

**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 October 12th, 2018, 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: 10:20am

2. COMMITTEE MEMBERS PRESENT

Katie Wittekind	NAPEBT
Amber Baker	NAPEBT
Matt Hall	NAU Intern
Tasha Wilson	Coconino County
Kim Shaw	Coconino Community College
Jen Caputo	City of Flagstaff
Rhonda Cashman	NAIPTA

B. Agency Updates

1. Ideas that might inspire others

- a. County scheduling activities for wellness week next year. Hosting ergonomics session for all employees.
- b. City had a retreat for TeamWell. Developed several sub committees. Working on budget, and program plan. Feeling more organized than the have in the past.
- c. CCC bringing Guardian medical in to teach hands only CPR. Doing Health foods potluck after Thanksgiving.
- d. NAIPTA kicking off personal Pre-Trip. Hoping for it to lead to a habit of stretching before shifts as operators.
- e. NAPEBT got results from HERO scorecard. Putting it in the Annual Review report. Noted pushback from agencies about meetings attended for Trust and Wellness Topics.

C. WHC Reorganization

1. Goals of the clinic

- a. Marketing and Feedback
- b. Potential to reorganize the clinic as entity within the wellness program instead of seperate body.
- c. Lack of perceived value in the WHC meetings/repeating of information. Why is there a lack of perceived value?
- d. Goals of WHC meetings need evaluating.
 - i. Creating engagement in the clinic etc.
 - ii. Disseminate information to employees that are not already present at WHC meetings.
- e. Possibility of creating a dashboard on website for employees to get information that would otherwise be repeated at WHC meetings

- f. Jen notes effectiveness of success stories.

D. Health Fair & Poker Run & Iron Chef Challenge

1. Decorations
 - a. Brown tablecloths
2. Need help with setting up the night before
 - a. Wed 24th 6pm at Aquaplex
 - i. People available: 3-4 needed
3. Need volunteers for day of health fair
4. Health screenings not signed up for as heavily
 - a. Committee members to send out global invitations
5. Collaboration with Rosa about snacks, and decorations

6. Willingness to do Iron Chef Challenge at Health Fair?
 - a. Consensus to take it off

E. Wellness Class Agency Sponsor Check in

1. Poll of how it's going with Agencies contacting vendors based on what their employees want most.
 - a. NAIPTA hasn't done much about contacting vendors.
 - b. CCC expecting fully attended meeting in the following week, will bring it up.
 - c. Amber mentioned the more we're able to open the events to other agencies the better. Supportive of the PERMAH categories. EX: committee members going on walks after work, eating outside for lunch.
 - d. City supporting events that they don't have to recreate the wheel with.

F. Environmental Support Scholarship

1. Amber made edits discussed last year.
 - a. Allowing agencies to create and present proposals
2. Time frame for presentation and selection process
3. What criteria should be made to hold us accountable? How should we scale the rubric?
 - a. Trying to make criteria objective, the need is based on data.
 - b. Connected to 3 year plan
 - c. Benefitting community beyond agency (Bonus)
 - d. Hierarchy of Need (Please rank the proposal by your perceived hierarchy of employee need)
 - e. Likely to be used/benefitted from (Have you done a survey, or found data that would support the likelihood of use for this resource)
 - f. Possibility of proposal being less formal, more creative, but still needing to address the criteria.

Tabled

G. Annual Review

H. Email Link: Provide names and contact of those experiencing issue

I. Website

J. Review Program Plan

October Action Items

- ~~- NAPEBT will get copy of CPR flyer for CCC's event, since it is open to community~~
- ~~- NAPEBT will facilitate communication between CCC and City about Hands only CPR~~
- Katie will go to Mike and get direction for getting employees to track time spent on wellness committee meetings and trust meetings
- NAPEBT will check back with agencies about tracking time spent on wellness committee meetings, and trust meetings
- Katie will reach out to Julie about WHC reorganization
 - Add WHC as standing agenda item
 - Create dashboard to disseminate updates for WHC
 - Invite WHC members to Steering Committee meetings
 - Getting more cross-sectional involvement in project based goals
 - Address the issue of giving this the time it needs, and keeping the goal in mind
- Katie will send out email about set-up volunteers Wed 24th 6-8 pm
- Katie will send out new email for Health Fair invitation & Ask agencies not present to send out global email about invitation to Health Fair
 - Katie will change the graphic on the Health Fair flyer
- Take Iron Chef Challenge off of Health Fair events
- Add to next agenda: touch base with Steering Committee attendees about disseminating meeting information to those not in attendance
- Amber will update the vendor contact list, repost to slack, and email to committee members
- Create a Google doc and schedule a phone call with Kim, Jen, & Katie about ideas for criteria of Environmental
 - Support Scholarship. Include Kim Shaw, Jen Caputo, Amber Baker, and Katie Wittekind
- Katie will send agency specific action items of 3 Yr plan
- Each agency will reach out to Katie about needing training on the wellness portal
- Katie will send out & post to SLACK a list of the types of classes she can teach
- Each agency will provide a contact person for each site that hosts events (for cancellations and such)