



Meeting Agenda

Date: October 18, 2019 **Time:** 10am-12pm
Meeting Title: October Steering Committee **Location:** County Health Department N. King St. Birch Room,

To call into meeting: 1-515-604-9788 PIN: 723-505

Meeting materials posted on Microsoft Teams

Committee Members	Agency
Katie Wittekind	NAPEBT
Amber Baker	NAPEBT/ FUSD
Jen Moore	FUSD
Meg Miller	County
<i>Maggie Arellano</i>	<i>County</i>
<i>Rebekah Meyer</i>	<i>County</i>
Mike Townsend	County
Julie Almond	Vera
Shawna Bowen	Vera

Committee Members	Agency
Rosa M-Logan	CCC
<i>Kim Shaw</i>	<i>CCC</i>
<i>Helena Babiski</i>	<i>CCC</i>
<i>Linda Barker</i>	<i>CCC</i>
<i>Jeanie Confer</i>	<i>CCRS</i>
Jen Caputo	City
Lynn Hill	NAIPTA
<i>Rhonda Cashman</i>	<i>NAIPTA</i>

Roles

Note Taker	Amber Baker
Tech Issues	Amber Baker

Note: Agenda items may change order on the day of the meeting.



Agenda Item	Responsible Person	NOTES
10:00 Intro Activity	Katie Wittekind	Members were offered opportunity to share life update.
10:05 Sub Committee Updates	Katie Wittekind	Each agency will have a say. Beth V or City, Jannan Scott of CCC, Scott of County on subcommittee. Ethics to officiate process.
10:15 Incentives	Katie Wittekind	<p>Subcommittee on Benefits suggested incentive pay out admin system improvement. At retreat incentive WHY & HOW 20min presentation. Quality motivation is intrinsic. Is the current incentive diminishing motivation? Recommendations in ppt on teams; ideally use the retreat to restructure by July 2020. External incentive for annual, but with coaching engagement it becomes internal. That's happening now. Point system is complicated and costly.</p> <p>What's the process here that agencies desire? City is happy that this mirrors Welcoa info. NAIPTA likes having the retreat as session to design this. Present to board and having Vera add in details. Suggestion of clearly stating intention of needing to craft changes but not saying you have the answers but needed to start discussion. Concern of pay cut perception from incentive. To even get them to care about the financial incentive has helped. Increasing incentives</p>
10:25 Vendor Updates	Amber Baker	Not a lot of attendance. Cost of attendance. Ideally we can



		cancel if less than 10. Should we hold off on classes until registration is up with new Marketing. Communicating is pushy about scheduling classes. Feedback is that employees haven't been connecting well. Updated info. Michelle did wonderfully bringing food & employees engaged.
10:45 Welcoa ReCap	Jennifer Caputo	Tabled
11:05 Meeting Facilitation Event Debrief	Katie Wittekind	Open to Champions in future would be great. Learned a lot. Would like to make people to come. Implemented changes. Good use of funds. No need for more now. Open to other employees- Reducing stress through more efficient meetings.
11:00 Break		
11:10 Health Fair		Vera is donating a prize. County has donated harkins package. Twin arrows hasn't gotten back. Food truck (Alejandro's will be there). Lot's of sign ups. Volunteers needed: later timeframe 430-630 for clean up/finishing. Katie can be there by 6pm to help clean up. Costume contest for wellness pt.
11:20 Kindness Challenge*	All Agencies	Length? Connection Challenge (how to connect & quality of connection) Webinar will be recorded next week for challenge. CCC and county are having wall posted for appreciation. Vera is posting challenge info-keep on mailing list.
11:40 Vera	Julie Almond	Vera team is getting recognized internally. Challenge 703\$ goal is 1200\$-with health fair and



		<p>bioscreen event. Abby and 1on1dietician is well underway. Great process happening so far! Shawna can teach classes to agencies and will circle back to committee when ready. Event request form is available to get into vera with coaches “free for all”. County hosted a wellness wheel and went well! Feedback form is on teams. There’s a library at Vera about various topics that can be rented out.</p>
<p>11:50 Agency Updates</p>	<p>All Agencies</p>	<p>County: lowest rate of injury at County-in part attribute to Vera & Wellness. Feeling grateful and less stressed due to this. Quarterly Connections again? Feels too frequent. Food provided? All in one event instead of touchpoints Were they of value? Add to future agenda. hello@onlinewellness.com admin support-please send encrypted employees list to admin for website uploads FUSD-jen decided outreach and in person touch points for Wellness. Presenting at Admin Council in November. Vera can support through Flu shots/ health coaches. NAIPTA charter on Nov1st. City Avenue to share info HR newsletter, NAPEBT Well & Team Well & Vera deets. Employee liason is host Halloween walk Enviro Support Scholarship selection committee _Shawna, Katie, Amber, NAU public health student (2)</p>
<p>11:55 Task List Review & Up Next Month</p>	<p>Katie Wittekind</p>	<p>To review tasks for next month and upcoming events</p>



Task Item	Responsible Person	By When?
Wellness Wheel event flyer is getting created for agencies	Vera-Julie & shawna	When Possible
Collaborate to address Incentive presentation at Retreat. Benefits committee & Vera.	Shawna, Katie, Jen Caputo	Nov Retreat
Let Amber know if continuing next month's com with heart	Lynn Hill	Next Tuesday
RE-send email about Health Fair doodle for champions & warriors to be signed up 430-6timeslot. Competition for committee costume details in email..	Katie	By next Monday
Welcoa recap at next meeting	Jen Caputo	By Nov meeting
Send health fair email	Amber	Day before event
Let Katie and Amber know if you'd like meeting facilitation event training for employees	All Agencies	At least 1 month prior to event request date
Get Ginger copy of training booklet for meeting facilitation	Katie	When possible
Record webinar for connect challenge to be shared	Katie	Next Week?
Send image of kindness tree for marketing	Meg Miller	By Nov 1st
Make a sign for books to be rented	Shawna	When possible
Let Amber know about uppermanagement direction for charter event	Lynn Hill	Next Week?
Create new folder called "resources" and add gratitude pdf files	Meg	When Ready



Send invite/ date to amber about Admin Council presentation in Nov.	Ginger	By end of 10/25/19
Halloween walk to KT	Jen	By end of 10/25/19
Make connection challenge longer than a week (2weeks) Department appreciation walls	Katie	