

**WELLNESS COMMITTEE MEETING
OFFICE OF MANAGEMENT AND BUDGET (OMB) CONFERENCE ROOM
JAMES S. PAGE GOVERNMENTAL COMPLEX, YULEE, FLORIDA
MONDAY, MARCH 4, 2019 – 2:00 P.M.**

A committee meeting was held this 4th day of March 2019 for the Wellness Committee to discuss wellness priority and budget for the year. Present were Michael Hickox, Property Appraiser; John A. Crawford, Clerk of Court; Vick Cannon, Supervisor of Election; Bill Leeper, Sheriff; Ashely Metz, Human Resources Director representing the County Manager; and Mitch Wilson, representing the Tax Collector's Office. Also present was Laura Scott, County Human Resources; Donna Chandler, Property Appraiser's office; Laura Butler, Clerk's Office; Kathrine R. Hall, Sheriff's Office; and Peggy Snyder, recording secretary.

Ms. Metz called the meeting to order at 2:00 p.m. Referencing Old Business on the agenda regarding approval of Wellness expenditures using Florida Blue funding, she highlighted the expenditures that were agreed upon by the previous wellness committee; however, the funds had not been distributed pending approval by the Board of County Commissioners at the March 25, 2019 meeting. The items and costs were as follows: (1) Peer Support Training for Sheriff/Fire Rescue - \$7,500.00; Supervisor of Elections Life Scans/Wellness Reimbursement - \$1,800.00; 2018 End of Year Grand Prize - \$600.00; and the Couch to 5K prizes - \$1,720.00. The Florida Blue fund balance, after these expenses, is \$185,613.90.

It was moved by Mr. Hickox, seconded by Ms. Cannon and unanimously carried to recommend approval to the Board of County Commissioners the Wellness expenditures using the Florida Blue funding.

Next, Ms. Metz reviewed New Business. She explained that, to date, the County has the Florida Blue Wellness Funds balance of \$185,613.90 and the Aetna Funds in the amount of \$75,000.00 for this year. The Florida Blue funds are available at any time; however, the County must use the Aetna funds this year or it expires. Ms. Metz referred an earlier handout from Aetna she had emailed to the committee members titled "Permitted Usage of Wellness Allowances" and she provided a brief overview of allowable expenses. Discussion followed. Ms. Metz suggested reviewing the items which probably need to come out of the Aetna Funds since these funds must be used.

Ms. Metz addressed the items to be funded. The first is the Membership Renewal in the First Coast Worksite Wellness Council. She explained that this is a group that organizes seminars for wellness committees for Jacksonville and surrounding areas. This membership is \$349.00 annually. She advised that last year, eight of the employees attended the conference last year and applied what was learned to the Wellness Expo and other projects. The cost for the conference for a table of eight is \$550.00. Next, she requested the committee set the budget for 2019 for the Bailey Group's Wellness Challenges and Wellness Expo to be held May 2 and May 3, 2019. The Bailey Group conducts four Well-Being challenges per year. She requested the committee determine the funding for each challenge for prizes. Currently, the Couch to 5K has \$1,720.00 in prizes for this wellness challenge. Ms. Scott explained that the most employees for the challenge were 150 participants. Discussion followed regarding the benefits of the various wellness challenges. Ms. Scott verified that there were 104 employees signed up for the Couch to 5K Challenge. A lengthy discussion ensued regarding how to help the employees be more involved in these programs to create healthier habits for themselves and their families.

Ms. Scott suggested increasing the amount of the gift cards to entice more employees to sign up to participate in the wellness challenges. Although the Couch to 5K registration has ended, registration for the next wellness challenge, Rethink Your Drink, begins April 10, 2019. She explained that a survey was

sent to the employees requesting their input regarding their favorite prizes. Gift cards and raffling a “day off of work” were popular. Ms. Metz inquired if the committee wanted to continue the one grand prize drawing for everyone participating in all of the 2019 programs.

It was moved by Mr. Wilson, seconded by Mr. Hickox and unanimously carried to approve the annual membership renewal in the amount of \$349.00 for the First Coast Worksite Wellness Council and approve to send up to a maximum of eight employees to the 2019 Worksite Wellness Conference for a total of \$550.00.

It was moved by Mr. Wilson, seconded by Ms. Cannon and unanimously carried to approve the County’s participation in the 2019 Baily Group’s Wellness challenge with \$1,720.00 worth of prizes for each challenge and an End of the Year Grand Prize of \$600.00.

Next, Ms. Metz provided an overview of the proposed budget for Wellness Expo to be held May 2 and May 3, 2019 at Florida State College Jacksonville (FSCJ) in Yulee, Florida. Last year, the County spent \$23,242.00 on that event including prizes, food, health screenings, and gift cards for employees completing the biometric screenings. The Health Design screenings providing the PSA and bone density screenings was approximately \$5,000.00. \$6,400.00 was for the \$25.00 gift cards for completion of biometric screenings; the remaining funds were spent for food and raffle prizes. The funds for this year’s budget will be paid directly to the vendors from Aetna’s wellness fund for Nassau County. The estimate for the Health Design’s portion is \$6,500.00 which is more than last year. As the biometric screenings determine how the employees are doing wellness-wise, Ms. Metz suggested increasing the amount of the gift cards for completion of the biometric screenings from \$25.00 to \$50.00. This increase should encourage more people to have the screening. Ms. Metz advised that Aetna directly pays Quest Laboratories for the blood drawn; therefore, this cost does not come from the wellness dollars.

Mr. Cannon departed the meeting at 2:43 p.m. due to a prior commitment.

In response to a question posed by Mr. Wilson related to the projected budget, Ms. Metz stated that she would like to set the proposed budget for \$40,000.00. Mr. Hickox expressed concern that without any figures from the previous year, the committee cannot determine a budget and he motioned tabling the budget line item until they have seen last year’s breakdown. The motion died for lack of a second. He requested that this breakdown be emailed to the committee members for review. Ms. Metz affirmed that the expenditures for last year were \$23, 242.00 on the Wellness Expo. Ms. Scott explained that with the increase for Health Designs screenings and the proposed increase in the gift cards to \$50.00; these are the major expense increases. Ms. Scott felt that the increase in the gift cards would increase the participation of the employees. She pointed out that this year, bone density screenings will be brought back as well as the derma-scans. Mr. Crawford felt that possibly a Fit-Bit program such a LARK for a year could be an incentive and a health benefit. Ms. Scott explained that Aetna has a program that involves an Apple watch. If the participant completes everything in the program, they get the watch for free. If they fail to complete the program, they will have to pay for the watch or return in. She will forward this email regarding this program once she has reviewed.

Regarding questions posed by the committee regarding the time frame for approval of the budget, Ms. Scott advised that there are items that must be paid in advance before the Wellness Expo. After the committee votes here, this budget item must go on the agenda for a Board of County Commissioners for approval. After the Board of County Commissioners approves the proposed budget, it then goes back to Aetna in order to enter into a contract with Health Designs to provide the screenings. Discussion followed.

It was moved by Mr. Wilson, seconded by Ms. Hall and unanimously carried to approve the \$40,000.00 budget.

Ms. Metz inquired if the committee would consider the 5K/Race registration fee reimbursement. In the past, there was a cap per person. Races are included on Aetna's reimbursement list.

It was moved by Ms. Hall, seconded by Mr. Wilson and unanimously carried to continue with the 5K Race Registration Fee Reimbursement up to the maximum cap per person.

Ms. Metz addressed Life Scans and requested ideas on how the County could continue this program. She added that Life Scan typically blocks out a week for appointments for the County. The total cost is \$300.00 per person for the Life Scan and the County has been paying \$150.00 of the cost and the employee pays the balance. Discussion followed regarding scheduling of appointments. Ms. Hall has been speaking with Life Scan regarding setting up at the Sheriff's Office due to the number of employees to be screened. Ms. Metz suggested they schedule another meeting to discuss Life Scans and wellness reimbursements. She pointed out that there would not be enough funds available with the Aetna Wellness dollars to reimburse the \$150.00 portion of the Life Scan; it would have to come from the remaining Florida Blue Wellness Funds. She also suggested that the \$150.00 wellness reimbursement be used only for Life Scans or a receipt of an annual doctor's exam.

Mr. Wilson moved to table this Life Scan and Wellness Reimbursement discussion to another meeting. Ms. Metz expressed concern that the Life Scan appointments will be booked out soon. Mr. Hickox seconded the motion and the vote unanimously carried to set another meeting to address the Life Scan and Wellness Reimbursement. In response to a question posed by Mr. Hickox, Ms. Metz recommended continuing to do Life Scan. She explained that Life Scan can do 40 appointments per week but she was uncertain of how many weeks they are willing to give the County. She also recommended that the County pay a portion of the Life Scan fee. Mr. Wilson stated that there would not be many employees in the Tax Collector's Office in a financial position to pay \$150.00 for a Life Scan. Ms. Hall suggested advertising that employees would receive a 50 percent discount. Mr. Crawford agreed that the limited number of appointments available would create urgency. These two issues will be brought back at another meeting in order to allow Ms. Metz time to speak with Life Scan regarding their capabilities and the number of weeks they could provide for the County and to confirm the costs for the scan. The group discussed available meeting dates.

Next, Ms. Metz discussed the Special Allocation for Constitutional/BOCC individual initiatives. She was aware that the Clerk's office is running the "Biggest Loser" contest and she had spoken with Mitch Keiter with the Clerk's office briefly and he was inquiring if there was any wellness dollars for them to purchase some type of incentive prize for this contest such as a \$100.00 gift card. She asked the committee if there was a certain amount of funds that the committee would want to set aside for these type wellness contests within their individual offices. Mr. Wilson stated that the Tax Collector's office is doing the same type contest and has had major participation. As Aetna states that they will only reimburse for wellness programs made assessable to all Aetna subscribers, any reimbursement would have to come from the Florida Blue Wellness Funds that remain.

It was moved by Mr. Crawford that \$100.00 grand prize be offered to each of the six offices participating in wellness initiative contests using the Florida Blue Wellness Funds. The motion was seconded by Mr. Hickox and the vote unanimously carried.

Ms. Scott explained that the Supervisor of Elections (SOE) has one employee that did not do their Life Scan in the time slot that was set aside for that office. The SOE reached out this past week to find out if

they could add one more person to get their Life Scan and to get reimbursed for the scan. The total would be \$300.00. She questioned whether the committee would allow that employee to do the Life Scan now or do they wait and get on the same schedule as everyone else this year. This employee did not turn in any reimbursement for \$150.00 for any wellness expenditure. Discussion followed.

It was moved by Mr. Wilson, seconded by Ms. Hall and unanimously carried to have the employee from the SOE wait until the next cycle to have their Life Scan.

The group discussed possible dates for the next committee meeting. Ms. Scott will find out from Life Scan if they plan to attend the Wellness Expo in May. If Life Scan attends, they would ultrasound the carotid arteries and promote their service. She wants to be able to inform employees that if they have the Life Scan, they will be reimbursed for a portion of the cost. Ms. Metz will send out an invitation for the meeting in the first week in April.

There being no further business, it was moved by Mr. Hickox, seconded by Mr. Wilson and unanimously carried to adjourn the meeting at 3:20 p.m.