

**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 April 19, 2019, 10am-12:00pm County Health Department  
2625 N. King St. Birch Room, Second Floor.**

**NEW NUMBER Call In Option: 1-712-770-5505 PIN: 594430**

**Link to supporting materials on SLACK**

Note Taker (*April: Ali*)

**Notes**

1. CALL TO ORDER

2. COMMITTEE MEMBERS AND ALTERNATES:

Katie Wittekind	NAPEBT	Allison Duff	Vera
Amber Baker	NAPEBT	Shawna Bowen	Vera
Meg Miller	County		
Rosa Mendoza-Logan	CCC		
Rhonda Cashman	NAIPTA		

3. AGENDA ITEMS

Due to not having a quorum, we can have discussion and give a recommendation to then get on a conference call to make decisions.

A. Intro Activity

B. Classes

a. David Presentation

- i. Compassionate (Nonviolent) Communication training – increase concrete tools to understand effective/non-effective communication
- ii. Group sessions offered, ranging from 1-6 hours in duration
  1. Can be tailored to fit group needs
  2. Six-hour sessions are usually done in a series format (ex: one-hour lunch for six weeks)
- iii. Option for one-on-one referrals
- iv. Dave can self-produce marketing materials and can do in-person session introductions/overviews
- v. Agencies can book with Dave directly
- vi.

C. FY20 Documents

- a. Katie will email Info Packet and 1Sheet to members for review
- b. Members to review Info Packet and 1Sheet and send any feedback to Katie

D. Bioscreen Schedule Review\*

- a. Request for Vera to notify agency/wellness program re: low sign up counts 3 days prior to event
- b. Suggestion to coordinate large agency events with biometric screening events
  - i. FUSD all staff meeting first week in August (1,300 people)
  - ii. City of Flagstaff all staff meeting in April (200 people)
  - iii. CCC all staff meeting in August
  - iv. County Public Works meeting in September
- c. Suggestion to create different flyers for different agencies/large events
- d. Members to go back their agencies and discuss offering bioscreens at large events/meetings – agency bioscreen dates due by next meeting

- e. Make walk-ins more available for events that cater to NAIPTA, Coconino Public works, and FUSD Maintenance
- E. Annual Survey\*
  - a. Rhonda to review for spelling/grammar
  - b. Katie to review positivity/resiliency questions and replace “my positivity has improved” with a new PERMAH question that better reflects what survey is intended to measure
  - c. Katie to add “overall” to positivity questions
  - d. Reword “My job is meaningful” to “I find meaning in my job”
  - e. Agency approval of send out
- F. Strategic Plan Review
  - a. Goals are to help employees by supporting a healthy lifestyle and improving the employee experience
  - b. Allie to follow up with Julie/Marina re: suggestion to have before and after bioscreens for 1:1 nutrition coaching to measure effectiveness/change
  - c. Members to review strategic plan with agencies and come back with suggestions by next meeting
  - d. Katie email non-present members to review strategic plan with agencies and come back with suggestions by next meeting
  - e. Katie to follow up with Stop Stress vendor
  - f. Ccc brought up site access for non-benefitted employees
    - i. Katie’s response is trust is getting on board with Spouses & employee access (legal loop holes from 4 used for public funds)
- G. Marketing System\*
  - a. Transition from Constant Contact to Infusionsoft – more automated email/points process however registration rates have decreased
  - b. Suggestion to go back to Constant Contact for easier event registration process
    - i. Events would have to have a sign in sheet and an admin person would have to manually add in points and subscribe user to email campaigns
  - c. Set up a conference call to get a formal vote on marketing system
  - d. LAST MIN REMINDERS ARE WORKING FOR BIOSCREEN
    - i. Can we have a ready-set-go email for last minute reminders through marketing RFP?
- H. Classes/ Courses moving forward
  - a. Registration\*
  - b. On Demand Behavior Change
- I. Budget Review & FY20 Approval
  - a. Members to review on slack, will make decisions in May
- J. Vera: Marketing, Integration, and Engagement
  - a. Roadshow & Outreach
  - b. Allie to send Event Request form in an email to Wellness Committee and post on slack
  - c. Suggestion to cancel bioscreen at Vera clinic on May 28
  - d. Allie to send Occ. Health Guidelines to Katie and Amber
- K. Conferences\*
  - a. Table until next meeting
- L. Environmental Scholarship
  - a. Awarded to CCC
  - b. CCC working on invoice
- M. Awards Banquet
  - a. Members to send feedback to Katie & Amber via email

N. Review Program Plan & Summer meeting dates

O. March Action Items

P. April Action Items

- a. KATIE/ amber will post Compassionate communication to SLACK/ Microsoft teams & email out to agencies
- b. AMBER will add Rhonda to the SLACK meeting channel
- c. KATIE will email out FY20 documents & post on slack to be reviewed
  - i. AGENCIES will email KT about any changes needed to be made
- d. ALI will get amber the vera docs to be emailed out & will post them on SLACK
- e. AMBER will email out Vera documents
- f. KATIE will look into having a marketing person that will be able to have last min reminders & process for this to happen on the fly ( bioscreens)
- g. KATIE will check on County safety event for public works with bekah
- h. AGENCIES will see when all staff meetings are for Bioscreen schedule and get back to Katie ASAP about when Vera will come (due by May 3<sup>rd</sup>)
- i. KATIE will reach out to agencies not present to be sure that they are aware of bioscreen dates needed
- j. VERA will change policy/ process of sign ups due to walk ins
- k. AMBER will buy the book about outdoor spaces & indoor support of well-being to let agencies know of beset practice once her Pcard is turned on
- l. Katie to revise annual survey:
  - i. Review positivity/resiliency questions and replace “my positivity has improved” with a new PERMAH question that better reflects what survey is intended to measure
  - ii. Add “overall” to positivity questions
  - iii. Reword “My job is meaningful” to “I find meaning in my job” (the duties of my position are more connected to my life meaning
  - iv.
  - v. Investigate improvement to job meaning and add question if appropriate
  - vi. Add (telephonic or in-person) parenthesis to 7am coaching question
- m. AGENCIES will send feedback from the awards banquet to Amber & Katie
- n. VERA can cancel May28th bioscreen
- o. VERA will send Oc health form to Amber & Katie to get out to all the agencies
- p. Allie to follow up with Julie/Marina re: suggestion to have before and after bioscreens for 1:1 nutrition coaching
- q. AMBER will edit goal of project plan to say “improve the employee & employer experience”
- r. WC Members to review strategic plan with agencies and come back with suggestions by next meeting
- s. Katie to email non-present members to review strategic plan with agencies and come back with suggestions by next meeting
- t. Next meeting IS on the 3<sup>rd</sup> of may !!
- u. ROSA will talk to mitch and kim about coming on May 3<sup>rd</sup>
- v. Katie/Amber to set up a conference call to get a formal vote on marketing system
- w. Katie to follow up with Stop Stress vendor
- x. WC Members to review Budget on slack, will make decisions in May

*\*(Decision Needed)*

A. Tabled:

- a. Health Fair: Food Truck
- b. Compass
- c. Middle Management

- d. Celebration
- e. Conferences\*