

Saline County Wellness Committee
December 8, 2014

The Saline County Wellness Committee meeting was called to order at 7:05 a.m. on December 8, 2014. Present were Tim McDermott, Sharon Jelinek, Kerry Hagemeyer, Linda Kastanek, Marv Kohout, Kory Mullen and Brandi Kelly, Jenn Chavez.

The previous minutes were reviewed. Linda made a motion to approve the minutes from the November 24th meeting, seconded by Sharon. Motion approved.

The committee had discussion on how the employees should turn in their 2014 booklet of points. It was determined to have the individuals turn in their booklets to Sharon/Linda, Jenn/Kory and Bruce/Billy. During this discussion it was determined to place a deadline of January 30, 2015 for the books to be turned in. This would allow employees time to place their final information into the booklets. When employees are turning in the books, they also would be signing the Nicotine affidavit. During this discussion it was decided to have the employees turn in only their booklets and to keep the other information until we were ready to submit them to the 3rd party reviewer. Kerry will forward a copy of the affidavit to Sharon, Jenn, Kory, Linda and Bruce. ****NOTE!! Later in the minutes, some of this information changed.**

The 2015 Year Long Wellness booklet was then gone through to make any adjustments necessary. Each page was reviewed and the changes are listed below:

1. Changed the cover page to reflect a new design and indicated it was for 2015.
2. Removed the portion stating physically, mentally, spiritually and just left it stating the "whole person".
3. Changed verbiage stating "All employees are encouraged to participate in the Health & Wellness Program which has been developed to promote healthy lifestyles."
4. Rules for the use of the fitness center were discussed. There were two rules that the group thought could use some changes. On #4, it was suggested to add "or guardian" behind the current verbiage. On #6, it was suggested to add that the 1 non-relative must be accompanied with the employee who sponsored them. Tim made a motion, seconded by Sharon to have Marv meet with the safety committee and make a recommendation for their approval of the changes on rules. Motion carried. **The safety committee decided not to change the language.**
5. The following language was added explaining the health insurance--
HEALTH INSURANCE PREMIUM REDUCTION INCENTIVES
 1. 4000 points: 33% reduction in the employee ONLY, premium buy-in
 2. 6000 points: 66% reduction in the employee ONLY, premium buy-in
 3. 8000 points: 100% reduction in the employee ONLY, premium buy-inBeginning July 1, 2016 the employee portion of Health Insurance will be 10% of the total employee only premium. This percentage can be reduced or eliminated with participation in the yearly Wellness Program. Above are the points that have to be accumulated to receive the reduction or elimination. (Union represented employees in the Roads Department had an effective date of July 1, 2014)

6. Adding the following paragraph regarding Taxation of Wellness Incentives
“The general rule states that any award or prize given by an employer is taxable to an employee as wage, to be included on their W-2 and subject to Federal tax withholdings, as well as Social Security and Medicare taxes. Also, the employer’s matching contribution is required for Social Security and Medicare taxes.”
7. Adding information that the Reasonable Alternative Standard request must be requested from the employee within 30 days of each program year or within 30 days from the date of injury/illness that would require a Reasonable Alternative Standard. Kerry made a motion, seconded by Kory to add this language.
8. Under “How to Track Points” - Removal of Czech days as a double points day
9. Under “How to Track Points” - Added the day after Thanksgiving as a double points day
10. Under “How to Claim Awards”- reworded #1 to state “After December 31, 2015, you can turn in your packet to a wellness committee member by January 29, 2016.
11. Under “How to Claim Awards” – add a bullet point talking again about the Taxation of Wellness Incentives.
12. On the Page titled 2015 Points:
 - a. Points remained the same for: sign-up sheet, impact survey, blood test, physical, eye exam, dental, flu shot/mist and exercise.
 - b. It was suggested to add language on the application to mark that they have been informed about the program but wish to decline signing up at that time. Every employee would be responsible for signing the sheet. A motion was made by Linda, seconded by Kory. Motion carried
 - c. It was suggested to add a definition of exercise-- Exercise definition: Exercise is physical activity that is done during a time dedicated for the intent and purpose of developing an overall strong, healthy lifestyle.
 - d. Removal of the BMI requirement
 - e. Addition of Waist measurements. Kory made the motion, seconded by Jenn. Motion carried.

Categories will be as follows:

	<u>Men</u>	<u>Women</u>	<u>Points</u>
<u>Low to Moderate:</u>	40 inches & below	35 inches & below	1000 points
<u>High:</u>	40.1 inches & above	35.1 inches & above	0 points

100 points for each inch you lower your waist measurements

- f. Under NIRMA classes added “attended or watched” at the end of the sentence
- g. Under challenge participation added 25 points when you achieve the specified qualifications for the challenge
- h. Added a category for monthly donations – 1 point per item donated
- i. Add a disclaimer that the points may be adjusted based on challenge throughout the year—“The Wellness Committee has the discretion to add bonus items or bonus points throughout the year.”
- j. Adding a contact list for the committee members

13. The procedure to turn in the 2014 booklet/packet has changed from the earlier discussion. For the 2014 booklet/packet, it was discussed to have the individual place the booklet and all the paperwork throughout the year, such as EOB, health fair, Nirma class information into the manila folders. Then have the employee seal it with tape, employee and the committee member who received the information initial the taped area. The manila envelopes will then be held in a locked drawer until it is time for the committee and third party reviewer to go through the packets. Tim made a motion, seconded by Jenn. Motion carried.

Tim has been in contact with Brian Blobaum regarding our wellness incentives. He wanted to know if the incentives that we are issuing to employees are taxable as the committee hadn't received a definite yes or no in the past. After reading the information provided, Brian was in agreement that "any award or prize given by an employer is taxable to an employee as wage, and should be included on their W-2 and is subject to Federal tax withholdings, as well as Social Security and Medicare taxes. The employer's matching contribution is also required for Social Security and Medicare taxes." (Taxation of Wellness Incentives by Robert B. Frutchey, CPA, MBA)

Tim made a motion, seconded by Linda that beginning January 1, 2015 any incentive rewards will be subject to taxation. A notification will be sent by email, in the next December paycheck, in the 2015 booklet and when the individual receives their reward. Motion carried.

Kerry will come up with an outline of what the committee members will need to discuss with the employees when going through the 2015 wellness program books. The committee members will try to visit with all employees by the end of December 2014 or early January 2015.

The 2015 Health fair will be held at the courthouse on February 17 from 6:30 a.m. – 9:30 a.m. and at the jail on February 18th from 5:00 a.m. – 8:30 a.m. Along with the normal blood tests the committee decided to also offer the TSH (thyroid) and A1C (diabetes) to all employees and also Vitamin D (subject to what Sande Dirks finds out from Blue Cross Blue Shield). All male employees will also receive the PSA (prostate). Registration for the blood tests will take place mid to late January.

The committee has determined that it will be FREE to all employees and all employee spouses that are currently on the county's Blue Cross Blue Shield plan. Spouses or significant others on other insurance plans will be responsible for contacting their own provider and determining if the tests will be covered and if there will be a co-pay. For those who need to pay, they will be responsible for bringing the money the day of the tests.

Tim relayed information that he received from Sande Dirks (Madonna) during a phone conversation at the end of last week. She stated that Madonna most likely will be able to accept and have little issues with the following providers: Blue Cross Blue Shield, Coventry, Midlands Choice and CoOpportunity. They will not accept: United HealthCare, Veterans health plan or Medicare plans.

Starting in January, the newsletter will have a different format. It will be on a Microsoft Word document template that can be edited to fit our needs. Jenn recommended that instead of printing the whole recipe, just listing the link instead. Instead of being sent out to everyone, there will be one posted in each office and then if people elect to receive an electronic form, they can be added to an email listing. It will also be placed on the county's website and on the Saline County Wellness Facebook page as well.

In the November meeting, it was discussed to have something "hidden" within the newsletter and then allow people to get wellness points for finding the hidden item. At today's meeting, there was a decision to place a question in the newsletter and then whoever answers the question correctly will receive the 25 wellness points. They can report the "answer" to any wellness committee member.

Tim informed the group that he has not heard anything regarding the vending machine delivery. After the company notifies him when it is being delivered, he will contact the Pepsi Company and let them know that they can remove the current vending machines that are in the court house.

Three ideas for challenges for January 2015 were discussed. It was decided to begin another Crazy Eight challenge. Kerry will place the information and spreadsheet into the January newsletter. The challenge will begin January 5 and run through February 27th. Sheets will then need to be turned into Sharon, Kory or Bruce by March 6th. Linda made a motion to approve the challenge, seconded by Marv. Motion carried.

The committee members looked over the NIRMA online classes available for the January 1 – March 31 timeframe. Classes determined are: Workplace Harassment, Personal Professionalism and Eating Disorders. As a reminder, each class is worth 25 wellness points. Kerry made a motion, seconded by Linda. Motion carried.

Kerry asked if there has been any feedback regarding the impact survey. There was minimal feedback at the meeting. Brandi did mention that she wasn't ever able to see a "submit" button and that the "report a problem" button, never did work for her.

Kerry has created a Facebook group for the Saline County Wellness program that is titled **Saline County Wellness**. She invited 38 employees and it appears that there have been 22 views already. She also informed the group that she would be taking the barbell set home with her when she leaves today, so those will no longer be available for the counties use after today.

Sharon asked for approval to purchase some office supplies for the committee. Kerry made a motion to allow Sharon to purchase supplies, seconded by Linda. Motion carried.

Marv asked if Kerry could step out of the room for a bit while the rest of the committee discussed continuing her contract as Saline County Wellness Committee Consultant. During discussion, it was decided to recommend to the County Board to extend the contract for another 3 months and then at that time, revisit the contract. Marv will present the information to the Board.

Kerry asked if anyone would be interested in attending the WorkWell Connection meetings or Wellness Huddles. If they are interested, to let her know and she will sign

them up. There is no charge to attend the classes unless you eat, and then there is only the fee of the meal, typically \$10.00

Brandi then reminded the group that we have received the letter from NIRMA regarding the grant for the WorkWell dues. She will then forward that letter to Sharon to place in the notebooks.

The next meeting is scheduled for January 26 at 7 a.m. in the assembly room.

There being no further business meeting adjourned at 10:18 am.

Brandi Kelly
Secretary