

**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 June 20, 2019, 10am-12:00pm County Health**

**Department 2625 N. King St. Birch Room, Second Floor.**

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

**Link to supporting materials on SLACK**

**Note Taker: Jennifer Caputo**

**MEETING NOTES**

1. CALL TO ORDER

2. COMMITTEE MEMBERS AND ALTERNATES PRESENT:

Katie Wittekind	NAPEBT
Meg Miller	County
Rosa Mendoza-Logan	CCC
Jen Caputo	City
Lynn Hill	NAIPTA
Rhonda Cashman	NAIPTA
Allison Duff	Vera

3. AGENDA ITEMS

A. Intro Activity

- a. Everyone present shared something current in their personal or professional life.

B. Mental Health First Aid

- a. Katie mentioned we will have a presenter next month who will discuss "Stronger Together." They offer training for people to identify when someone is in a mental health crisis and how to respond.

C. Vera: Marketing, Integration, and Engagement

a. Updates

- i. Allison reviewed the second quarter dashboard (March through May) which shows the level of engagement is very close to the same time last year. She also let us know about upcoming clinic closures. The new Event Request Form is on slack and the Occupational Health and PT guidelines will be finalized and posted as well.

b. Whole Health Challenge

- i. We discussed the timeline and decided on August, September, and October since it worked well last year. We also talked about several different non-profits that could be recipients of our incentive rewards (the food bank, shelter, High Country Humane, and Victim Witness Services.) Victim Witness was the unanimous decision.

c. Sleep Challenge/ Support

- i. Vera will ask clinic team if they have any ideas on how to support this challenge.

D. RFQ Evaluations\*

a. Website

- i. We received 4 RFQs that Katie has already reviewed. The "Go Online" company demonstrated experience to be the best fit. They have 24-hour response and a hotline to call for log in issues. They can update forms,

content, and make challenges work behind the scenes. It was a unanimous vote to move forward with Go Online.

- b. Nutrition
  - i. We received two strong proposals and Katie would like help making a decision.
  - ii. ACTION: Katie will send committee members the proposals and an evaluation sheet. Committee members will communicate their preference back to Katie. If it is not a unanimous decision, we will schedule a call to discuss or review at July meeting.
- c. Marketing
  - i. We received several proposals which Katie and Amber reviewed. There is one that stood out above all others (they do marketing for CVS). It is more expensive, so they offered a one-time fee to provide a strategic plan for marketing with the goal of increasing awareness and engagement. They can create branding standards, templates, etc. They also have a Quality Assurance Team which could review work done by the vendor we chose for ongoing work. Their one-time fee is \$25,000 which is what we budgeted overall. But, we do have \$17,000 in savings from the web budget. The company Katie preferred for ongoing services has an annual fee of \$16,000. We can award two contracts. After much discussion, we decided to review the materials provided as part of the RFQ. There was a unanimous vote to approve the contract if the committee agrees after reviewing the materials. (If there are issues, we will schedule a call.)
  - ii. ACTION: Katie will obtain digital copies of the proposals and send them to committee members with review sheets. Committee members will review the materials and respond to Katie with their decision.
- E. Program Plan Review
  - a. ACTION: Katie will email out the review for entities to add their meeting dates and any comments
  - b. Steering Committee meetings will be moved to 3<sup>rd</sup> Fridays, starting in August 2019. ACTION: Amber will send out meeting invites.
- F. Celebration Sub Committee
  - a. General consensus is to hold the event at Viola's, Thursday, July 25<sup>th</sup> 5-7pm
  - b. ACTION: Rosa will get quote from Simply Delicious for food for 25 and quote for bartender service
  - c. ACTION: Katie will check with Mike on appropriateness of bartender service.
- G. Champion Training Date\*
  - a. Doing the training before the Celebration event July 25<sup>th</sup> at Viola's, hopefully Champions will stay for the event
  - b. ACTION: VERA will let us know next week if they will be able to send a coach to help with this training program.
  - c. ACTION: Katie will get agenda for training together and send out to entities.
- H. Banquet Date and Location\*
- I. Program/ Agency Contributions
  - a. Increased Budget for Agencies
- J. Welcoa Conference Update
  - a. We will be using our budget for FY20 for this so further discussion at our July meeting on how many people to spend and total budget for conference.
- K. Classes -Tabled
  - a. Sexual Health scheduled
  - b. Page Listening Event
  - c. Parenting Class Vendor\*

L. 2019 Survey Results

- a. Katie has put this on the Microsoft Teams site, please log in to see the results and let her know what you think of the site, as we may be using this site in the future.

M. Document Sharing Platform -Tabled

N. May Action Items-Tabled

O. June Action Items

- a. Allie will ask clinic team if they have any ideas on how to support the sleep challenge
- b. Katie will send committee members the Nutrition proposals and an evaluation sheet.
- c. Committee members will communicate their nutrition proposal preference back to Katie.
- d. Katie will obtain digital copies of the Marketing proposals and send them to committee members with review sheets.
- e. Committee members will review the marketing proposals and respond to Katie with their decision.
- f. Katie will email out the program plan review for entities to add their meeting dates and any comments.
- g. Amber will send out meeting invites for the 3<sup>rd</sup> Friday of each month to follow the Trust meetings to improve chances that VERA can attend in person.
- h. Rosa will get quote from Simply Delicious for food for 25 and quote for bartender service
- i. Katie will check with Mike on appropriateness of bartender service.
- j. Allie will let us know next week if they will be able to send a coach to help with this training program.
- k. Katie will get agenda for champion training together and send out to entities.

