

**Bridge to Wellness
Meeting Minutes
November 6, 2012**

Members Present: CBIZ – Lisa Larson; DECC – Annette Nemeck; HRA – Ken Gustafson; Library – Jane Wester; Park & Recreation – Amy Norris; Public Works & Util. – Eric Schlacks; Administration Kim Hall; Human Resources - Keely Downs & Marlene Van Puymbrouck

1. Approval of Minutes

Motion: Amy Norris moved to approve the September 11, 2012 minutes as written
Seconded: Ken Gustafson
Motion: Passed

2. Health Fair Sub-Committee

- a) Met on October 24, 2012 to critique Health Fair
 - i. All members agreed the Health Fair was a success but also some changes would be beneficial, especially shortening the length of fair, changing time of year, etc. Ramona McCree summarized the results from the survey submitted by the Health Fair Sub-committee to be presented at the November 9th Wellness Committee.

3. Health Fair Evaluations / Lisa Larson

- a) **Health Fair Sub-Committee Self-Assessment Results:**
 - i. Most rated the sub-committee as “excellent” in meeting its roles and responsibilities with only one “fair”
 - ii. Consensus was the Health Fair was a great first attempt in that it showed that the City cares about Health and Wellness
 - iii. With respect to what the committee could do better in meeting its roles and responsibilities, it was felt we could start planning earlier, commitment to meeting deadlines; work more on engaging employees & retirees to attend the fair; shorter overall group meetings; include & encourage family member participation in screenings; continue having CBIZ or Third party conduct biometric registration; and better communication about who is handling the booths.
 - iv. Comments regarding resources needed to assist in achieving its goals included more funds for unexpected expenses; lunch for volunteers and vendors; more operational management support (The DECC did a great job); The Mayor, Dan Russell and Rick Ball attendance was critical and appreciated to send a positive message; more communication with employee and retirees – need additional materials (i.e. Posters, flyers); more volunteers; and supervisors to encourage employee attendance.
 - v. Recommendations for changing the description or composition for the sub-committee to achieve its goal for next year include: too much fell on HR; assigning a different department/group each year to head up the fair with HR

available as a resource; shorter duration of the event; and include family member and retirees in the planning.

- b) **Participant Survey Results:** (See Executive Summary) 185 individuals completed the survey
- i. 78.9% or 142 respondents rated the health fair in general as “Excellent” and 21.1% or 38 respondents rated the health fair as “Fair”
 - ii. 62.9% or 110 respondents stated they plan to make changes as a result of what they learned or participated in at the health fair
 - iii. 74.7% or 130 respondents plan to read pamphlets for their own benefit; 9.2% or 16 respondents plan to see a doctor; 3.4% or 6 respondents learned they had a health problem they did not know about before.
 - iv. 99.1% or 158 respondents would attend a health fair next year.
- c) **Vendor Evaluation Results:** (See Executive Summary) 15 Vendors responded
- i. Attendance at the Fair - 26.7% felt the attendance at the fair was “Excellent”, 66.7% felt it was “fair” and 6.7% felt it was “Poor”.
 - ii. Pre-Planning Communication – 85.7% “Excellent”; 14.3% “Fair”; 0% :Poor”
 - iii. Facilities – 93.3% “Excellent”; 6.7% “Fair” & 0% “Poor”
 - iv. Opportunities for improve as recommended by vendors included:
 - Shorter day
 - Employees receive a longer amount of time to see vendors
 - Poor attend to the speakers / offer incentive presentation attendance
 - Harborside Room would be nice
 - Music was too loud
 - More publicity
 - v. 100% of the vendors they would be a participant again.
- d) **Comments from committee:**
- i. Fair hours need to be shortened
 - ii. Presentations/speakers need to be limited or eliminated and have speakers at another event of its own – lunch time slots
 - iii. Allow presenters/speakers in the same room as vendors
 - iv. Reduce theme to possibly one or two topics
 - v. Change Health Fair to September instead of October
 - vi. Amy N. will follow-up by e-mail with the employees who requested to be contacted by this committee

4. Discussion of Committee Structure

- a) It was noted that much of the work/responsibility for the Health Fair fell on HR. To continue this type of event, support of more members is needed.
- b) Kim H. felt that a well-organized formal committee structure would be helpful in identifying and distributing the work load. The creation of By-laws would be a good starting point. It was recommended to put this item on the agenda for the December meeting.

5. Duluth JPE Trust Board Meeting

- a) Discussion was held at the last meeting regarding the success of the Health Fair. The Board members were very pleased with the outcome of the event.

6. Next Meeting December 4, 202

- a) Web demonstration on the health assessment presentation by HealthPartners on health assessment
- b) On-line challenge "Lose Weight in 8"
- c) Wellness Budget
- d) Committee Structure - By-laws