

**Bridge to Wellness
Meeting Minutes
December 4, 2012**

Members Present: CBIZ – Lisa Larson; Liz Sperr – HealthPartners DECC – Annette Nemeč; HRA – Ken Gustafson; Library – Jane Wester; Park & Recreation – Amy Norris; Public Works & Util. – Eric Schlacks; Tari Rayala; Charlie Smith – Fire; Human Resources - Keely Downs & Marlene Van Puymbrouck

1. Approval of Minutes

Motion: Ken Gustafson moved to approve the November 6, 2012 minutes as written
Seconded: Charlie Smith
Motion: Passed

2. Review of Health Assessment Results & web demo of Health Assessment

- a) Active Members - As of 12/2/2012 221 completed the Health Assessment – 59 enrolled in on-line Wellness Activity in which 11 completed
 - i. 22% participation – goal was 30%
 - ii. Seemed to be a slight increase in participation each time an e-mail was sent reminding members of the deadline of 12/31/2012. Reminders will go out weekly until the deadline in hopes of increasing participation.
- b) Retiree Members – As of 12/2/2012 12 completed the Health Assessment – 12 enrolled in on-line Wellness Activity in which 0 completed
- c) Liz S from Health Partners gave a presentation on accessing & completing online Health Assessment.

3. Demo of Health Partner’s online challenge site

- a) Deferred to the January 8th meeting. It was felt that it would be beneficial if the demo was closer to the kick-off date of January 27th

4. Discussion on “Lose Weight in Eight”

- a) Outline and timeline was handed out
 - i. Signup start date – 1/13/2013
 - ii. Challenge start date – 1/27/2013
 - iii. Sign up end date – 2/2/2013
 - iv. Challenge end date – 3/24/2013
- b) Team options
 - i. Reviewed team structure and changes were made to the draft. Marlene will send the final copy to the committee members & to Liz S. so that they can be entered in the program for members to sign up.
- c) Prize Incentives
 - i. Reward for winning team – prize to be determined once we know the size of the teams. Suggestions included FitBit, lunch for winning team and their department (depending on size), tumblers, fleece vests or pullover wind jackets

- ii. Reward for registration incentive – decided to go with lunch bags with Wellness logo. Liz S./Lisa L. will get a quote on square sized lunch bag and a freezer lunch bag
- iii. Reward for all completers – none
- iv. Marlene will check with Admin to see if approval from the JPE Trust Board is needed.
- d) Communication
 - i. Weekly progress reports will be sent from HealthPartners which will be passed along to the committee members. The committee members should post the reports with hopes of generating more participation and enthusiasm.

5. Review 2013 Budget

- a) Currently there is \$41,236.78 remaining credits. HealthPartners has granted an extension for these credits to roll into 2013.
 - i. \$2,075 was spent on water bottles & tumblers
 - ii. \$13,176.66 was spent on Health Assessment, Online Programs & challenges, Communication Toolkit & Reporting
 - iii. \$7,223 was spent thus far on Gift Cards (original estimate was \$30,380)
 - iv. \$11,000 was spent on Biometric screenings (170 actually screened, guaranteed 200 was billed for 200)
 - v. Health fair posters \$288.56

6. Discussion of Committee Structure

- a) It was noted more participation and support is needed to continue offering a robust Wellness Committee. We have many resources available to assist us with this goal. Discussion included:
 - i. Adopt Roles & Responsibilities – Sample was handed out for the committee to review and discuss at the January meeting.
 - ii. Consider creating a formal committee structure – bylaws to include officers like chair or co-chairs, secretary, treasurer, etc. to distribute work load.
 - iii. Recruiting new members with the blessing of the director/manager, etc. Marlene will speak with Admin to see the best way to engage supervisors to select employees that are interested in wellness and to ensure the members selected to be on the committee are allowed time to work on the committee.
 - iv. Invite alternates to all meetings.
 - v. Shorter meetings and allow teleconferencing for those who can not physically attend the meeting.

7. Next Meeting January 8, 2012 to include

- a) Health Assessment update
- b) Web demonstration by HealthPartners on “Lose Weight in Eight”
- c) Further discussion on prize incentives, etc. for Lose Weight in Eight challenge
- d) Wellness Budget Update
- e) Review & finalize Roles & Responsibilities
- f) Committee Structure - By-laws

