

## 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 November 2nd, 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

#### 2. COMMITTEE MEMBERS AND ALTERNATES:

Katie Wittekind	NAPEBT
Amber Baker	NAPEBT
Elaine Keller	Flagstaff Unified School District
Meg Miller	Coconino County
Mike Townsend	Coconino County
Rosa Mendoza-Logan	Coconino Community College
Kim Shaw	Coconino Community College
Jeanie Confer	CCRS
Lynn Hill	NAIPTA

#### 3. AGENDA ITEMS

##### A. Intro Activity

##### B. Agency Updates

- a. CCC: WEEKLY WELLNESS email: Monday morning stretch, fit in 15 tues, belly dancing tues, employee yoga & 2stepping & mindful moment (app info to do in office, not to need to leave your office added to outlook) on Thursday, food supply drive on Thursday-delivering to FUSD locations. 4-7ppl consistently attending. Healthy potluck after thanksgiving.
- b. FUSD: Life hike finished-wrapping up this week. Prize winners next week. Less participation this yr-really rainy. Nxt yr plan to start earlier, go longer, and plan earlier. They are starting to have site lead activities... interest in building & employees are requesting to champion events! Champion network is growing a ton! 4sites still in need.
- c. NAIPTA: AWC 48 participants. Each department has attendance this yr. Personal Pre trip began this last month-not a lot of involvement in the pre-trips, but the exercise room is being utilized more. Invited into the driver's meeting-hadn't been able to get in until now! They'll get to speak about the pre-trip.
- d. CCRASD: 700\$ invoice sent in for both sites. Nutrition support, massage & relaxation
- e. NAPEBT: Intern-addressing barrier to physical activity of time, motivation, nrg, and then financial resources.
- f. County: Ergonomic sessions 1 time for those with pre-existing injury. NAPEBT can utilize Flag bone & joint, droza, Concentra, (preferred provider for worker's comp) for \*\*add to vendor contact sheet. 3 part: time management series, AWC-all of HR is signed up. Line dancing for cardio. Katie requests collaboration within the County for pts offering-not reinventing the wheel but creating the wellness offerings more robust since there's a lot happening. Asking about using the cloud-IT was asking why we were using slack. Could become easy when integrated. Chase could come in to show us the capacity of one note to meeting

- g. Board level: Segal consulting conference (public sector benefits conference). Invited to speak about the near site clinic. Best practice="performance network"- design and long term outcomes by avoiding cost (public health approach. engagement) . NAPEBT is the performance network!! Talked about the whole health approach...we are the example-we are doing more than anyone!! This will be shared with the board! Increasing wellness program & clinic. How do we expand and continue to grow on what's already working. We are the standard; something to aspire to. Due to committees & employees & culture change..but it's what you do and your enabling and giving permission to do...do. Speak. Create.

#### C. MEMS Pool

- a. NAPEBT could use pool-lifeguard does PE classes. 530-7am lap swim 1-2 days/ week: schedule checking?
- b. ? substitute? Marketing? 1248 per year (4hrs/week & 13\$/hr)? info sheets of methods/ or someone teach 6wk class-find instructor or lifeguard. & interagency challenge all to target not just those who are already interested but behavior change focus...amber may be able to do this.
- c. Subcommittee for this decision. Pilot suggestion & educational component-info sheets or someone to teach
- d. Challenge & educational piece pilot program with substitute approved to use funds from financial budget area
  - i. Steve rodie is passionate-ask him if he will lead a sub committee
- e. Board Reporting Recommendation:
  - i. Current status of processing: Decisions are made @ committee level in quorum (Investment has been made in wellness training of committee members in form of conferences, webinars & online learning, etc...) Then sometimes let board know informatively. Have been making financial decisions within our budget to move around how agency's see fit in approval process with a quorum. Wellness plan design changes were also brought to the board. Directive.... Hiring vendors, getting rid of vendors, moving money around from category, who we send to conferences & which conferences, awards banquet, environmental scholarship, budget category break down, communication channels, marketing outsourcing, culture change, health fair, poker run, etc...
- f. Plan design changes
- g. Budget increases
- h. Taking track of time we spend on committees & whether they're wellness or trust
- i. Email minutes & notes & All subcommittee include previous month's minutes as the packet for A& T
- j. Ask for direction on what do we need to update board on a monthly basis?
- k. Wellness Committee maintain making decisions:
  - i. Vendor hiring/ firing
  - ii. Changing Budgets within categories
  - iii. Conference attendance
  - iv. Classes and Class structure
  - v. Marketing
  - vi. Events

#### D. Health Fair Debrief

- a. 50% decrease in participation (history 600, 550, last yr 400ppl, this yr 200ppl)
- b. Shorter time? Biometric screening is why it was created by bcbs now the clinic 3-7pm school teachers-
- c. Suggestion discussion:

- i. NAIPTA: did we talk to vendors about their perceived benefit. Suggestion to have Vera open 2 days for biometric & mom & pop
    - ii. KT follow up that vendors are wanting to have it to let people know about changes:
      - 1. CVS, VSP, and BCBS... send details for health fair since they're already present at the agency's employee days
    - iii. Right in front of vera? Tents in parking more centralized location
    - iv. Poker run w/ vendors
    - v. Food truck! In parking lot in aquaplex
    - vi. Option: mom & pop & biometric not October
    - vii. Not change everything all at once
  - d. **Decision: Keep it at aquaplex 12-6 w/ food truck & specific tracking of time attendance sign ins**
    - i. **Flu shots for dependents & flu shots for spouses open again?**
    - ii. **Tracking attendance for best time**
    - iii. **Flu Shots**
    - iv. **Include in marketing-don't have to fast & flu shot walk ins sign in the beginning**
- E. Poker Run
  - a. **Decision to keep Poker Run outside & scheduled before the Health Fair so that we can host it there if weather is bad at buffalo park**
- F. WHC (communication channels & download/ debrief sessions)
  - a. Please refer to doc on slack called "NAPEBT-WHC\_Wellness Committee Integration Plan\_11.2.18"
  - b. Concerns: time in meetings, communication, and people to make decisions & disseminate information
  - c. **Decision to Want to try and pilot WHC in Jan on agenda item to improve collaboration and efficiency of members meeting attendance requirements as well as other goals**
- G. COMMUNICATION:
  - a. Agency reps to go to trustee to update about what was spoken here. To have download/ debrief sessions
  - b. Bring meeting notes into 1on1 meetings with supervisors to let them know & touch base with trustees verbally as well as notes in email
    - i. Yes: County & FUSD
    - ii.

The following were tabled for next meeting due to long discussions:

- H. Retreat
- I. PERMAH Events Integration
- J. Massage Envy
- K. Spring Wellness Week
- L. Page Health Fair
- M. Wellness Intern
- N. Review Program Plan
- O. October Action Items
  - a. Katie will go to Mike and get direction for getting employees to track time spent on wellness committee meetings and trust meetings
  - b. NAPEBT will check back with agencies about tracking time spent on wellness committee meetings, and trust meetings

- c. Amber will update the vendor contact list, repost to slack, and email to committee members
- d. Each agency will provide a contact person for each site that hosts events (for cancellations and such)
  - i. New person @ ccc & front desk Kimberly

P. November Action Items

- a. Add annual review on agenda for next month on meeting
    - i. Add one note to agenda:
  - b. CCC will check about office access to cloud for document sharing. No 365 sharing outside
  - c. ?lifeguard? steve rodie? Champion this: Amber will talk with him & lifeguard to coordinate these offerings
  - d. Amber include meeting and agenda to trustees: including background of decision
  - e. Market flu shots @ Vera not just health fair (get them in the door)
  - f. Katie will get with Julie about WHC in January
  - g. Katie will re-structure Health Fair from 12-6 with food truck, attendance time tracking
  - h. Each agency will reach out to Katie about needing training on the wellness portal
  - i. Is more detail needed other than the vendor sheet for Katie to send out & post to SLACK a list of the types of classes she can teach
  - j. Each member will bring meeting notes into 1on1 meetings with supervisors to let them know & touch base with trustees verbally as well as notes in email about what the Committee is working on
  - k. Each agency will reach out and let them know that any WHC Members have the option of joining the monthly Wellness Committee Meeting 2<sup>nd</sup> Friday of each month from 10-12 at 2625 N King St; 2nd Floor Birch Room (Vera Coach to attend in-person each and Vera Customer Success to attend via phone and in-person when available)
- a. If you are interested in joining the Wellness Committee:
    - i. Please check in with your agencies regarding current assigned representatives and alternates (listed below) and coordinate. The Wellness Committee requires at least 4 of 6 agencies present at each meeting, so alternates are needed.
  - b. E-mail Allie if you are to be added and Vera will provide a list of new member and alternate requests to the Wellness Committee for coordination