

**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 May 3, 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
Note Taker: Shawna Bowen

NOTES

1. CALL TO ORDER

2. COMMITTEE MEMBERS AND ALTERNATES:

Katie Wittekind	NAPEBT	Rhonda Cashman	NAIPTA
Amber Baker	NAPEBT	Julie Almond	Vera
Meg Miller	County	Shawna Bowen	Vera
Kim Shaw	CCC		
Mitch Driebe	CCC		
Lynn Hill	NAIPTA		

3. AGENDA ITEMS (Do not have a quorum)

A. Intro Activity

- a. What has your attention right now? Circle sharing opportunity for all members present

B. Agency Updates (skipped for time sake)

C. Classes

a. Sydney's Summer Classes*

- i. Classes for parents focusing on sex ed and how to talk with children about sex/body awareness. Offering classes in June, July, and August. Discussed if should do lunch or evening. Feedback was that lunch might work better-evenings usually have low attendance. Available June and July **accept** for June 4,5,20 and 21.
- ii. Funded through NAPEBT. Each agency can book directly with Sydney. Contact Sydney at 928-679-7277 or Stolchinsky@coconino.az.gov . To get points, sign in sheet. Can invite other agencies to a schedule class. Each agency has autonomy to offer points and craft the best fit class through discussing with Sydney.

b. Stop Stress*

- i. Used to have a website for online stress management class. Low use, but also did not do a lot of marketing. Vender updated site and created single sign on.
- ii. Discussed if should contract for this service again.
- iii. Discussed not a lot of follow through, but could maybe link to Vera coaching and other accountability to support follow through and completion.
- iv. Committee watched video for StressStop.com
- v. High intrest in the room and a decision to continue with the vendor. Discussion of possible challenge and integrated approaches with Vera. Mental health is highest cost on Benefits plan and this site has many tools to support employees mental health in an accessible manner through

stress reduction, thinking trap exercises and education, and so much more.

- vi. 5750.00 for a one year license for about 2800 employees and will not change even if we have higher utilization rate
 - 1. Coordinate challenge to utilize it and having Vera Coaching offer accountability
 - 2. Put advertising video on NAPBET Wellness Site for a point to create marketing and appeal
 - 3. Committee agreed to continue to use Stress Stop

D. Marketing System*

- a. Registration Process-email marketing software back to Constant Contact from Infusion Soft (table for next conference call)

E. Amber brought up a possible re-negotiation of quorum

- i. Who would represent and change in bi-laws to add to next agenda

F. Budget Review – Katie gave orientation of budget

- a. \$7300 to spend*

- i. Conferences

- 1. Amber suggested some marketing fees being moved to pay for conference/education line item costs. Move 5000 up to education
- 2. Amber asked could combine printing and marketing and calling it “working services”
 - a. Through further discussion
 - b. Agreed to not remove conference
- 3. Combine marketing and printing Suggested combining Wellness retreat and Committee Championing training together and call it Wellness Retreat and Training.
- 4. Move retreat and trainings lines to Education line
- 5. Absorb Yoga in to rest of classes
- 6. Action item-Katie to change the recommendations
- ii. Question of agencies finding a new vendors- will pay as being used not up front payment. Suggested that agencies create contracts, assess need/effectiveness and invoice the Trust
- iii. Justified tech support cost and need
- iv. Clarified need to renew Stop Stress contract

G. FY20 Approval*

- a. FUSD submitted some edits

H. Health Fair Helpers

- a. Katie asked do we want to create a mini committee for Health Fair due to feedback that Wellness Awards Banquet was best had and had a mini committee to help with that. Katie has smaller focused group to call upon for Health Fair.
 - i. Meg Miller volunteered

I. FY20 Documents (tabled)

J. Bioscreen Schedule Approval*

- a. Meg Miller confirmed bio screening is Sept 18 at Fort Tuthill 12 to 2:30pm
 - i. Confirmed that it will not be all 100 -sign up and walk in based
- b.

K. Strategic Plan Review

- a. All agencies in attendance were in agreement

L. Celebration Sub Committee

- a. Suggested to have some sort of celebration
- b. Putting together subcommittee
 - i. Rosa has been volunteered by Committee

- ii. Amber volunteered
- iii. Rhonda is interested and will see if other NAIPTA interest exists

M. Vera: Marketing, Integration, and Engagement

- a. Julie updated that train the trainer for Maggie's stretching classes can happen

N. Review Program Plan & Summer meeting dates

- a. Dates: Second Thursdays for June, July and August 10am to 12pm in King St Birch room as long as it is available

O. April Action Items Review

P. May Action Items

Agencies to reach out and schedule directly with Sydney Tolchinski for classes June-august and possible other months of the year as well

Add agenda item challenges to June meeting

Add agenda item

Action item- Katie will get stats on utilization of AquaPlex 25% discount for NAPBET employees

Amber will look at flyer

Amber to change meeting dates and reach out to all agencies

Katie to send out email to agencies to do ask for volunteers

Action item for **all agencies** to reach out for volunteers for Health Fair

Agencies to request for volunteers for the Celebration Committee to celebrate Wellness efforts over past few years & the success we've seen

Amber email date all staff FUSD meeting date to Katie and Amber get dates to Vera

Amber and Katie look for another date on top of the May 1

Katie/Amber to send email requesting agencies to ask for volunteers

Amber/Katie to send out Vera dash board once received

Vera to offer some feedback and suggestions with sleep support. Discussed 60% of people report not being able sleep. Possible collaboration with Vera and Committee

**(Decision Needed)*