



## MARINETTE COUNTY Wellness Committee

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Kristi Yates  
Chair

Bobbie Borkowski  
Vice-Chair/Secretary

Hollie Viestenz  
Treasurer

### Minutes

November 28, 2011  
Job Center, Room 312/314  
1605 University Dr., Marinette

MEMBERS PRESENT: County Board Member Connie Seefeldt, Kristi Yates, Hollie Viestenz, Bobbie Borkowski, Jennifer Thiele, Boni Nerat-Heckel, Anne Theuerkauf, Pam Daye, Pam Hruska, Chuck Johnson, Sandy Waugus, Gina Teeple, Ellen Sorensen, and Bev Noffke

**1. Call to order**

Meeting called to order at 12:10 p.m. by Chairperson Kristi Yates.

**2. Approve/Amend Agenda items**

Motion (Viestenz/Theuerkauf) to approve the agenda as amended. Motion carried.

**3. Approve/Amend Minutes**

Motion (Yates/Viestenz) to approve the minutes of October 18, 2011. Motion carried.

**4. Financial Report**

Motion (Yates/Noffke) to accept Financial Report. Motion carried.

**5. Election of Chairperson**

Pam Daye nominates Anne Theuerkauf for Wellness Chairperson.

Motion (Seefeldt/Noffke) to elect Anne Theuerkauf as Chairperson for one-year term effective January 1, 2012. Motion carried.

**6. Election of Vice-Chairperson**

Kristi Yates nominates Boni Nerat-Heckel for Wellness Vice-Chairperson.

Motion (Noffke/Viestenz) to elect Boni Nerat-Heckel as Vice-Chairperson, one-year term effective January 1, 2012. Motion carried.

**7. Election of Treasurer**

Kristi Yates nominates Hollie Viestenz for Wellness Treasurer.

Motion (Theuerkauf/Noffke) to elect Hollie Viestenz as Treasurer, one-year term effective January 1, 2012. Motion carried.

**8. Election of Secretary**

Kristi Yates nominates BobbieJeanBorkowski for Wellness Secretary.  
Motion (Viestenz/Noffke) to elect BobbieJeanBorkowski as Secretary, one-year term effective January 1, 2012. Motion carried.

**9. Nominate/Appoint Wellness Committee Executive Members**

Anne Theuerkauf nominates Pam Daye for the Wellness Executive Committee.  
Pam Daye nominates Bev Noffke for the Wellness Executive Committee.  
Kristi Yates nominates Jennifer Thiele for the Wellness Executive Committee.  
Hollie Viestenz nominates Gina Teeple for the Wellness Executive Committee.

Motion (Viestenz/Theuerkauf) to close nominations and cast a unanimous ballot for the Wellness Executive Committee in addition to the four officers and the County Board representative, pending County Board approval of the amendment to Personnel Policies and Procedures Manual Section 1.31 Committees (a) Wellness. Motion carried.

Wellness Executive Committee consists of:

- Anne Theuerkauf (Chair)
- Boni Nerat-Heckel (Vice-Chair)
- BobbieJean Borkowski (Secretary)
- Hollie Viestenz (Treasurer)
- Pam Daye
- Bev Noffke
- Jennifer Thiele
- Gina Teeple
- Connie Seefeldt (County Board Representative)

**10. Amendment to Personnel Policies and Procedures Manual - Committees**

Motion (Yates/Viestenz) to recommend Personnel and County Board approve amendment to the Marinette County Personnel Policies and Procedures Manual – Section 1.31 Committees (a) Wellness. Motion carried.  
Exhibit A

**11. Courthouse state employees as members of Wellness**

Motion (Yates/Noffke) to approve courthouse state employees as paying members of Wellness. They may take part in the GHT grant activities but receive no financial benefits. Motion carried.

**12. Reimbursement Rates for Weight Watchers Online Program**

Motion (Theuerkauf/Daye) to approve reimbursement for weight watchers online program, \$30 for initiation fee and \$9/month thereafter, effective immediately. Motion carried.

**13. Healthy U Grant**

Motion (Noffke/Viestenz) to recommend Finance approve 2012 Healthy U Grant.  
Motion carried. Exhibit B

**14. Healthy Vending Workgroup**

Motion (Yates/Theuerkauf) to approve forming a healthy vending workgroup. Motion carried.

**15. Wellness Activity Committee Members for 2012**

Motion (Noffke/Seefeldt) to approve Wellness Activity Committees for 2012 as presented. Motion carried. Exhibit C

**16. Correspondence**

None

**17. Future Items on Next Agenda**

None

**18. Adjournment**

Motion (Yates/Viestenz) to adjourn at 1:10 p.m. Motion carried.

Next meeting date is Monday, February 13, 2012 at HHSD.

BobbieJean Borkowski  
Wellness Secretary

Date approved/corrected:



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

The Marinette County Policies and Procedures Manual shall be amended to read as follows:

**1.31 Committees**

**(a) Wellness.**

- (1) The Wellness Committee ~~is a standing committee of the Administration and~~ 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 ~~eight~~ 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. ~~Attendance is subject to supervisor approval. 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.

DRAFT

Approved by Personnel Committee:

Approved by County Board:

## **2012 Proposed Healthy "U" Grant Activities**

- **Health Risk Assessments**

- With GHT funding for insured employees and grant funding for a set number of non-insured employees hold health risk assessments with a contracted provider at possibly 3 different Marinette County sites.
- Use aggregate data from health risk assessments to promote wellness.

- **Health Fair**

- Use grant funding to provide food and necessary items to hold Marinette County health fair. Contract with providers to set up booths and hold activities that promote Wellness for employees, their families and the general public.

- **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).

- **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 employee and/or spouse.

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

- In 2011 we were unable to organize hold a Weight Watchers group at the county buildings because of meeting times offered and number of employees needed to run the program. We will try again to organize this activity in 2012. Employees who chose to participate in 2011 used the on-line or off-site meeting Weight Watchers program.
- 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. If unable to have onsite group, we will continue have reimbursement the off-site or on-line (Available to all employees. Employees can either participate in the Weight Watcher's reimbursement for the health club reimbursement, but not both).

- **Fitness/Health Club Membership Reimbursement**

- We have contacted GHT and asked if they would participate in funding this program in addition to the grant funding. We were informed that each employee that participated could receive \$100 for meeting their goals.
- The additional \$100 will be used to supplement our reimbursement to the employees so that we can run this program for all 12 months of 2012. Reimbursement will be \$20 for each month for every employee who reaches 12 workouts at a health club, (available to all employees (1 membership per employee)).

- **Lunch & Learn Programs:**

- Funding will be used for speaker fees and food for participants (available to employees and/or spouses). In 2011, this program was well received by many employees. We hope to continue the interest and will provide funding through the grant for lunch and learn programs throughout 2012.

- **GHT Fitness Challenge Incentive:**

- Funding will be used for prize incentives for employees participating in the GHT Fitness Challenge Program.

- **Wellness Fitness Room Updates**

- Funding in the amount of \$2,700 will be used to enhance the 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 regardless of Wellness membership, for one month to promote and encourage employee 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. (Available to insured's only.) This wellness initiative is sponsored by WCA Group Health Trust outside of grant.

\* ***Note: All County employees are allowed to participate in the grant activities except those activities directly involving insurance (i.e. smoking cessation, physicals, screenings, etc.)***

## Activity Committees for 2012

### Blood Drive Snacks:

Tammy Kasal  
Tina Barnes  
Laura Mans

### Equipment Room Point of Contact

Kathy Cleven (LEC)  
Tammy Kasal & Kristi Yates (Courthouse)  
Pam Daye (HHSD)

### Golf Outing

Pam Daye  
Anne Theuerkauf  
Anne Smith  
Bev Noffke  
Boni Nerat-Heckel

### Minutes in Motion

Tammy Kasal (Courthouse)  
Pam Daye (HHSD)  
Fae Olson (LEC)  
Sandy Waugus (Job Center)

### Healthy Vending Workgroup

Kristi Yates  
Ellen Sorensen  
Connie Seefeldt  
Gina Teeple  
Hollie Viestenz  
Jennifer Thiele

### Lunch & Learns (1)

Jennifer Thiele  
Wendy Stuart  
Ellen Sorensen  
Gina Teeple

### Massages

Fae Olson (LEC)  
Phyllis Lavarda (HHSD)  
Bev Noffke (Courthouse)  
Sandy Waugus (Job Center)

### Wellness Walk (1)

BobbieJean Borkowski  
Hollie Viestenz  
Kristi Yates  
Anne Theuerkauf

### Help Out Where Needed:

Kristi Yates  
Laura Mans  
Kathy Brandt  
Anne Theuerkauf  
Bev Noffke  
Terry Carlson