



**MARINETTE COUNTY
Wellness Committee**

Kristi Yates
Chair

BobbieJean Boivin
Vice-Chair/Secretary

Hollie Viestenz
Treasurer

Minutes

March 10, 2011
Courthouse
Jury Assembly Room
1926 Hall Ave, Marinette

MEMBERS PRESENT: County Board Member Connie Seefeldt, Kristi Yates, Hollie Viestenz, Pam Daye, Anne Theuerkauf, Bev Noffke, Jennifer Thiele, Wendy Stuart, Phyllis Lavarda, and BobbieJean Boivin

1. Call to order

Meeting called to order at 12:06 p.m. by Chairperson Kristi Yates.

2. Approve/Amend Agenda items

Motion (Theuerkauf/Noffke) to approve the agenda. Motion carried.

3. Approve/Amend Minutes

Motion (Viestenz/Theuerkauf) to approve the minutes of February 17, 2011. Motion carried.

4. Personnel Policies and Procedures Manual Section 1.31 Committees Wellness

Motion (Viestenz/Daye) to recommend Personnel Committee approve amendment to Personnel Policies and Procedures Manual Section 1.31 Committees – (a) Wellness. Motion carried.
Exhibit A

5. GHT Grant Implementation

Motion (Noffke/Theuerkauf) to approve and forward to the Finance Committee the GHT (Group Health Trust) Grant proposal. Motion carried. Exhibit B

6. Correspondence

None

7. Future Items on Next Agenda

Workgroups for the GHT Grant
Wellness Resolution

8. Adjournment

Motion (Daye/Theuerkauf) to adjourn at 12:27 p.m. Motion carried.

Next meeting date: April 21, 2011, Location is at the Job Center

BobbieJean Boivin
Marinette Deputy County Clerk

Date approved/corrected:



**AMENDMENT 20
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.31 COMMITTEES**

The following language shall be added to the Marinette County Personnel Policies & Procedures Manual:

1.31 Committees

(a) Wellness.

- (1) The Wellness Committee encourages employees to make changes in lifestyles while promoting wellness to prevent high costs of health care. Employee participation is optional.
- (2) Membership forms are available from the Finance Department.
- (3) A one-dollar (\$1.00) individual donation or a two-dollar (\$2.00) family donation is deducted through payroll deduction each pay period for participating members.
- (4) Members shall elect seven at large employee members to serve as voting members on the Committee. One County Board Supervisor shall be appointed in the usual manner to serve as a voting member of the Committee.
- (5) The membership allows the employee to provide input at scheduled meetings, participate in planned health promotion activities and the use of exercise equipment located in the County buildings.
- (6) An employee may terminate membership at anytime by notifying the Finance Department.
- (7) Meetings are held during non-working hours and members receive no compensation. Wellness committee members who are working on the Group Health Trust Wellness Grant may do so on county time, subject to supervisor approval. No overtime or comp time may accrue due to participation.
- (8) Marinette County employees coordinating or giving blood related to the Red Cross Blood Drive held in the Courthouse may do so on County time, subject to supervisor approval. No overtime or comp time may accrue due to participation.

Approved by Personnel Committee:

Approved by County Board:

2011 WCA Group Health Trust Wellness Initiative Grant

In 2010, Marinette County Administrator Steve Corbeille and Human Resources Director Jennifer Holtger organized and implemented the WCA Group Health Trust Wellness Initiative Grant.

On January 27, 2011, the County Administrator attended the Marinette County Wellness Committee meeting and asked if the Committee would be interested in organizing the utilization of the 2011 WCA Group Health Trust Wellness Initiative Grant funds. (The Marinette County Wellness Committee is comprised of Marinette County employees and a County Board Supervisor that organizes and implements a wellness promotion program for its members and maintains three fitness rooms at different county buildings.) At this meeting, the Wellness Committee made a motion and approved that the "Wellness Committee coordinate the Marinette County Group Health Trust Grant for a one-year trial period with the stipulation that Wellness receive \$3,000 for their fitness room updates, contingent upon Marinette County receiving the GHT 2011 grant approval".

The Marinette County Wellness Committee, in trying to keep it's separation from the grant, has decided to name the grant the "Healthy "U" Grant", or the "HUG" grant for future internal correspondence. This will ensure that all employees with Marinette County health insurance coverage can participate in the program, and that it is not limited to only "Wellness" members. In addition to promoting health and wellness, all County employees are allowed to participate in the grant activities except those activities involving insurance (i.e. smoking cessation, screenings, physicals ect.)

After approval at the 1/27/11 meeting, the Wellness Committee put together and sent out a survey regarding how employees would like to utilize the 2011 grant funding. There were 71 surveys returned. Our plan is based on the survey results.

The Wellness Committee is proposing the following programs for our 2011 "Healthy "U" Grant", or the Marinette County WCA Group Health Trust Wellness Initiative Grant funding. Adjustments may be made throughout the year depending upon funding and participation; however all activities/reimbursements with the grant funds will be used to promote the health and wellness of all insured employees of Marinette County.

**Marinette County's 2011 Proposal for the:
WCA Group Health Trust Wellness Initiative Grant**

- **Wellness Fitness Room Updates**

- Funding in the amount of \$3,000 will be used to enhance the three Wellness fitness rooms with equipment/accessories, and if available, professional training for equipment use.
- With the use of this funding, the Marinette County Wellness program has agreed to open the doors to the Wellness fitness rooms to **all** County Employees for a 2 month period to promote and encourage employee fitness.

- **Run/Walk/Bike Race Entry Fee Reimbursement**

- Reimburse up to \$25 entry fee per participant for a run/walk/bike event, limit one reimbursement per insured employee and/or spouse.

- **Boot Camp**

- Organize one day employee/team boot camp. Activities will attempt to encourage physical activity and confidence for all participants (available to insured employee and/or spouse). Funds may be needed to rent facilities, provide food/drink for participants, possible fees for a trainer, and equipment rental.

- **Health Insurance Questions and Answer Lunch**

- Work with Human Resource Department and WCA Group Health Trust to have speaker give presentation to employees at three locations. Topics to include the benefits of our insurance plan, including but not limited to the wellness benefit of our plan. Employee questions/concerns will be forwarded to WCA speaker prior to event. Funds used will provide lunch for employees and speaker(s).

- **Employee Weight Watcher Group(s)**

- Contact Weight Watchers or other company dedicated to helping people lose weight in a healthy manner. Set up and pay for initial fees for a group/team(s) of employees to meet regularly with Weight Watcher staff to monitor the group progress (available only to insured employees). If enough interest, one group/team per location, for insured employees only.

- **Fitness/Health Club Membership Reimbursement**

- Work with local health clubs to have an incentive based reimbursement for partial membership. Reimbursement can be based on goals met for time logged per participant (available only to insured employees). The funding for this will be based on the number of participants and a percentage of unused grant funds after other activities are reimbursed.

This was the item that the majority of employees were interested in when responding to our survey.

- **Online Dietician**

- Look into programs for on-line recording of fitness or diet. Pending funds available payment may be made for registration fee for participants (available only to insured employees). Otherwise this may be an informational item given to employees.

- **Lunch & Learn Programs:** Below is a proposed list of possible lunch and learn programs. A survey will be sent to see which of these programs will have the most interest. Funding will be used for speaker fees and food for participants (available for insured employees and/or spouses).

- Ergonomic Workspaces

- Contact speaker to give talk on healthy/ergonomic ways to set-up and maintain an office work space

- Local Fitness Club Informational Session(s)

- Contact local health clubs to give a promotional talk for their fitness facilities

- Health, Wellness, and Nutrition

- Contact local nutritionist to give talk on making healthy eating choices

- Healthy Gardening

- Contact local gardening specialists to give tips on how to grow a healthy garden

- Stress Relief

- Contact local specialists to give talk on how to relieve stress

- Healthy Cooking Class

- Contact local Chef to talk about and explain the benefits of healthy cooking

- Joint Fitness

- Contact local physical therapy specialist to give talk on how to maintain joint fitness

- **Smoking Cessation:** The Marinette county medical insurance will cover the doctor's office visit to obtain the prescription for Chantix or nicotine patch by Novartis manufacturer. The Chantix or nicotine patch prescription will be covered at a retail pharmacy with no co-pay. This is a one-time, six-month wellness initiative benefit.

The wellness initiative is sponsored by WCA Group Health Trust outside of grant.