to be present 8:30-2:30pm. **Decision to Keep 3/8/19 8:30am-2:30pm**
 - c. Will be talking about engaging different people within our demographic through behavioral economics. Draft agenda is on SLACK.
- I. Health Fair Date (Oct 24th)*
 - a. POP is hoping to do it on the 4th Thurs of the month
Decision to have 10/24/19 Health Fair 12-6pm with food trucks
- J. Compass*: Site upgrade in portal system. Example is on SLACK including log in details
 - a. Content guiding change through stages of change and readiness, not just all at the same time. Website would end up being more of a step by step process. Collected questions to bring back to CoreHealth about new site option:
 - i. Can users jump steps and topics as needed? Ask Terry about capacity of site
 - ii. Can we integrate with Infusionsoft if they change tracks?
 - iii. Is a wellness score on one page still possible?
 - iv. Can we keep the quick links and points earned on each page?
 - v. Shawna suggests cross promotion about utilizing Coaching at Vera in site if we choose compass
 - b. Agencies say timing of changing site 'doesn't really matter' employees want simplicity, and will bring back the feedback/ concerns from committees
- K. Vera: Marketing, Integration, and Engagement
 - a. Dashboard reviewed by Ali: Supporting document can be found on SLACK
 - b. New coach coming on board with Vera starts 11th of Feb.
 - c. New Provider starting- NP 11th of Feb
 - d. Roadshow & Outreach: dates/ times to propose will probably be spring to allow time for new providers to get comfortable
 - e. Current clinic manager has resigned, today is her last day. Interim replacement from Vera and will be in person 3-4days/ week and has been with Vera in various capacity through the years and has a great background of clinic ops. She is the contact for anyone with questions. Contact will be on SLACK & Lynda can answer questions as well. Contact of interim is: sarahp@verawholehealth.com 206-719-6842
 - f. March 6th 12:15-1pm Wellness Wheel presentation from Vera Health Coach
 - g. Sugar challenge feedback: Those who participated said they loved the challenge and it really helped them. There were road blocks with site access for some. With admin for site contracted, this should improve. Health Coaching interested in continuing behavioral change post challenge.
 - h. Clinic Hrs 7AM-6PM; Would health coaching be highest utilization
 - i. of interest in the morning session? In person and/or telephonic?. Most do 8-5:45pm. Shawna sees 2:30pm on as more frequent. AM are usually telephonic & Ali suspects afternoon is highest utilization. Decision to offer early morning coaching if requested but not offer it universally at 7am at this time.
 - j. Vera coach is able to provide group coaching for diabetics & maternity/ pregnancy and is of interest for group health coaching options in future Integration with Vera.
- L. Annual Survey*
 - a. Survey review feedback
 - b. Maybe adding Q's about 1on1 Nutrition, incentives, and other changes to gain clarity
 - c. Send survey in April through end of May to gather feedback
- M. Celebration

- a. Accomplishment: Doubled the budget due to committee and agency commitment to wellness-this committee has done WELL 😊
 - b. How do we want to celebrate?
 - i. County suggests doing something as Wellness
 - ii. Coach says do something related to Wellness
 - iii. Katie mentions various levels of ability
 - iv. Suggestions:
 - 1. Group cooking class with Abby
 - 2. Wins compiled from agencies & Vera and an event for reflection to host somewhere other than worksite ie. Zane Grey (Share photos and testimonials & gather materials for awards banquet)
Recognition event for champions & committee members...
- Decision to move forward with 2nd option. Agencies will begin compiling wins to share through the years, and WellProgram will look into finalizing details of time and location to share**

N. Reviewed Program Plan

O. Outstanding January Action Items reviewed

P. February Action Items

- a. City & NAIPTA will see if there's someone available to take notes at the retreat
- b. 3 year plan from each agency can be emailed into Katie to provide direction for new 3yr plan draft
- c. Katie will email the 3 yr plan to Shawna and can have a phone conversation to follow up to improve collaboration
- d. Katie add question to annual survey about registration or class interest
- e. City will get with WellProgram to nail down details of Iron Man Challenge
- f. WellProgram will start planning Compassion Challenge & Financial challenges
- g. Needed confirmation from agency speakers: Mike will confirm with Jimmy Jane, Jen Moore will get confirmation from Mike P. Jen C. will get conf. with Andy B.
- h. Katie will get speaking points to each agency for the Awards Banquet
- i. Katie will book location for March 1st and send out location in calendar invite
- j. Ali & Katie will let Rob know that timeframe on the 8th of March is full day
- k. Amber will ask whether or not Trustees would like access to SLACK to have supporting documents
- l. Ali will let Vera know about Health Fair Date
- m. Katie will request aquaplex for 10/24/19 for Health Fair with new timeframe set
- n. Katie Ask Terry about capacity of site to move within the readiness for change jump steps as in crossing a creek vs ladder? & working on various content at the same time/ changing tracks? Infusionsoft alignment? Pts viewing on each page? WellScore display still possible? Quick links box keep? Registration process for classes
- o. Each agency will present the compass option of site to committees & email or bring feedback/ concerns to the next meeting
- p. Once flyer is created for Wellness Wheel event to get into site/ marketing 3/6/19
- q. Katie will add question about timeframe 7AM option of health coaching utilization to annual survey (which is preferred? AM or PM)
- r. Each agency will compile their 'wins' to bring together to share not just within the last year
- s. Katie will reach out to videographer to promote wins & culture of wellness
- t. Project plan will be updated with Compassion Challenge & Iron Man Challenge
- u. Each agency will review survey on SLACK and provide feedback to WellProgram to edit
- v. Shawna will get a list of speaking topics to Katie

- w. Katie will add form of location options to SLACK & agencies will advise on the Fire code/ max capacity of locations
- x. Katie & Amber will decide on a time/ location to celebrate wins of WellProgram
- y. Katie will get with City to decide about Iron Man Challenge

*(Decision Needed)