

**Bridge to Wellness  
Meeting Minutes  
September 11, 2012**

**Members Present:** CBIZ – Lisa Larson; HealthPartners – Liz Sperr (by phone); DECC – Annette Nemeč; HRA – Ken Gustafson; DAA – Kathy Carver; Community Development – Chuck Froseth; Facilities Management – Tari Rayala; Fire – Charlie Smith; Police – Kim Wick; Safety – Julie Baker; Administration Kim Hall; Human Resources - Keely Downs & Marlene Van Puymbrouck

**1. Approval of Minutes**

Motion: Cookie Gilmore moved to approve the August 7, 2012 minutes as written,  
Seconded: Julie Baker  
Motion: Passed

**2. Update – Long Hot Summer challenge**

- a) Approximately 142 participated in the events.
- b) Shirts have been distributed. There are a few shirts left over that we will give away at the Health Fair. Suggestion was made to have all the participants wear the t-shirts to the Health Fair.
- c) Next challenge will be in February 2013 “Walk to Key West”. This is a program through HealthPartners and tracking will be done on-line. It is an exciting program as there are many competition opportunities available through this program

**3. Update – Get-Off-Your-Couch Sub-Committee**

- a) No report – reminder if any committee member is aware of a community event, please contact Eric Schlacks to post on our web site.

**4. Update – Health Fair Subcommittee**

- a) Invitations were sent out by mail to retirees as well as all employee e-mail.
- b) Need to have this committee promote the health fair especially encouraging and recruiting actives and retirees for the biometric screenings. The last day to sign up for on-line biometric screenings is Monday, September 17<sup>th</sup>.
- c) Although we encourage members to do the health assessment either at the fair or soon thereafter, the deadline to complete is December 31, 2012.
- d) Need volunteers from this committee to work at the health fair.
- e) The only opportunity to get a flu shot is at the health fair. Amy N. will send a separate e-mail to all actives notifying them of this fact. This should be promoted because it is a change from how we have conducted flu shots in the past. Suggested this information be in the Friday updates as well. Cookie G. will check to see if there is an age limit for children receiving the flu shot.
- f) Steve F. is working on the posters and should be ready by Friday.
- g) Volunteers are needed to help with future fairs. It has been difficult for HR to dedicate the time needed to organize a health fair of this magnitude. After the health fair, this subcommittee needs to do a vigorous evaluation as to whether we have sufficient staff/volunteerism to support an annual Health Fair or whether we need to scale back

and have it less frequent. We need to find a way to make planning a health fair of this size more manageable and will need everyone's help.

- h) Amy N. is checking into ordering buttons with our Wellness logo to identify volunteers.
- i) Next meeting of the Health Fair is September 19th

#### **5. Update – Healthy vending machine choices / Tari Rayala**

- a) It was noted that there are several vending machines throughout City property. Some machines are contracted out while others are City owned/operated/leased. The City has more control of the vending machines on City property that use the revenue from the machines for their fundraising. We can request them to stock healthy options with hopes that they will. Often times vendor agreements leave the selection choices up to the vendor who base it on what sells. If items don't sell, the vendor has the option of filling it with something more profitable or they can actually pull the entire machine. Research on healthy vending machine snack options will continue. HealthPartners will forward information about yumPower to the Wellness Committee. The target date to have healthy vending snack options is fall of 2013. Discussions will continue at future meetings.

#### **6. Update – Communication Strategic Plan Sub-Committee**

- a) Lisa Larson from CBIZ handed out a copy of the Communication Strategic Plan which was developed by the Communication subcommittee. After a thorough review, the Wellness Committee felt it was a plan that could be supported and recommended to the JPE Trust Board.
  - i. Amy Norris moved to accept the Communication Strategic Plan as written and to bring it forward to the JPE Trust Board at their September 26<sup>th</sup> meeting for approval; seconded by Tari Rayala and motion passed

#### **7. Duluth JPE Trust Board Meeting**

- a) Next meeting is September 26<sup>th</sup>. All Wellness Subcommittee members were asked and encourage to attend in support of the JPE Trust Board approving the Communication Strategic Plan.

#### **8. Posting Wellness Agendas & Minutes**

- a) Committee decided it would post future agendas for the Wellness Subcommittee meetings as well as approved minutes. Information will be sent to Amy Norris and she will see that it is posted on the website.

#### **9. Next meeting**

- a) Interest was expressed to reschedule the October meeting after the Health Fair event. Items to be discussed include a structure of this committee, review how committee is operating, discuss bylaws, ongoing resources, sustainability, etc. The intent is to schedule it on October 9<sup>th</sup>. Marlene will check calendars of members for their availability and send out an appointment.