

**WELLNESS COMMITTEE MEETING
OFFICE OF MANAGEMENT AND BUDGET (OMB) CONFERENCE ROOM
JAMES S. PAGE GOVERNMENTAL COMPLEX, YULEE, FLORIDA
WEDNESDAY, DECEMBER 11, 2019 – 10:00 A.M.**

A Wellness Committee meeting was held this 11th day of December 2019 to discuss wellness priorities and budget for the year. Present were Ashely Metz, Human Resources Director representing the County Manager; John A. Crawford, Clerk of the Court; Michael Hickox, Property Appraiser; Corey Poore, IT Department ; Donna Chandler, representing the Property Appraiser; Laura Butler, representing the Clerk of Court; Kassy Jackson, representing the Supervisor of Elections; Kathrine Hall, representing the Sheriff's Office (arrived at 10:15 a.m.); Jennifer Lariull and Mitch Wilson, representing the Tax Collector's Office; and Laura Scott, County Human Resources. Also present was Heather Nazworth, recording secretary.

Ms. Scott called the meeting to order at 10:01 a.m. The committee members introduced themselves. Ms. Scott reviewed Old Business. She reviewed the status of the 2019 Wellness Reimbursement, stating that there are still 4 employees that need to file additional documentation. She stated that 277 people turned in reimbursement forms including 19 that received Life Scans. The total amount is approximately \$20,000.00 less this year due to shoes not being reimbursed. Ms. Metz explained that shoe reimbursement got to be difficult to judge what was considered athletic shoes and the committee decided not to reimburse shoes this year. Ms. Scott commented that Aetna will reimburse for athletic tennis shoes however, there will be a need for more specific details if the committee allows athletic tennis shoes in the 2020 Wellness Reimbursement. Mr. Hickox requested that the shoe reimbursement to be reviewed for 2020.

Ms. Scott reviewed the 2019 Wellness funds balance. She stated that Aetna balance without that 2019 Wellness reimbursement is \$34,735.00, the Florida Blue Balance is \$193,263.00. She advised that there will be a submittal at approximately \$40,000.00 for the 2019 Wellness Reimbursement and \$5,300.00 of the Florida Blue funds will be used to cover the balance. Ms. Metz stated that the goal of using the \$75,000.00 of the Aetna funds was met.

Ms. Scott reviewed the 2020 Wellness Program Rewards System. She reminded the committee that they reviewed the wellness program at the previous meeting and the item was tabled due to issues with IT. She commented that Human Resources has been working with IT and there is a way to implement the new wellness program. She explained that the program is based on a points system which includes entry for gift cards upon completion of each level challenge. Mr. Poore provided an explanation on how IT created a SharePoint network. He explained that access would be granted to external domains which will access the SharePoint site. The IT department will provide the connection information via a link or internal website. He advised that the site will be vetted and more secure before the information is put on SharePoint, which will assist with preventing any dangers. He also commented that access can be through work computers and externally with SharePoint sign in. Ms. Scott further explained that the challenges will require check-ins up to three (3) time a month. She advised that registration starts for the first challenge is on January 15, 2020 and if there are any issues please contact her or Mr. Poore. She also advised that Mr. Poore has contacted all the IT departments for the Constitutional Officers to inform them regarding the start of the new program. Mr. Crawford inquired if there are metrics on how many people participate in the programs. Ms. Scott responded that yes the last challenge had a total of 117 participants and the Wellness Expo had 277 participants. Mr. Crawford requested a spreadsheet for the participation figures, Ms. Scott said she will forward copies to all the offices.

Ms. Scott inquired if the program is something the committee wants to continue with. She further explained that Aetna was renewed for insurance this year and they will give \$75,000.00 for the wellness

funds that must be used or will be lost. She commented that a proposed budget had been prepared which is modeled after the 2019 year including a few increases for expenses in the hope that there is more participation. She provided a brief overview of the breakdown for the proposed budget totals for the 2020 wellness program. The breakdown included estimates for the 2020 racing reimbursements, wellness expo, and wellness reimbursement. The group further discussed the issues with shoes reimbursements.

It was moved by Mr. Hickox, seconded by Mr. Wilson and unanimously carried to accept the 2020 Wellness Budget.

Ms. Scott requested clarification if the budget is approved for the \$75,000.00. The committee agreed it is for the full amount.

It was moved by Mr. Wilson, seconded by Mr. Crawford and unanimously carried to proceed with the 2020 Wellness Program.

Ms. Scott advised that the 2020 Wellness Expo is scheduled for June 3 and 4, 2020 at Florida State Community College of Jacksonville (FSCJ) and that Human Resources will be more proactive with scheduling for the upcoming years for the facilities at FSCJ, due to availability. Discussion followed regarding other venues that could possibly be used.

There being no further business, the meeting adjourned at 10:22 a.m.