

Wood County Employee Wellness Board Meeting Minutes

Thursday, May 10, 2018

Wood County Courthouse, IT Conference Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Interim Director—ex-officio), Sue Kunferman, Jordon Bruce

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus), Marla Cummings (Finance), Jackie Carattini (UW Extension)

1. Chair Kunferman called the meeting to order at 1:03 p.m.
2. **Introductions** were made around the table.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the February 8, 2018 meeting as presented. All ayes. Motion carried.
5. **Financial Classes/Workshop**
Jackie Carattini reported the survey was ready for distribution. Discussion ensued regarding the best way to do so. The suggestion was that the survey be sent digitally and returned anonymously. The financial challenge, “Wallet Wise in Wood County” will be a quarterly emphasis within the Wellness Program.
6. **2018-2019 Employee Influenza Vaccinations**
290 Wood County employees received the influenza vaccine in the fall of 2017. Wood County purchased the vaccine which ended up being \$2.68 per vaccine (cost of vaccine thru previous provider was \$21.32). This realized a \$777.00 savings. Motion (Rozar/Schmutzer) to provide Wood County employees vaccine for the 2018-2019 season using the same process. All ayes. Motion carried.
7. **Review/approve policy regarding process for dealing with rude or uncooperative employees**
Adam distributed a “Code of Conduct” draft for the Board’s review. A few minor edits were made. Corporation Counsel will review the document that will then be sent to the Executive Committee for approval.
8. **Review/approve policy prohibiting the sale or exchange of the annual YMCA membership prize**
Language for the above policy was distributed as an addition to the operating policies of the Wood County Employee Wellness Program. After some minor edits, motion (Rozar/Bruce) to approve the policy. All ayes. Motion carried.

9. Discussion regarding taxable prizes/gifts

After discussion of the current prizes being given quarterly, the consensus of the Board is to move from gifts to cash prizes only in 2019.

10. Review financials

Participation in the Wellness Program has increased which has increased expenses. The 2018 budget was for 300 participants in the biometrics and 500 individuals for coaching. Kim will check on how many employees took advantage of the health insurance premium discount.

11. Discussion regarding EEOC rule revisions

Kim presented information regarding the EEOC rule revisions regarding Wellness Programs. Kim will continue to follow these rules and inform the Board of future rulings to make certain we comply with EEOC Wellness Regulations.

12. Discussion regarding approved ergonomic equipment list

The above list was distributed. This is the list of the ergonomic equipment recommended by Aspirus. It will be communicated to the OTs assessing employee workspace that they are to use this list when making equipment recommendations.

13. Sanitary stands

Sue reported there is no money in the maintenance budget for these stands. After a discussion of the benefit of hand hygiene, especially during the cold and flu season, a motion (Rozar/Bruce) was made to encourage appropriate departments to include funding for these stands in their 2019 budget. All ayes. Motion carried.

14. Update from the Wellness Committee—Updates received and documents, which includes minutes from the Wellness Committee, on file.

15. General employee wellness updates—Updates received and documents on file with above information.

16. Wood County Aggregate Report

Amanda presented the Health Assessment results along with the Cohort information (information on file). Increased participation was noted. Suggestions were made regarding the presentation of this information to the Executive Committee in June.

17. Future meeting agenda items—noted

18. Next meeting date: August 6, 2018, 10am-noon, IT Conference Room, Wood County Courthouse

19. Motion (Jordon/Schmutzer) to adjourn the meeting at 3:02 p.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

Minutes in draft form until approved at the next Wood County Wellness Board meeting