

Wood County Employee Wellness Board Meeting Minutes

Tuesday, May 7, 2019

Wood County Courthouse, IT Conference Room

400 Market Street, Suite 205, Wisconsin Rapids

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

Excused: Angela Zausch (Horton Group)

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus), Shawn Becker, Caitlin Carmachy, Bill Clendenning

1. Chair Kunferman called the meeting to order at 1:02 p.m.
2. **Introductions:** around the room
3. **Public comments:** None
4. Motion (Kaup/Bruce) to receive and place on file the minutes from the February 19, 2019 meeting. All ayes. Motion carried.
5. **Flu Vaccine Clinic Logistics**
General discussion lead by Jordan Bruce on the logistics of clinics in the fall. The vaccine has been ordered and logistics of serving the employees in Wood County buildings are being formalized.
6. **Discussion regarding sit/stand desk requests by departments**
Request from DA's office has been resolved. No other requests currently.
7. **Update on biometrics, HRA, and health coaching**
This process is going well. 566 employees have completed biometrics, 558 have completed the HRA questionnaire, and 167 have completed coaching. 500 individuals have registered or completed health coaching.
8. **Review of missed deadline situations**
Discussion part of agenda #9
9. **Discussion regarding formal appeal process**
This agenda item was discussed at the beginning of the meeting to accommodate public members present who presented their cases for having missed deadlines. Board discussion followed those comments. 6 individuals missed the deadlines to be eligible for the insurance premium discount. No exceptions have been made in the past. 1 individual missed a date

because of the weather but had other chances to meet the deadline. Discussion ensued regarding the need for a policy. Comments made regarding the pros and cons of deadlines and grace periods. Motion (Rozar/Bruce) to develop an appeal process policy draft to be considered at the next meeting. This policy will address missing deadlines. After approved by this Board, the policy will be forwarded to the Executive Committee for consideration and approval.

10. Review Financials

Budget on track with no concerns currently.

11. Review from The Horton Group

Kim reported the Executive Committee (EC) requested RFPs for 3rd party administrators. Those RFPs were presented to the EC and a motion was made to change 3rd party administration to Anthem from WPS. Implementation of this change will occur over the coming months.

12. Update from Wellness Committee

Adam reported the Committee is active and going well. There is a planning focus with the Committee, and they are open to constructive feedback to their functioning.

13. General Employee Wellness updates

There was discussion of a JAMA article forwarded to Board members regarding workplace wellness programs and their effectiveness.

14. Future Agenda Items—as previously discussed.

15. Set Next Meeting date—June 18, 2019, 1:00 – 2:30 p.m., IT Conference Room, Courthouse

16. The Chair declared the meeting adjourned at 2:24 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