



Meeting Notes

Date: December 13, 2019 **Time:** 10am-12pm
Meeting Title: December 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
Ginger Stevens	FUSD
Erika Philpot	County
Meg Miller	County
Maggie Arellano	County
Rebekah Meyer	County
Julie Almond	Vera
Shawna Bowen	Vera

Committee Members	Agency
Rosa M-Logan	CCC
Kim Shaw	CCC
Helena Babiski	CCC
Jeanie Confer	CCRS
Jen Caputo	City
Lynn Hill	NAIPTA
Rhonda Cashman	NAIPTA

Roles

Note Taker	Katie Wittekind
Tech Issues	Amber Baker

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



Agenda Item	Notes
10:00 Intro Activity	In groups of two share when you are your best self.
10:15 Sub Committee Updates	<p>AIFT recap was shared by Amber after her AI conference. She explained how this is the process we are using for the motivation inquiry we are preparing to do to inform our incentives for the March retreat.</p> <p>Marketing vendor we terminated with has been non-responsive regarding a refund and the Trust attorney is on the case.</p> <p>Well Site RFP increase the opportunity for bilingual Spanish speakers to help Spanish speaking employees to have access to website. Should we offer our site in Spanish as well? Maybe great some general informational materials in Spanish. How does the County currently address this issue with other public health offerings? Look into this question for increasing participation of non-English speakers. County uses a translation line which maybe could be used to assist with the wellness site. Look into the cost of a service to help employees. Committee decided not to require the site is in multiple languages.</p> <p>Committee discussed system integration to the site and wants to investigate payroll systems.</p> <p>Awards Banquet MC/ Keynote Discussed having an MC as part of the banquet and committee agreed to hire Dre for \$100 to MC the event. Keynotes were discussed. Committee decided to have Ryan from Vera be the keynote for the event.</p>
10:55 Phased Approach	Brief Committee on plan and ask for input for planning phase and core team members. Committee decided to have the wellness retreat on March 6 th 2020.
11:00 Break	
11:05 Welcoa Recap	<p>To review takeaways from the conference and suggestions of NAPBET application. Jen reviewed the 10 steps to start a movement:</p> <ol style="list-style-type: none"> 1. Be an agent of change rather than an expert 2. Imagine what's possible 3. Uncover the hidden factors (what might undermine the movement? Do they have what they need, do they feel appreciated and respected? Growth opportunities? Fulfillment and high purpose



	<ol style="list-style-type: none"> 4. Start and build upon what is working. Starting meetings with this idea of what is working well 5. Reach across departments and have an interdisciplinary team 6. Stealth-sneak wellness in so it is the way we do things and not necessarily a “wellness” activity 7. Create meaning-help people align with internal motivation 8. Create nudges and cues for more prompts like signs, healthy options, policies, rituals, recognition 9. Experimental based approach to your movement and be willing to prototype. What knowledge and skills are being gained, can they apply it, and is there results 10. Go global across all boundaries of location. <p>Improvements discusses base on this was to try to do more stealth and bring wellness into everything that is done on an organizational level. How can we support others to do this? Add to meetings or other trainings.</p> <p>Positive Psychology principals for wellness: Help people to move from Complaining to Gratitude Criticism to optimism and learn to be more optimistic, and comparison to celebration of uniqueness. Maybe adding these classes to NAPEBT.</p> <p>It was discussed to try to apply these concepts for the wellness warriors and brainstorming how they can be stealth.</p>
11:25 Kindness Challenge Review	Debrief and Inform Future Improvements- TABLED until next meeting
11:30 Vera	To review updates or changes with Vera. Vera event request form was updated and shared and committee reviewed for edits. Committee reviewed the flyer for the sugar challenge group coaching and will send out next week.
11:50 Agency Updates	To update entire committee on current and upcoming agency events
11:50 Task List Review & Up Next Month	To review tasks for next month and upcoming events & Environmental Support Scholarship is posted on Teams for them to start filling out with their committees due in April. Presentation dates TBA.



11:55 Upcoming Events	Annual review presentation, Sugar Challenge, Environmental Support

NEXT MEETING DATE: January 24th at 10am, County Health Dept. Birch Room

Task Item	Responsible Person	By When?
Each agency will provide someone who will review the wellness site RFP proposals.	Each agency	Jan 8th
Let Amber & Katie Know about facilitation of events or presentations needed at Agency	All Agencies	Monthly -ongoing
Katie will notify Dre that he is hired to MC the event.	Katie	Dec 20th
Katie will research the costs for having a translator for wellness site for non-English speakers, using a translation line, or using a bilingual employee to improve access to the wellness program	Katie	
Keynote speaker for Awards banquet will be Ryan from Vera Whole Health and Katie will inform him	Katie	Dec 20th
Amber would like to ask Ryan CEO from WELCOA to be our keynote for next year and will add it to our project plan	Amber	Jan 24th
Add to the wellness site RFP to include questions on ability to integrate the payroll systems to ease the administrative burden of incentives payouts.	Katie	Jan 8th
Amber will send out Wellness retreat calendar invite for March 6th	Amber	Jan 20 th .
Jen will lead the committee in the notecard activity	Jen	Jan 24th
Work with warriors to brainstorm how to go stealth. Set up	Shawna & Katie	Ongoing project



monthly meeting for project development		
Katie will develop a curriculum for the pp topics discussed at the WELCOA conference and will meet with Erika to discuss ways to make it tangible during regularly scheduled meeting	Katie & Erika	Jan 10th
Vera will add Flu shots and biometrics under road show and sleep under health and Julie will check with Marina to verify possible	Julie	When possible
Katie will create the registration link for sugar challenge group to Julie to send out in an email next week.	Katie	Dec 13th