

**Bridge to Wellness
Meeting Minutes
March 12, 2013**

Members Present: CBIZ – Lisa Larson; HealthPartners - Abigail Wright; HRA – Ken Gustafson; Library – Jane Wester & Paul Griffin; Public Works & Util./Engineering – Larry Winner; Facilities Mgt. – Karen Cheetham; Attorney’s Office – Danielle Bolf; Human Resources – Keely Downs & Marlene Van Puymbrouck

1. Approval of Minutes

Motion: Jane Wester moved to approve the February 12th and 19, 2013 minutes as written
Seconded: Ken Gustafson
Motion passed: Approved as written

2. Community Wellness Day

- a) Abby W. stated that HealthPartners approved using Wellness Credits for the \$2,000 sponsorship.
- b) Abby will donate Yum Power recipe books for the fair. HR has pill splitters from ClearScript that also can be used as give-a-ways.
- c) Amy N. was not in attendance and will make an update at the next meeting.

3. Update on “Lose Weight in Eight”

- a) Total of 256.20 lbs or 3.20 lbs per participant have been lost by the group as of 3/10/2013. The last day of the challenge is March 24th. Everyone needs to weigh- in no later than March 24th. Marlene will send an email reminding all participants to log-on and enter their last entry by March 24th. Everyone who completes the challenge will receive a pedometer.
- b) Top 5 biggest losers will receive a FitBit and the winning team will be served a healthy lunch. Initial plans were to calculate the winning team by percentage to even the playing field. However Abby reported the program is unable to create any report other than number of pounds lost per team. She will check to see if there is any different way of calculating the winning team. The other alternative is to honor the top two winning teams. Abby will report next month.

4. Review and finalize committee Roles & Responsibilities

- a) A discussion was held on the Roles and Responsibilities. Suggested changes included:
 - i. Support the wellness brand, vision and mission statement, and program goals & objectives;
 - ii. Serve on the committee for at least a minimum of two years. Provide suggestions for a replacement committee member if he/she leaves the committee prior to the commitment being fulfilled;
 - iii. Attend at least 75% of the scheduled Wellness Steering Committee meetings (or send an alternate), which may take place in person or via conference call; and
 - iv. Attend JPE meetings as necessary.

- b) Discussion included the advantages of being a Steering Committee. Major advantage is by creating subcommittees for the various wellness activities, it distributes the work load. Subcommittees can include other JPE Wellness participants and do not necessarily have to limit help to just committee members. Also, we can have “champions” who can promote the Wellness Committee and activities.
 - i. Motion: Larry W. moved to approve Member Roles and Responsibilities 2013 as writtenSeconded: Jane W.
Motion carried

5. Health Fair – 2013 – Select Subcommittee

- a) Date is September 17, 2013 at the DECC in the Edmund Fitzgerald Hall
- b) Currently have 3 volunteers to serve on the subcommittee – Kim W., Amy N. & Danielle B. Some committee members felt they knew of co-workers that may be interested in serving on the subcommittee. An e-mail will be sent to the committee asking for members interested in serving on this subcommittee and to let Marlene know by March 20th.
- c) First health fair subcommittee will meet on March 26th at 1 p.m. The meeting will include past health fair subcommittee members as well as the new subcommittee members. Previous committee members can share notes, information, etc. on the process and what worked well at last year’s health fair. We can also refer to the vendor and participant surveys from last year. Marlene will prepare a packet with information pertaining to planning last year’s health fair.

6. Criteria for Subcommittee Volunteers

- a) To be discussed at next month’s meeting

7. Internship Update

- a) Although Tari was unable to attend, Karen C. reported that there is one possible internship in the works through Cheryl Skafte, our volunteer coordinator for the City. More information to come. Amy N. and Tari R are coordinating this.

8. Review Strategic Plan

- a) Vending machine update
 - i. No report as Tari R. was unable to attend.
 - ii. Discussion was held as to the challenges of implementing vending machines with healthy choices.
- b) Health Assessment
 - i. Would like to see a higher percentage of participation in the Health Assessment. A larger incentive may be required to increase the participation level in the health assessment and biometric screenings. Last year 153 participated in the biometric screenings while 271 participated in the health assessment.
 - ii. Abby will report on the results of the biometric screenings at the April meeting. Once we have the results, we need to make a determination as to what types of wellness activities should be offered to target areas of concern.

- c) Would like to increase participation at the health fair. Need to discuss ways to draw more people.
- d) Communication Strategic Plan should be reviewed by the subcommittee to see if updates are needed.
- e) Lisa L. will speak to the JPE Trust Board tomorrow to go over the health assessment/biometric screening results.

9. Review Criteria for Wellness Support (financial, promotional, volunteer, use of logo, etc.)

- a) Abby handed out criteria used for determining the use of Wellness credits. She will report on remaining balance next month. The committee would like to have a discussion on good use of the remaining wellness credits. This item will be on the agenda for next month for further discussion.
- b) Chris Crowley motivational speaker – the committee previously approved the DECC to use the Bridge to Wellness logo for promotional purposes of this event. A legal document has been drawn up and signed off by the DECC and the JPE Trust Board to allow this request.
- c) Grandma’s Marathon Team Participation Update – Kathy C. was unable to attend the meeting but has agreed to coordinate this event as was done last year. The committee approved to pay for the \$25/team registration fee. The team members have to be registered for either the Gary Bjorklund time marathon or full marathon in order to participate.
- d) Nutrition Wealth & Wellness – Cookie G. will report next month.

10. Next Meeting April 9, 2013 to include:

- a) Approval of March 12, 2013 Minutes
- b) Community Wellness Day Update
- c) “Lose Weight in Eight” Update
- d) Grandma’s Marathon
- e) Biometric Screening Results
- f) Health Fair 2013
- g) Review of Budget
- h) Internship Update
- i) Volunteer Criteria
- j) Next meeting May 14, 2013