

**Bridge to Wellness
Meeting Minutes
January 8, 2013**

Members Present: CBIZ – Lisa Larson; HealthPartners - Abigail Wright; DECC – Annette Nemec; HRA – Ken Gustafson; Airport – Kathy Carver; Library – Jane Wester; Park & Recreation – Amy Norris; Public Works & Util. – Eric Schlacks; Facilities Mgt. - Karen Cheetham; Fire - Charlie Smith; Engineering – Larry Winner; Parks & Rec; Amy Norris; Human Resources – Cookie Gilmore, Keely Downs & Marlene Van Puymbrouck

1. Approval of Minutes

Motion: Amy Norris moved to approve the December 4, 2012 minutes
Seconded: Cookie Gilmore
Motion: Approved as written

2. Review of Health Assessment - Update

- a) Active Member Participants as of 12/30/2012 – 247 completed the Health Assessment – 64 enrolled in on-line Wellness Activity in which 17 completed
 - i. 23% participation – goal was 30%
- b) Retiree Member Participants as of 12/30/2012 - 17 completed the Health Assessment – 2 enrolled in on-line Wellness Activity in which 0 completed
- c) Abigail will have an executive summary of the results of the Health Assessment for the February 12th meeting.

3. Demo of HealthPartner’s online challenge site

- a) Abigail gave a in-depth presentation on the “Lose Weight in 8” website.
 - i. The committee requested a link to log-on to this website. HealthPartners will provide this link and HR will make sure each committee members is aware in case they are comfortable in giving a demo to their department.

4. Discussion on “Lose Weight in Eight”

- a) Registration for the challenge begins on January 14th; challenge begins on January 27th and ends on March 24th.
 - i. Challenge is available only on-line. If anyone is interested who does not have a computer, especially retirees, they will be referred to the Library.
 - ii. Each participant will receive a lunch bag just for registering. Anyone completing the challenge will receive a pedometer and the top 5 participants who lost the most weight will be given a FitBit. (FitBit costs approximately \$100 and is a device similar to a pedometer that counts steps, calories, etc. (fitbit.com for more information) Winning team will get celebratory healthy lunch and recognition.
- b) E-mails and posters will be our main source of communication.
 - i. First e-mail will be sent out by the end of this week reminding participants of the challenge and that registration begins Sunday. – E-mails will go out on a weekly basis to all employees throughout the 8 weeks. HR will send an e-mail to those retirees that we have e-mail addresses on file and also contact a couple of retirees asking them to share the information at their meetings or gatherings.

- ii. List of teams and instructions as to how to register for the challenge will be e-mailed to the committee members so that they can post it and be of help to their co-workers as needed. It was noted that instructions for employees that are eligible but not on the health plan are different than those who are on the plan. Abigail will send out the instructions for that group.
- c) The list of teams was finalized at last month's meeting; however, Retirees were added as a separate team. The team list will be sent out with the original e-mail so that participants know which team to register under.

5. Wellness Budget Update

- a) Currently there is \$35,120.98 worth of credits for the upcoming year after incentives for the Lose Weight in 8 challenges have been deducted.

6. Discussion of Committee Structure

- a) Review Roles & Responsibilities
 - i. Roles & responsibilities were reviewed and suggestions made. Lisa Larson will make the necessary changes and bring back to the committee for approval. Some suggestions included:
 - This committee be referred to as a Steering Committee with sub-committees under this committee.
 - At least one member from Steering Committee will be required to be on the sub-committees.
 - Sub-committees will now be open to family members to assist with all the activities that surround specific events pertaining to the sub-committee they agreed to serve.
 - Members are responsible for attending 75% of the meetings.
 - Include mission and vision statements in the Roles & Responsibilities.

7. Update on Part-time Coordinator

- a) No further update at this time. HealthPartners has not determined whether our Wellness credits could be used for this type of service. Update will be given next month.

8. Other items discussed

- a) Kathy brought forward a request by YMCA for a sponsorship for the Mother's Day Walk-a-thon on May 11th. Sponsorship costs anywhere from \$250 - \$3,000. Committee agreed that no financial support will be given. Will put on the agenda for February to see how the committee is going to handle this and future requests as far as promoting events of this type.
- b) American Cancer Society has requested participation from this committee in their Cancer Prevention Study. Fire Department was contacted also. The committee did not embrace this event as it is not a part of the Strategic Plan and could fall.

9. Next Meeting February 2, 2013 to include:

- a) Approval of January 8, 2013 Minutes
- b) Executive Summary of results of Health Assessment

- c) Community Wellness Day
- d) Health Fair 2013
- e) YMCA Request / protocol
- f) Part-time coordinator update
- g) Review & finalize Roles & Responsibilities
- h) Next meeting March 12, 2013