

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

Tuesday, February 19, 2019

Wood County Courthouse, IT Conference Room

**Board members present:** Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Director—ex-officio), Sue Kunferman, Jordon Bruce, Angela Zausch (Horton Group)

**Also present:** (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus)

1. Chair Kunferman called the meeting to order at 12:00 p.m.
2. **Introductions:** around the room
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the November 6, 2018 meeting. All ayes. Motion carried.
5. **Review and approve No Show Procedure**  
The Wellness Coordinator presented the above procedure. Following a thoughtful and deliberative discussion, motion (Rozar/Bruce) to approve this procedure as presented and forward to the Executive Committee for approval. All ayes. Motion passed.
6. **Update on employee flu vaccinations**  
A total of 317 vaccines were given in 2018 (as compared to 290 in 2017) at a cost of \$14.18/vaccine (\$16.50/vaccine in 2017) which is less than the \$22.00/vaccine previously spent on employee flu vaccine administration. This cost does not include employee wages of those RNs administering the vaccine in the various facilities. This cost only reflects the supply cost. There were some comments about providing privacy during the administration of the vaccine which will be addressed during the next flu season. Because of the cost-effectiveness of having flu vaccines being administered in this way over 2 seasons, Jordon will discuss with Brandon the process of continuing this program.
7. **Update on biometrics and HRA processes**  
These processes are going well. Adam reported there have been 240 completions and 487 have signed-up. The weather caused some cancellations but 201 HRAs have been completed. The deadline is 3/31/19. Health coaching sessions will begin in April.
8. **Review financials**  
The 2018 budget is on track. The 2019 budget (\$377,267) was reviewed. The budget reflects increased participation in the Wellness Program.

**9. Update from The Horton Group**

Angela distributed a *Compliance Bulletin* from the EEOC. A discussion of the removal of incentive limits from final Wellness Plan Rules was discussed. Also discussed were the implications of cannabis use by potential employees and what those implications will be on pre-employee screening, background checks, and drug testing. Angela also mentioned a potential application for the Workplace Wellness Award.

**10. Updates from Wellness Committee**

Adam reported the Wellness Committee is going smoothly. Committee members are helping get the word out about Wellness activities and additional Wellness Champs are being identified in various County departments. Communication continues to be a major focus of this Committee.

**11. General employee wellness updates**

Nothing specific to report.

**12. Future meeting agenda items—2019-2020 Influenza Vaccine Clinic logistics**

**13. Next meeting date: Tuesday, May 7, 2019, 1 – 3 p.m., IT Conference Room, Wood County Courthouse**

**14. Chair declared the meeting adjourned at 1:05 p.m.**

Submitted and electronically signed,

*Donna M. Rozar*

Donna Rozar, secretary

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