

## **Wood County Employee Wellness Board Meeting Minutes**

Thursday, December 8, 2016

Wood County Health Department, EOC Room

**Board members present:** Amy Kaup (arrived at 2:24 p.m.), Donna Rozar, Dawn Schmutzer, Warren Kraft (HR Director—ex-officio), Jordan Bruce, Sue Kunferman

**Excused:**

**Also present:** Amanda Handrahan (Aspirus Business Health), Adam Fandre (Wellness Coordinator), Melissa Kovacevich and Angela Zausch (Horton Group), Lisa Keller (arrived at 2:24 p.m.)

Sue Kunferman called the meeting to order at 1:06 p.m.

Introductions took place around the table.

Public comments: none

Motion (Schmutzer/Bruce) to receive and place on file the minutes from the December 8<sup>th</sup> meeting as presented. All ayes. Motion carried.

Melissa Kovacevich introduced Angela Zausch who will assume Wellness Coordinator responsibilities for the Horton Group to work with Wood County. She has expertise and experience in worksite wellness and is often referred to as the “Wellness guru”. The Board welcomed Angela to her new position and looks forward to working with her. Melissa reported that she is still working on getting the historical data requested at the last meeting. She also distributed an EEOC update regarding Wellness Programs (notice on file). The notice discusses “protections from disclosure of medical information” for employers regarding health information collected with worksite wellness programs for the protection of that employee information. Also shared with the Board was the fact that WPS has no new aggregate information to share at this time.

There was general discussion of concern about the presentation by the Horton Group to the Executive Committee regarding health insurance utilization and the forecasting of 2018 health insurance premiums. It was emphasized that the information presented was preliminary data with much discussion required prior to the setting on the 2018 health insurance premium rate. Discussion took place regarding how to mitigate a substantial, potential increase in that rate. This discussion will continue at the next Wellness Board meeting.

Amanda Handrahan presented data regarding participation for the 2015-2016 wellness year. This data included employees receiving incentives per quarter (did not include spouses) and employee engagement.

Furthermore, she presented data concerning the 2016-17 wellness program goals. Current participation rates for employees is 52% and for eligible spouses, 23%. These figures are below set goals. Have until June 30, 2017 to work on meeting goals. Adam reported that new champs have been recruited and has hope that this will affect participation rates. General discussion on incentives and thoughts on increasing participation was held. A survey on why individuals are not participating and being pro-active with outreach were 2 suggestions provided. Participation at Edgewater Haven and Norwood was discussed. The Wellness Committee will put this on their agenda and discuss options to increase participation. Having a competition between departments could be something to try.

Aspirus ~~to is~~ is working through the reports from the HRA and biometric screening participation. Some new ways of looking at the data ~~is are~~ are being developed. That data will be presented to the Board upon completion.

263 employees and 59 spouses have participated in health coaching. The coaching sessions have been completed for now.

Further, extensive discussion took place on health insurance premium incentives. There was also discussion on restructuring the way cash incentives are being paid, with an increased first quarter incentive to encourage biometric and HRA participation. Prizes and bonuses were also discussed. Changes in the way cash incentives are being paid out must be positive and of benefit to the employee. The timing of a restructuring is critical. This discussion needs to take place along with the Executive Committee discussion of the 2018 health insurance premiums. What that looks like ~~with will~~ will influence potential incentives. Budget neutrality is of concern with any restructuring of cash incentives.

A discussion took place regarding 2017 influenza clinics for Wood County health insurance participants. Jordon stated he could order the vaccine at a reasonable rate and county staff can administer the vaccine at Norwood and Edgewater Haven. Sue stated the Health Department could assist with administration at River Block and the Courthouse. Vaccine administration will take place in conjunction with fall Health Fairs. Details will be worked out with the departments involved.

The "Eligibility to participate in employee wellness programming and receive incentives" policy was reviewed. It was decided that steps 1, 2, and 3 must be done in order to receive the incentive. Another change was that spouses may participate in wellness programs but are only eligible for 1<sup>st</sup> quarter incentive. Motion (Schmutzer/Kaup) to approve the policy with the edits made. (Policy on file) All ayes. Motion passed.

Department report card survey results were distributed. The Wellness Committee will review these results and make suggestions for next steps. The results will also be shared with Department Heads with the elimination of the column that provides the number of individuals who participated by department.

No Wellness Committee or general employee wellness updates are available at this time.

Next meeting: May 11<sup>th</sup> at 12:30 p.m. at the Edgewater Haven conference room, Port Edwards

The Chair declared the meeting adjourned at 3:48 p.m.

Respectfully submitted,

*Donna M. Rozar*

Donna Rozar, secretary (electronically signed)

Minutes in draft form until approved at the next Wood County Wellness Board meeting