

## Saline County Wellness Committee – January 22, 2020

The Saline County Wellness Committee meeting was called to order at 9:10 a.m. on January 22, 2020. Present were Bruce Filipi, Marvin Kohout, Tim McDermott, Jamie Houser, Russ Karpisek, Lori Moldenhauer, Diane Vlasak. Absent were Jennifer Retchless, Kory Mullen, and Adam Drake.

In declaration of a Quorum, Tim advised those present of the Open Meetings Law posted for review. Bruce moved to approve the agenda, seconded by Marvin. Motion carried.

Per the bylaws, Tim mentioned it was the time of year for reorganization of the Wellness Committee for the upcoming year. Marvin made a motion to retain the offices as they are currently with the change of Chrissy Niederklein resigning, seconded by Bruce. Motion carried.

The minutes from the November 18, 2019 meeting were reviewed. Russ made a motion to approve the minutes from the previous meeting, seconded by Bruce. Motion carried.

Seeing none other than committee members present, the Employee Open Forum was omitted.

A motion was made by Marvin to proceed into Closed Session in order to explain and discuss a recently received Alternative Standard requests (#2020-01 and #2020-02). The motion was seconded by Russ. Motion carried.

Upon completion of the Alt-Standard #2020-01 and #2020-02 discussion, Russ motioned to exit Closed Session. The motion was seconded by Bruce. Motion carried. Upon exiting, Tim voiced the reason for the Closed Session and that adjustments will be made accordingly for Alt-Standard #2020-01 and #2020-02, then provided to those employees.

The previous wellness class on “Mindfulness” was held on November 20<sup>th</sup> with good participation. Jamie Houser and Anita Novotny are willing to give a wellness educational class in March on “Real Colors,” which allows people to better understand themselves and others and improving communication by creating positive and rewarding personal and professional relationships.

For mini-challenges we had 16 participants for the November Bingo and 17 participants for the December Bingo challenge. The current mini-challenge on “Know Stress” through Continuum EAP, we’ve had 22 participants signup. This 5-week challenge is all online and will run from 1/20–2/23; costs include a \$200 administration fee plus \$3.00 for each participant. Lori mentioned for the March mini-challenge, the Saline County Aging Services will be hosting its second “Shamrock Shuffle” event on March 14, 2020 that will consist of a 5K or 1 mile Fun Run/Walk. The committee agreed to allow 50 points for those who participant or volunteer in the event; in addition to any exercise points for participation.

Currently for the NIRMA Online University class, we are in the 3<sup>rd</sup> Quarter (Jan-March) and offering the class “Understanding Pre-Diabetes.” We had 16 participants for the 2<sup>nd</sup> Quarter (Oct-Dec) on “Eating Right 4 Health & Fitness.” In preparation of the phasing out of the NIRMA Online University, the committee agreed to offer for the month of February a webinar through Continuum EAP on “Understanding Forgiveness.” February will be used as a test month in making use of this option in the future and will be worth 25 points. In order to receive the points, the certificate of participation needs to be turned into Tim or Jamie on or before March 13<sup>th</sup>.

Tim reminded the committee that the upcoming 2020 Health Fair with Madonna Fit-for-Work is scheduled for Tuesday, February 11<sup>th</sup> from 5-8a at the Law Enforcement Center and Wednesday, February 12<sup>th</sup> from 5-8a at the Courthouse. Kory and Jennifer volunteered to work the Health Fair on Tuesday with Tim and Jamie working on Wednesday’s.

Jamie updated the committee that all 2019 Wellness packets have been received, therefore, the committee agreed upon Monday, February 3<sup>rd</sup> at 8:30 a.m. to review the exercise points.

Tim noted any suggestions for topics placed in the February newsletter to please let him know via email.

The next regular meeting will be scheduled at a later date. There being no further business, the meeting was adjourned at 10:11 a.m.

Respectfully submitted by Jamie Houser, Secretary

## Saline County Wellness Committee – March 9, 2020

The Saline County Wellness Committee meeting was called to order at 8:34 a.m. on March 9, 2020. Present were Marvin Kohout, Diane Vlasak, Kory Mullen, Jamie Houser, Bruce Filipi, Adam Drake, Jennifer Retchless, and Tim McDermott. Absent were Russ Karpisek and Lori Moldenhauer.

In declaration of a Quorum, Tim advised those present of the Open Meetings Law posted for review. Bruce moved to approve the agenda, seconded by Marvin. Motion carried.

As this is the second consecutive Wellness Committee meeting Diane has attended, Kory motioned to approve the membership of Diane as a newly listed committee member, seconded by Jennifer. Motion carried.

The minutes from the January 22, 2020 meeting were reviewed. Marvin made a motion to approve the minutes from the previous meeting, seconded by Bruce. Motion carried.

Seeing none other than committee members present, the Employee Open Forum was omitted.

Tim presented the committee with Alternative Standard #2020-03, which was time needed for recovery due to an upcoming medical procedure. The committee agreed to allow adjusted exercise points for the time the employee requested.

Jamie verified that the upcoming “Real Colors” class her and Anita will be presenting is on Wednesday, March 18<sup>th</sup> at 5:30 p.m. in the Courthouse Assembly Room. As far as the next Wellness Class, the committee discussed having Madonna present a class on glucose in April. Tim will reach out to Madonna on availability.

For mini-challenges, we had 22 participants signup for the “Know Stress” challenge through Continuum EAP with 19 completing the challenge. Tim also reminded the committee about the “Understanding Forgiveness” webinar through Continuum EAP and certificates on completing the course are due March 13<sup>th</sup> to either Tim or Jamie. We also have the upcoming “Shamrock Shuffle” on March 14<sup>th</sup>, which will be worth 50 points to those who participate or volunteer to work the event; in addition to any exercise points for participation. For April, the committee agreed upon the “Crazy 8” challenge with the “100 miles/100 days” challenge starting in May.

Currently for the NIRMA Online University class, we are in the 3<sup>rd</sup> Quarter (Jan-March) and offering the class “Understanding Pre-Diabetes.” As for the 4<sup>th</sup> Quarter (Apr-June), the committee agreed to discontinue the classes through NIRMA Online University and continue with the webinars through Continuum EAP and will be offering the “Mindful Meal Planning” webinar worth 75 points. Tim will state in the April newsletter the change and instructions needed to insure receiving points for participation.

Tim informed the committee that we had a total of 88 participants in our 2020 Health Fair with Madonna Fit-for-Work. Overall the Health Fair went smoothly with no known complaints. On Wednesday, March 4<sup>th</sup>, all participants received their results and Madonna presented a “Know Your Numbers” presentation.

For the return of the 2019 Wellness booklets, Jamie and Jennifer have volunteered to help Tim get all packets ready for distribution. Madonna Fit-for-Work has been informed of a mathematical error that they since have corrected and resubmitted those totals. Those corrections will be placed in the individual’s packets. As far as a designated protest period, the committee will be accepting protest notifications until March 27<sup>th</sup> with a set hearing date of March 30<sup>th</sup>. After such hearings, the committee will then draw a name for the Grand Prize in which was agreed upon a \$300 gift card.

Tim reminded the committee that the 2020 Impact Survey is currently available from March 1<sup>st</sup> – April 11<sup>th</sup>. Tim explained that he reduced the eligibility file due to the individuals who haven’t previously participated, however if they would like to they can easily be added. This was to reduce unnecessary costs.

The committee discussed the advantages and disadvantages of having all employees who participate in the 2021 Wellness Program be on the MyVia portal through WorkWell with everyone calculating their steps through a wearable device. The committee will continue this discussion at forthcoming meeting.

Jennifer spoke on behalf of those who will be working offsite for an extended time in Lexington and requested funding for gym memberships at the YMCA, which will be \$32 per month for 2 committed memberships and possibly a floating membership for those who won’t be there the entire length of time. Adam made mention this would be next budget year for funding. Marvin motioned to approve the memberships, seconded by Kory. Motion carried.

Tim noted any suggestions for topics placed in the April newsletter to please let him know via email.

The next regular meeting will be scheduled on the protest hearing date March 30<sup>th</sup>. There being no further business, the meeting was adjourned at 10:17 a.m.

Respectfully submitted by Jamie Houser, Secretary

## **Saline County Wellness Committee – May 15, 2020**

The Saline County Wellness Committee meeting was called to order at 8:38 a.m. on May 15, 2020 via a teleconference. Present were Tim McDermott, Diane Vlasak, Jennifer Retchless, Marvin Kohout, Jamie Houser, and Adam Drake. Absent were Kory Mullen, Bruce Filipi, Russ Karpisek, and Lori Moldenhauer.

In declaration of a Quorum, Tim advised those present of the Open Meetings Law available for review. Marvin moved to approve the agenda, seconded by Jennifer. Motion carried.

The minutes from the March 9, 2020 meeting were reviewed. Jennifer made a motion to approve the minutes from this previous meeting, seconded by Diane. Motion carried.

Seeing none other than committee members present, the Employee Open Forum was omitted.

With the completion of the 2019 Wellness Program, Tim asked if there were any final comments. Marvin thought overall the program year went well. Tim provided incentive calculations to the Payroll Clerk for health premium discounts. Looking into the future for the 2020 program year, Tim advised the committee that it doesn't appear, according to statistics from previous years, we would meet the qualifications for an additional NACO grant.

Due to the limitations required for COVID-19, the upcoming "Colors" wellness class has been postponed for now. The committee did discuss a following wellness class and it was agreed upon a class with a Hy-Vee dietitian may be explored. The committee will consider a time of the day that would be suitable.

For mini-challenges, we had 15 participants complete the "Understanding Forgiveness" challenge through Continuum EAP. The "Shamrock Shuffle" which was held on March 14, 2020 had a total of 5 participants with the "Crazy 8" challenge having 15 participants. The "100 Miles – 100 Days" mini-challenge started May 1, 2020 and continues through August 8, 2020. The deadline to turn in total miles is August 14, 2020.

The 3<sup>rd</sup> Quarter (Jan – March) NIRMA Online University class on "Understanding Pre-Diabetes" had 22 participants. For the 4<sup>th</sup> Quarter (April – June), offers a Continuum EAP webinar, "Mindful Meal Planning."

Tim informed the committee there were 48 participants who completed the 2020 Impact Survey during the eligible dates from March 1<sup>st</sup> – April 11<sup>st</sup>.

Next the committee discussed the foreseen adjustments needed to the 2020 program due to the COVID-19. Adam made a motion that if a participant attends their preventive care dental visit, and is unable to get a second one scheduled in the same calendar year due to COVID-19 restrictions, those participants will still receive their full points for that 2<sup>nd</sup> visit. Seconded by Jennifer, motion carried.

Continued discussion was made for the 2021 Wellness Program options. Tim will reach out to Workwell if they will accept two options under our current MyVia program by receiving data through a wearable device as well as monthly submitted documentation/calendar. The committee agreed this topic needs further discussion.

There was a request made for a fitness center, cable machine. Jennifer will reach out to determine exactly what they were wanting and where it would be best suited in the Wellness Center.

Tim presented to the committee the 2021 Wellness Budget and after further discussion Adam made a motion to accept the budget as discussed with budgeting for added equipment and wearable devices, seconded by Diane. Motion carried.

Tim noted due to being on vacation there will be no June newsletter.

The next regular meeting will be determined at a later date. There being no further business, the meeting was adjourned at 9:45 a.m.

Respectfully submitted by Jamie Houser, Secretary

## **Saline County Wellness Committee – October 19, 2020**

The Saline County Wellness Committee meeting was called to order at 9:00 a.m. on October 19, 2020. Present were Marvin Kohout, Tim McDermott, Jamie Houser, Russ Karpisek, Bruce Filipi, and Diane Vlasak. Absent were Kory Mullen, Lori Moldenhauer, Adam Drake, and Jennifer Retchless.

In declaration of a Quorum, Tim advised those present of the Open Meetings Law available for review. Russ moved to approve the agenda, seconded by Bruce. Motion carried.

The minutes from the May 15, 2020 meeting were reviewed. Diane made a motion to approve the minutes from this previous meeting, seconded by Marvin. Motion carried.

Seeing none other than committee members present, the Employee Open Forum was omitted.

Tim mentioned at this time, all Wellness classes continue to be postponed due to limitations required for COVID-19. Once those limitations are lifted, Jamie Houser and Anita Novotny would be willing to give a “True Colors” class.

For mini-challenges, the “100 Miles – 100 Days” concluded on August 8, 2020 with a total of 20 participants, however 18 of those participants will be given acceptable points. The “Holiday Bingo” was discussed as to combine them for November and December or run them as two separate bingos as in the past. Russ made a motion to combine the bingos, seconded by Marvin. Motion carried.

Tim reminded the committee that the current Continuum offering of an online webinar is entitled, “Letting Your Emotions Interfere with Eating”, from October – December. The return of a certificate showing participation by the January 8, 2021 deadline, earns 75-points. Tim also reported the previous Continuum webinar class “Budgeting Basics – Key to Becoming Financially Healthy”, which was offered from July – September, had a total of 12 participants.

The 2020 Flu Shot Clinic was held on October 14, 2020 at the Courthouse Assembly Room, with Madonna Fit-for-Work conducting, had a total of 52 participants. Tim and Jamie reported the overall clinic went smoothly, however, there were some exclusions for kids under the age of 19, the high-dosage availability, and Medicare covered eligibility. Next year the committee hopes to get Public Health Solutions scheduled for the clinic.

Next, the committee discussed the options available for the 2021 Wellness program as far as all participants going to the MyVia portal by wearables or continuing to offer the two options as in the previous year with everyone having to upload their exercise monthly to the portal. Jamie explained to the committee the difficulty with the setup of the portal program with all the different variations of exercise by the non-wearable participants. In order for everyone to be able to upload data to the portal, those participants who choose Option #1, filling out the large exercise calendar, would have their final exercise points at the end of the month rounded down to the nearest total divisible by 20. Diane asked who is responsible for the damage caused by continuous wear on the county owned Fitbit device. Tim replied that the employee is responsible and made aware of the stipulations when signing the Acknowledgement of Receipt of County Property. Bruce made a motion to continue to offer both program options for the 2021 year, however announcing to employees the program would be switching to an all-wearable solution for the 2022 year, seconded by Marvin. Motion carried.

Tim mentioned to the committee there is funding available to purchase additional Fitbits to be prepared for the future program change. Tim supplied the committee with the discounted price options available when ordering devices in bulk. Russ made a motion to order, at a minimum, the 20 required Fitbit Charge 4 devices needed to receive the discounted price, seconded by Bruce. Motion carried.

Tim noted he will get advanced signup forms for the 2021 programs in the upcoming November newsletter as well as informing employees of the program change for 2022.

The next regular meeting will be scheduled for November 9, 2020 at 8:30 a.m. There being no further business, the meeting was adjourned.

Respectfully submitted by Jamie Houser, Secretary

### **Saline County Wellness Committee – November 09, 2020**

The Saline County Wellness Committee meeting was called to order at 8:40 a.m. on November 09, 2020.

Present were Tim McDermott, Jamie Houser, Bruce Filipi (via teleconference), Diane Vlasak, Jennifer Retchless, Kory Mullen, and Lori Moldenhauer. Absent were Marvin Kohout and Russ Karpisek.

In declaration of a Quorum, Tim advised those present of the Open Meetings Law available for review. Jennifer moved to approve the agenda, seconded by Diane. Motion carried.

The minutes from the October 19, 2020 meeting were reviewed. Diane made a motion to approve the minutes from this previous meeting, seconded by Kory. Motion carried.

Seeing none other than committee members present, the Employee Open Forum was omitted.

As a reminder, all Wellness classes continue to be postponed due to limitations required for COVID-19. Jennifer brought up possibly borrowing Probation's prerecorded video they have on "Colors" and will look into that possibility. While under these limitations, the committee discussed different ways to offer wellness classes in the future.

Tim mentioned the upcoming "Holiday Bingo" mini-challenge is to begin on November 25 with a conclusion date of December 25 and January 8, 2021 being the return deadline.

Currently, we are offering the online webinar class through Continuum entitled "Letting Your Emotions Interfere with Eating." The return of a certificate showing participation by the January 8, 2021 deadline, earns 75-points. So far there has been eight (8) participants having shown completion of this webinar class.

Next the committee discussed the 2021 Wellness program for final approval. At the previous meeting, the committee carried a motion for an all-portal access for the 2021 Wellness program. Prior to our meeting, Tim forwarded a final draft copy of the 2021 Wellness program booklet to all members of the committee for review. Upon the providing of an outline of changes for 2021, Lori motioned to approve the 2021 Wellness program, seconded by Diane. Motion carried. Tim will submit the placement of final draft on the County Board agenda for November 10, 2020. In addition, he will place an order for a minimum of 20 Fitbit Charge 4 devices to take advantage of the 30% super sale that begins on November 14<sup>th</sup> and ending November 30<sup>th</sup>.

In preparation of the upcoming 2021 Health Fair, the committee decided on the dates of February 23, 2021 and February 24, 2021 to hold the health fair. Tuesday, February 23<sup>rd</sup> from 5:00 a.m. to 9:00 a.m. the health fair will be at the Law Enforcement building for LEC employees only. On Wednesday, February 24<sup>th</sup> from 5:00 a.m. to 9:00 a.m. the health fair will be held at the Courthouse in the Assembly Room available for all employees. Tim will touch base with Madonna in getting the Health Fair booked and information on limitations required for COVID-19.

For new business, Jennifer brought up offering virtual 5k's for Wellness points. She will get more information to the committee on the upcoming 5k's and how the virtual part of it would work.

The next regular meeting will be scheduled for December 14, 2020 at 8:30 a.m. in the Assembly Room. There being no further business, the meeting was adjourned at 9:20 a.m.

Respectfully submitted by Jamie Houser, Secretary

### **Saline County Wellness Committee – December 14, 2020**

The Saline County Wellness Committee meeting was called to order at 8:35 a.m. on December 14, 2020. Present were Marvin Kohout, Lori Moldenhauer, Jennifer Retchless, Tim McDermott, Jamie Houser, Diane Vlasak, and Bruce Filipi. Absent were Kory Mullen and Russ Karpisek.

In declaration of a Quorum, Tim advised those present of the Open Meetings Law available for review. Marvin moved to approve the agenda, seconded by Jennifer. Motion carried.

The minutes from the November 09, 2020 meeting were reviewed. Jennifer made a motion to approve the minutes from this previous meeting, seconded by Diane. Motion carried.

Seeing none other than committee members present, the Employee Open Forum was omitted.

All Wellness classes, at this point, continue to be postponed until late spring or summer due to limitations required for COVID-19.

As a reminder, Tim mentioned the “Holiday Bingo” mini-challenge is to conclude on December 25, 2020 with a return deadline of January 8, 2021.

Currently, we are offering the online webinar class through Continuum entitled “Letting Your Emotions Interfere with Eating.” This class concludes December 31, 2020 and has a certificate return deadline of January 8, 2021 to earn 75-points. The next online webinar class through Continuum will run from January – March 2021 entitled “Fixing Our Broken Sleep” with a certificate return deadline of April 9, 2021 and 75-points earned when completed.

Tim informed the committee that the 2021 Wellness Program had been approved by the County Board on November 10, 2020. New booklets and materials were ordered and received. Tim and Jamie have packaged the 2021 program booklets for those who signed-up only and distributed them. We have received 88 participation sign-up sheets altogether and with that there were 77 who indicated they would participate in the 2021 Wellness Program and a MyVia participation list was submitted to WorkWell. We did have 11 employees who rejected against the program. We still have 29 employees who we have not received a response from. It was also mentioned that 20 additional wearables have been ordered at the 30% super-sale price from Fitbit.

All 2020 Wellness Program packets will be returned to Jamie and held until the committee is able to meet for verification of earned points.

For the 2021 Health Fair preparations the online registration is being constructed by Madonna. Also it was suggested to include Blood Type and Coronavirus Antibodies tests. Bruce suggested against this and indicated it really isn't a Wellness option. In addition, Tim gave information from Madonna relative to an expected price tag, which was not comfortable enough to consider. With that, the committee agreed to eliminate the additional suggested tests.

For new business, Tim received a request for new fitness stretch bands in the Wellness Center. Jennifer made a motion to order a couple new sets, seconded by Lori. Motion carried. Tim will submit this order.

The next regular meeting will be decided upon at a later date via email. There being no further business, the meeting was adjourned at 9:06 a.m.

Respectfully submitted by Jamie Houser, Secretary