

**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 August 23, 2019, 10am-12:00pm Aquaplex**

Call In Option: 1-515-604-9788 PIN: 723-505

Link to supporting materials on SLACK

NOTES

1. CALL TO ORDER

2. COMMITTEE MEMBERS:

Present-

Katie Wittekind	NAPEBT
Amber Baker	NAPEBT
Meg Miller	County
Maggie Arellano	County
Mike Townsend	County
Jen Caputo	City
Rhonda Cashman	NAIPTA
Allison Duff	Vera
Julie Almond	Vera
Shawna Bowen	Vera

Absent-

Jen Moore	FUSD
Lynn Hill	NAIPTA
Emily Morton	CCRSD
Rosa Mendoza-Logan	CCC
Kim Shaw	CCC
Helena Babiski	CCC
Jeanie Confer	CCRSD
Rebekah Meyer	County

3. AGENDA ITEMS

i. Note Taker: Jen Caputo & Sept: Meg

ii. Note Taker Sign Ups

A. Classes

a. Financial-Central AZ Credit Union, Robin LaMar made connection and mentioned topics that agencies can host for financial well-being classes include: Budgeting, Credit (maintaining good credit & building credit or repairing bad credit), Webinars are also available along with in person classes. Focus is on Financial literacy & well-being. Info sheets, cards, and flyers were given out at meeting and are available upon request from Amber or Katie. Topics to come include: saving for retirement, saving for college students and they are willing to add topics as requested by employees.

b. Parenting*

c. Stop Stress

B. Agency Highlight

a. Naipta-

i. Annual steps challenge Sept18-24, No sign up required. Huge excitement building and family members usually participate

ii. Fitness room improvements including: private points entry humor added to walls and lots of decorations

iii. Do it yourself BODY care for every BODY presented by Edward from Natural Grocers and is open to all of NAPEBT on the 30th of October

iv. Employees now get 8hrs volunteer time and 8hrs wellness time!!

v. Welcoa award of wellness committee member goes to Lynn Hill!

Side Note: Katie facilitated a discussion on autonomy and theme of wellness offering to increase collaboration, as well as, offer diversity. How do we address agency and NAPEBT cross over to not re-create the wheel? NAIPTA feels offerings are diverse enough that employees will become interested in topics. It was also voiced that competition of attendance and participation may be challenging to deal with. Katie suggests to show impact and measure success, agencies and well

program as a whole have an annual review of successes, methods of improvement, etc. County does pre&post survey of safety efforts, and stated they can begin doing this for Wellness too.

- b. Vera-
 - i. Shawna is certified as a Wellness Coach Nationally
 - ii. She will be speaking for the Public Works dept at the county about stress & sleep and wants to collaborate with the sleep challenge
- c. County-
 - i. Meg Miller shared suicide prevention walk
 - ii. Maggie was introduced to committee and will be the contact for Wellness at the County
 - iii. After Sept 9th County will work on a plan for wellness committee creation and next steps
 - iv. County is undergoing organizational renewal and culture change focus through Gary Ridge as example with WD-40 successes

C. Microsoft Teams

D. Vera

- a. Challenge Review
- b. Engagement & Flu Shots

E. Jen Caputo notes to follow:

Parenting class- Positive Parenting Solutions

Anyone who is trying to guide the behavior of a child. Goal is to reduce parent related stress. Online course is available for corporate purchase. 100% online and self-paced. Taught by Amy McCreedy of the Today show. Cost is \$149 per enrollment. One-time fee for lifetime access. Discussed subsidizing the course but decided to just market the class as a trial. If it is well utilized, we will consider subsidizing at a later date.

Katie will negotiate 25% off for marketing to 3200 people

Katie will request a flyer to provide to all agencies for marketing

Stop Stress

The course is available and is on the website under quick links. Goes to your personal stress account. Can take a stress inventory. The site provides the six-week course as well as videos, podcasts, etc. We can market it to our agencies.

All agencies to review website and start getting the word out

Katie will give Shauna access to the wellness site

Microsoft Teams

Are we ready to move to Microsoft Teams instead of slack? Yes. Goal is to reduce the number of emails and allow us to retrieve information when we are ready. It also allows for us to assign tasks. Please use it.

Amber will check in with Rosa about access to Teams

Vera

Will send an update flyer about the challenge in the second week of September. Will upload dashboard to Microsoft Teams. Email them if we want to have a flu shot clinic. Breathalyzer will be available Tues. Sept 3rd. Shauna created a workshop feedback form. Ally is leaving our team and we will be working with Shauna and Julie.

Shauna will add feedback form to Microsoft Teams.

Each agency to schedule a flu shot clinic and remind employees to get their annual exams starting now.

Annual review for the board

Katie reviewed her presentation for the board. Results showed wellness participants cost more than previously. Out of 19 high cost claims (over \$150,000) last year, 18 were wellness participants. Have seen good movement in other markers such as biometric data improving, less ER utilization, etc. Preventative screening numbers are much higher for wellness participants. Participation in the wellness program increased from 46.2 % to 57.7%.

Katie will make presentation available on Teams and is available to present to agencies.

Katie will include culture survey, preventative screenings, biometrics, participants, medical and rx pmpm and high claimants and information on new participants.

Regarding voting, Amber is currently serving as a representative for FUSD since she is attending all of their committee meetings and is a current employee.

Poker Run

We discussed moving the Poker Run back to the Spring. We will plan on May 1st.

Katie will book Buffalo Park and get a grand prize donated.

New Contracted Vendors

One-on-one nutrition marketing will be coming out. Limited to 36 spots. Must have biometric at Vera prior to attending. Spouses are eligible.

Admin services will be starting in two weeks. Will have to complete a ticket if assistance is needed. They will start uploading employee info soon.

Marketing agency is onboarding and will start doing marketing in October.

Other

Sleep Challenge is coming next month

Health Fair is on 10/24

Katie will assign each agency a task to get donations from one agency

Katie will send out a Doodle for volunteers

Review of Program Plan

It is on Teams, so please review it to make sure your committees are on track.

Amber will send a Doodle for note taking at these meetings

Tabled

Spouse Incentive Study Sub committee

F. July Action Items review

G. August Action Items

a. Rhonda to send amber DIY Body care for every Body in Oct30th to Amber

- b. Amber to post to all communication channels and market worth points
- c. Rhonda to send policy of 8hrs wellness & volunteer to Amber/ Katie
- d. Katie to upload policy to teams for reference of 5 other agencies
- e. Katie will let agencies know about discussion on topics and wellness offering success measurement, cross over, autonomy, etc...
- f. Amber and Katie will discuss methods and process of Wellness Program structure to allow for efficiency, autonomy, and targeted-best practice innovations moving forward including simplified project plan collaboration
- g. Meg will send out suicide prevention flyer walk
- h. Amber will trouble shoot how to make this worth a wellness point and will add it into marketing
- i. Meg will get Maggie wellness calendar of events
- j. Katie will get Shawna info about sleep challenge for integration/collaboration
- k. Robin will begin sending pdf forms to agency wellness agencies, and Well-team.
- l. All agencies will let Robin know if they have questions, would like to book a class or event, or if they have requested topics form employees.
- m. Amber will get vera coaches materials such as event flyers to allow them to be promoted during coaching sessions as part of employees SMART goal progress through teams access
- n. Amber will ask Katie to rearrange Quicklinks on site to reflect Events calendar at the beginning
- o. Amber will post stop stress video link to teams
- p. Amber will add forms folder in teams & add class request form & Vera forms when edited to remove Ali's Contact info
- q. Katie will negotiate 25% off for marketing to 3200 people for Parenting Class & Katie will request a flyer to provide to all agencies for marketing
- r. All agencies to review Stop Stress website and start getting the word out
- s. Katie will give Shauna access to the wellness site
- t. Shauna will add feedback form to Microsoft Teams for Vera
- u. Each agency to schedule a flu shot clinic and remind employees to get their annual exams starting now.
- v. Katie will make presentation available on Teams and is available to present to agencies.
- w. Katie will include culture survey, preventative screenings, biometrics, participants, medical and rx pmpm and high claimants and information on new participants.
- x. Katie will book Buffalo Park and get a grand prize donated for Poker Run on May 1st
- y. Katie will assign each agency a task to get donations from one agency
- z. Katie will send out a Doodle for volunteers