

Wood County Employee Wellness Board Meeting Minutes

Thursday, February 8, 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 (by phone)

Excused:

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Angela Zausch (by phone), Jodi Liegl and Tanna Livernash (Wood County Human Services)

1. Chair Kunferman called the meeting to order at 1:00 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 November 7, 2017 meeting as presented. All ayes. Motion carried.
5. **Update regarding influenza vaccination policy at the Wood County Annex and Health Center**
Jordon sent an e-mail to the leaseholders at the Wood County Annex in Marshfield encouraging influenza vaccine administration and masks if in patient care areas. There were no negative comments from leaseholders regarding the email. Jordon also reported there was 100% participation with influenza vaccine administration with Norwood Health Center employees. Furthermore, he detailed the savings of that administration by using staff members rather than contracting for the administration of the vaccine this season.
6. **Review/approve policy regarding process for dealing with rude or uncooperative employees**
Adam reported he was working with the interim HR Director to develop this policy. A draft will be ready for consideration at the next Wellness Board meeting.
7. **Review Financials**
No updates at this time. The Board will review first quarter financials at the next meeting.
8. **Reimbursement for fitness center memberships**
Discussion of this reimbursement took place with no action taken. The Board reiterated that if an individual participates in all 4 quarters of the Wellness Program, they are eligible for a Y membership drawing.
9. **Policy decision on allowing substitutions for prizes**
Discussion of a possible policy took place with no action taken.

10. Wellness points for onsite chair massage

Adam shared the offering of onsite chair massages. There was consensus that the onsite chair massages are encouraged but not eligible for Wellness points.

11. Secondary Traumatic Stress (STS) Committee Self-Care Plan

Ms. Liegl and Ms. Livernash shared the above plan currently in use by the Human Services Department. Discussion ensued regarding offering this plan thru the Wellness Program. The consensus was that this plan would be incorporated into coaching sessions when stress is identified as an issue the employee is dealing with. Discussion of this plan will be held at a future Department Head meeting as a resource for department heads when noticing STS in employees.

12. Sanitary stands

It was reported that the price of these stands is \$300/stand. 7 stands would be needed to place one at each County building entrance. The Chair will email the Maintenance Director to inquire about obtaining these stands.

13. Update from the Wellness Committee—Updates received and documents on file. Adam reported there are now 20 Wellness Champs but no one has been identified at City Hall in Marshfield. In lieu of health fairs, bulletin boards are being maintained by the Wellness Champs in departments. They are also assisting with biometric screenings.

14. General employee wellness updates—Weight management offerings are being well attended and live-streamed to Marshfield as “lunch n’ learns”.

15. Future meeting agenda items—noted

16. Next meeting date: May 10, 2018, 1-3 p.m., IT Conference Room, Wood County Courthouse

17. The Chair declared the meeting adjourned at 2:22 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