

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 **Thursday July 9th, 2015, 10:00am FUSD Administration Building, Business Office Conference Room**

MEETING NOTES

1. CALL TO ORDER 10:00AM
2. COMMITTEE MEMBERS

Katie Wittekind	NAPEBT
Jen Moore	Flagstaff Unified School District
Tasha Wilson	Coconino County
Jeanie Confer	CCRS
Drew Baecker	City of Flagstaff
Lynn Hill	NAIPTA
3. AGENDA ITEMS
 - a. Annual Wellness Retreat
 - i. Agenda-change-:change agenda to be more focused (communication) will resend out updated agenda. Focus grp time to be 12-2 timeframe. Allow each agency to identify top 3 priorities, how to address then share, share napebt wellness committee progress on 3 yr plan too.
 - ii. RSVPs send out email for count to be able to order lunch, Jen+?, Jeanie ,Drew+1, Lynn+2, CCC 4, County 3
 - iii. Agency info to bring and share: make sure bring info to share from committees
 - b. Wellness Survey Results: shared numbers with group
 - c. Biometric Screening Schedule: move Health Fair to Oct 29th, keep to 1 day, tell employees to go to Vera, offsite start in Jan.
 - d. Wellness Liaison Program : Katie do the training for each agency so that our liaison are up to date on the wellness program, possible to video for future use, we are to get back to her on a time that would work for each agency. Look to doing an annual the following year with all liaisons of each agency.
 - e. Communication Plan: Added sugar challenge
 - f. Trustee Interviews (County Done, CCC 14th, City Aug, FUSD?, NAIPTA,)
 - i. **County Feedback-Table until Retreat**
 1. Marketing campaign, Know Your Family History.
 2. one question surveys to the wellness program website
 3. Get department managers to offer points entering support.
 4. Ask managers to designate a wellness warrior to go to annual training.
 5. Ask them to give a 30 sec update on wellness in department meetings-start this during aerobic winter challenge. Create incentive for having heard the wellness update. Katie will bring this to the Safety & Wellness County Committee to start offering 30 updates.
 6. Luncheon instead for more leadership support (Awards Banquet).
 - a. Give them info about last year of how many agency employees were recognized.
 - b. Give them the nomination form with the invitation and invite them in January.
 - c. Tell them how many will be recognized by their agency a month in advance. Finalize nominations a month in advance.

- g. Team Building
 - i. Jeanie will follow up with Rosa
 - ii. Jeanie will bring a snack to share at next meeting
- h. Challenges for Next Plan Year
 - i. Chug a Jug: promote in June for next plan year
 - ii. Clinic Challenge: Promote annual exam at clinic – pts for annual, health assessment, health coach total of 12 pts in 1 hr.
 - iii. Sugar Challenge: actual challenge in Jan – start promoting in Nov.
- i. Health Fair
 - i. Last Year's Vendors (20 tables): see below
 - ii. Book Aquaplex: 1 day Oct 29th, vendors: dental, medical, vision, massage envy, north country, Vera, Mountain Heart, NACA, all wellness vendors, (list aquaplex as vendor), natural grocers, betsy,
- j. Fall Wellness Week/Month: no event – PROMOTE clinic
- k. Onsite Clinic (Conference call with Polly at Vera)
 - i. Health Fair Thursday Oct 29th 7am-6pm
 - 1. Will use county for Flu Shots for Health Fair and Healthwaves for Health Fair biometrics
 - a. Vera requests we share results of Health Fair biometrics –should be able to get this data from BCBS
 - 2. Have Vera reps at health fair- will try to make this possible with actual staff, Polly will attend
 - ii. Decisions Coming
 - 1. work flow – event planning(how to manage the clinic opening – discuss in August /Sept– open houses?, Polly take lead from us. Grand opening- may want to restrict to employees only??. August have structure, Sept plan event. Gather feed back from each agency – bring that back wellness committee to discuss.
 - 2. Polly will get with team to see when clinic will actually open – so we can invite mayor, leadership etc...
 - 3. Wellness/Clinic Integration with incentives- making sure how we are going to align Vera with the incentive/point system already in place. How do we position/award people for getting their Whole Health Assessments – ask what behaviors do we want to promote.
 - a. Get clinic on board then re-look at what we need to change in the points/clinic integration for next plan year. Start discussing next year plan changes in December
 - 4. Communication
 - a. August able to bring back to this group what/how they are going to get info out, looking for input – use wellness comm for distribution of info.
 - iii. Biometric Screenings
 - 1. Don't use healthwaves at all, start Vera in January
 - 2. Asked about having flu shots at off site screenings-Polly is checking into it.
 - 3. employee can go to clinic for only the bio screening (15 min. visit) Vera will ask if they want to extend visit
 - 4. Communicate to employees that they can go to clinic, with possible incentives during November and December.
 - 5. finger sick only at off site biometrics for Vera. Will communicate they can schedule blood draw at clinic.
 - 6. Vera provides A1C score – no fasting, more accurate info.

iv. Outreach

1. clinic staff is our staff to schedule with participation from Vera for lunch and learns, etc... off site may have reduced services at clinic, be aware of schedule as we plan screenings, Plan to use 1 provider to do 1 hr lunch and learn once a month.

4. ACTION ITEMS

a. Katie

- i. Book Aquaplex for Health Fair
- ii. Schedule Healthwaves for health fair
- iii. Schedule county for flu shots for health fair
- iv. Contact BCBS to reallocate wellness funds from healthwaves
- v. Collect Biometric screening schedule from each agency
- vi. Contact vendors for health fair
- vii. Update Retreat Agenda
- viii. Update communication plan
- ix. Update project plan with new Vera items
- x. Send out numbers from last year's biometric screenings

b. All Agencies

- i. Follow through with setting up committees or liaison groups
 1. Set up training with Katie on wellness for liaisons
- ii. Ask directors etc. about doing a biometric screenings once at each location.
- iii. Is there a best time for leadership to attend a grand opening for clinic in Nov, Dec?

5. ADJOURNMENT 1:00PM