

**GREATER TOMPKINS COUNTY MUNICIPAL HEALTH CARE CONSORTIUM**

**OWNING YOUR OWN HEALTH COMMITTEE MEETING**

**February 19, 2014 - 1:00 P.M.**

**LEGISLATURE CHAMBERS**

**AGENDA**

1. Acceptance of January 15, 2014 Minutes
2. Report on Tompkins County Flu Clinics by Frank Kruppa, Public Health Director
3. Video of Wisconsin Wellness Program
4. Discussion of developing an action plan of how to work small group of volunteers into health screening program
5. Discussion of grant opportunity available through the Robert Wood Johnson Foundation for local governments to design and implement an employee wellness program (Grant description and eligibility guidelines to be provided at the meeting)
6. Discussion of Health Policy and Wellness Statement Samples
7. New Business
8. Adjournment

**Minutes  
Owning Your Own Health Committee  
January 15, 2014 - 9:30 a.m.  
Scott Heyman Conference Room**

Present: Don Barber, Mack Cook, Board of Directors; Brooke Jobin, Tompkins County; Leslie Moskowitz, City of Ithaca; Beth Miller, Excellus; Bev Chin, Health Planning Council; Ken Foresti, Excellus (via conference call); Emily Mallor, CAP Connect

**Call to Order**

Mr. Barber called the meeting to order at 9:35 a.m.

**Approval of Minutes of December 11, 2013**

It was MOVED by Mr. Cook, seconded by Mr. Barber, and unanimously adopted by voice vote, to approve the minutes of the December 11, 2013 meeting as submitted. MINUTES APPROVED.

**Flu Shot Update**

Mr. Barber said three different topics that originated in this Committee were reported on at the last Board of Directors meeting. The first was coming up with a plan for flu shots that would be run and paid for by the Consortium. Last year there were several different municipalities that held their own but they were not run on a Consortium-wide basis. In the Fall ProAct reported on a plan that could be considered. He would like to see a proposal presented to the Board of Directors no later than its June meeting so that a plan can be in place in time.

In response to a question from Ms. Moskowitz, Mr. Barber said ProAct is willing to work with municipalities to hold these clinics and to allow them to be customized to meet the needs of individual municipalities. The program would be paid for on an organizational-wide basis but individual municipalities would have local control of them.

Ms. Jobin said the County did not host a separate clinic from what the Health Department offers. She said there is outreach not only to the employees but also the public. Mr. Cook spoke of the flu shot clinic the City of Cortland hosted last fall and said they were able to reach approximately 20% of the City's covered lives. They could not reach dependents because the individual who administers the vaccine for ProAct is not an M.D. and therefore, cannot administer it to anyone under the age of 18. He said he was also unable to reach spouses. He said ProAct was extremely efficient in all other ways; however, it was suggested that there be outreach to ProAct to see if there could be a change made that would allow the under 18 individuals to receive shots at these clinics.

Mr. Barber asked what type of marketing was done for these clinics by the Cities of Ithaca and Cortland. Ms. Moskowitz said the City has 430 employees and they were able to reach 70 employees. There was consensus that efforts should be made to reach family members in addition to employees.

Ms. Chin and Ms. Miller arrived at this time.

Mr. Foresti said he will provide information on flu shots Excellus offers.

Ms. Jobin asked what population the Consortium would like to reach to administer the flu shot that is not already being reached. She said at this time anyone can go to a pharmacy and other locations to get a flu shot on-site. Mr. Barber said the question is not “who does not have access” but “who is not accessing” the flu shot. Ms. Mallar spoke of the value in making the flu shot convenient because if something is easy to do people are more likely to take advantage of it. Ms. Mallar said despite it being the right thing to do many people need to be incentivized.

Ms. Moskowitz said she would be interested in receiving information on how many people went out and received the flu shot on their own (including spouse and dependents). Ms. Miller said she would look into whether it is possible to get this information.

Mr. Barber asked if it would be possible for the County to keep track of whether individuals receiving the flu shot at those clinics are associated with the Consortium and whether there is a fee at the County level. Ms. Jobin said these would be questions for the Public Health Director.

Ms. Miller cautioned against over-advertising and to avoid having more people wanting the vaccine than there is a supply for. She suggested people sign up in advance.

Ms. Jobin will contact the Public Health Director, Frank Kruppa, and invite him to attend the next meeting to talk about flu shots.

### **Health Policy Templates**

Mr. Barber said many municipalities, smaller ones in particular, do not have a health policy. It was suggested there be a mission statement and Ms. Chin agreed to look for sample mission statements and wellness policies for the next meeting. Ms. Moskowitz suggested beginning with a broad statement and to then tailor them to individual municipalities. Mr. Barber will contact the Town of Ithaca for a copy of its policy.

### **Investigate Wellness Programs**

Mr. Barber said the Committee has had a presentation on the Blue4U program; however, it is important to look at other programs that exist and to then do an analysis. Ms. Miller said Jennifer Stuckert of Interactive Solutions has offered to run a demonstration project with about a dozen people in order to demonstrate what the program entails and how it works. Mr. Barber questioned who would participate in the demonstration group; Ms. Miller said the preferred group would be Board or Committee members as they would be the individuals proposing to push this out to employees.

Mr. Cook spoke of challenges for the smaller municipalities and said he would have to sell this to seven bargaining units in a collective bargaining agreement and if he is going to do that he needs to be participating in the demonstration project. He said in order to get buy in it may be a good idea to include representatives of bargaining units as well.

Ms. Mallar said she thinks a demo is a good idea but that should follow a next step of exploring other programs that exist. Ms. Miller agreed to bring back a sample of another program that provides a similar service. Ms. Chin will bring back information on Ignite Health in Rochester.

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Mr. Barber said a demo would be a good idea and would like to have the Board of Directors have a discussion about who should participate.

Ms. Miller reported utilization data should be available in April.

**Adjournment**

The meeting adjourned at 9:20 a.m.

## **Workplace Health Program Definition and Description**

### **DEFINITION**

Workplace health programs are a coordinated and comprehensive set of health promotion and protection strategies implemented at the worksite that includes programs, policies, benefits, environmental supports, and links to the surrounding community designed to encourage the health and safety of all employees.

### **DESCRIPTION**

A comprehensive approach puts policies and interventions in place that address multiple risk factors and health conditions concurrently and recognizes that the interventions and strategies chosen may influence multiple organization levels including individual employee behavior change, organizational culture, and the worksite environment. It is important for the overall workplace health program to contain a combination of individual and organizational level strategies and interventions to influence health. The strategies and interventions available fall into four major categories:

- Health-related programs—opportunities available to employees at the workplace or through outside organizations to begin, change, or maintain health behaviors.
- Health-related policies—formal or informal written statements that are designed to protect or promote employee health. They affect large groups of employees simultaneously.
- Health benefits—part of an overall compensation package including health insurance coverage and other services or discounts regarding health.
- Environmental supports— refer to the physical factors at and nearby the workplace that help protect and enhance employee health.

Additionally, comprehensive workplace health programs can benefit from community linkages that are partnerships with surrounding community organizations to offer health-related programs and services to employees when the employer does not have the capacity or expertise to do so or provide support for healthy lifestyles to employees when not at the workplace.

Within this framework and approach any number of specific health risks (e.g., physical inactivity, poor nutrition, tobacco use, stress), conditions (e.g., obesity, musculoskeletal disorders, mental health), and diseases (e.g., heart disease and stroke, diabetes, cancer, arthritis) can be addressed.

## RESOURCES AVAILABLE FOR COMPREHENSIVE PLANNING

- *Healthy People* ([www.healthypeople.gov](http://www.healthypeople.gov)) provides science-based, 10-year national objectives for improving the health of all Americans. Comprehensive workplace health programs as defined by *Healthy People* contain the following five elements:
  1. Health education, which focuses on skill development and lifestyle behavior change along with information dissemination and awareness building, preferably tailored to employees' interests and needs.
  2. Supportive social and physical environments that include an organization's expectations regarding healthy behaviors and policies that promote health and reduce risk of disease.
  3. Integrating the worksite program into your organization's structure.
  4. Linkage to related programs like employee assistance programs (EAPs) and programs to help employees balance work and family.
  5. Worksite screening programs ideally linked to medical care to ensure follow-up and appropriate treatment as necessary.
- CDC Workplace Health Model (<http://www.cdc.gov/workplacehealthpromotion/pdfs/WorkplaceHealthModel.pdf>) a systematic and stepwise process of building a workplace health promotion program that emphasizes four main steps:
  1. An assessment to define employee health and safety risks and concerns and describe current health promotion activities, capacity, needs, and barriers.
  2. A planning process to develop the components of a workplace health programs including goal determination; selecting priority interventions; and building an organizational infrastructure.
  3. Program implementation involving all the steps needed to put health promotion strategies and interventions into place and making them available to employees.
  4. An evaluation of efforts to systematically investigate the merit (e.g., quality), worth (e.g., effectiveness), and significance (e.g., importance) of an organized health promotion action/activity.
- NIOSH Essential Elements (<http://www.cdc.gov/niosh/docs/2010-140/pdfs/2010-140.pdf>) identifies 20 components of a comprehensive work-based health protection and health promotion program and includes both guiding principles and practical direction for organizations seeking to develop effective workplace programs. The Essential Element's 20 components are divided into four areas: Organizational Culture and Leadership; Program Design; Program Implementation and Resources; and Program Evaluation.

## For Individual Employees and Workers

Wellness is defined as a dynamic process of learning new life skills and becoming aware of and making conscious choices toward a more balanced and healthy lifestyle across seven dimensions: Social, Physical, Emotional, Career, Intellectual, Environmental, Spiritual (Adapted from WHO: The Seven Dimensions of Wellness). (<http://www.paho.org/English/AD/dpc/nc/7-dimensions-wellness.pdf>). Through a balance in these seven dimensions, individuals develop their own resources and capacity to continue a healthy lifestyle and positively engage in all facets of their life (e.g., work, community, family).

## General Workplace Mission Statements that Support Wellness

A wellness mission is a statement that summarizes the purpose and objectives of an organization's commitment to a worksite wellness program. Taking the time to clarify and describe the wellness mission will help provide a focus and consistent direction for the workplace's wellness initiatives.

### Sample Statements

1. (Name of workplace) will establish and maintain a workplace that encourages environmental and social support for a healthy lifestyle.
2. (Name of workplace)'s wellness program will assist employees in increasing and/or sustaining optimal health.
3. (Name of workplace) will enhance physical, emotional, and intellectual health of our employee population and their spouses through means of awareness, education and onsite health promotion programs.
4. To improve the health and well-being of the employees at (name of workplace) through health education and programs that will support positive lifestyle change thereby resulting in improved employee health, productivity, retention and healthcare cost savings.
5. (Name of workplace) will actively improve the health of its employees through a wellness program that increases awareness and self-efficacy to ultimately improve employee morale and job satisfaction.
6. To encourage employees' personal productivity, and physical and mental well-being, (name of workplace) shall promote a worksite culture that supports employees' desire to make healthy lifestyle choices.
7. Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. (name of workplace) will work toward implementing policies that support a healthy worksite and healthy employees.
8. (name of workplace) will work to provide opportunities for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being.

*A mission statement is a concise statement of the general values and principles that will guide the committee or program. It defines the broad purpose that the program aims to achieve. It helps the committee select strategies and projects that stay within the original intent of the program.*

*Several examples of committee mission statements are provided below.*

- 1) To encourage employees' personal and professional productivity, and physical and mental well-being, the mission of the Wellness Committee shall be to foster a worksite culture that supports anyone's desire to make healthy lifestyle choices.
- 2) The mission of our wellness committee is to establish and maintain a workplace that encourages environmental and social support for a healthy lifestyle.
- 3) The mission of the \_\_\_\_\_ Wellness Committee is to promote and support programs that encourage the wellness of [name of organization] employees.
- 4) It is the mission of the \_\_\_\_\_ Wellness Committee to promote the health and wellness of staff through education and initiatives that:
  - Encourage habits of wellness
  - Increase awareness of factors and resources contributing to well-being
  - Inspire and empower individuals to take responsibility for their own health
  - Support a sense of community
- 5) The \_\_\_\_\_ School Wellness Committee is dedicated to establishing and maintaining an environment that promotes general health by supporting the adoption of attitudes that contribute to positive well-being and providing information, activities and services designed to support healthy lifestyle choices.
- 6) The mission of the \_\_\_\_\_ Public Schools Employee Wellness Committee is to enhance organizational health by fostering interest and encouraging employees to initiate or expand healthier lifestyles, provide diverse wellness programs to meet a wide range of personal health needs, recognize employees for participating in healthier lifestyles activities, decrease absenteeism due to illness and stress, and develop a positive school culture that is focused on celebrating and improving the quality of life for all employees.
- 7) To support employees in making healthy choices with their work and home lives.
- 8) Encourage Habits of wellness,  
Increase Awareness of factors and resources contributing to well being,  
Inspire Individuals to take responsibility for their own health.

*Sample Wellness Committee Mission Statements*

- 9) The \_\_\_\_\_ Wellness Committee promotes physical, mental and spiritual health\* as a sustainable value of our community.\*\*  
\*or growth, or wellness, or wellbeing... \*\*through an innovative approach to wellness

Final:

“The \_\_\_\_\_ Wellness Committee promotes well-being as a sustainable value of our community.”

- 10) To support employees in making healthy choices with their work and home lives. Encourage Habits of wellness, Increase Awareness of factors and resources contributing to well being, Inspire Individuals to take responsibility for their own health.
- 11) The mission of the Wellness Committee is to inspire, create and maintain a workplace and environment that supports each person's healthy lifestyle choices. (draft)

# EMPLOYEE WELLNESS PROGRAM

## Town of Ithaca

The goal is to provide the opportunity to the employees to improve their health and well being, by supporting a wellness program. This program is designed to educate the employees on good nutrition, emphasize regular exercise and safe work practices, and offer stress management and health improvement programs. It has been proven that physically fit employees are more productive, more creative, more competitive, and less stressed. A wellness program offers the employees the opportunity to lead a healthier and more productive lifestyle.

This wellness program is a three sided program including fitness, nutrition and general health. The Town and Commission is providing the support and opportunity to the employees to increase their physical activity, participate in a weight management program, or participate in smoking cessation classes. Many of these types of programs require a monetary contribution on top of a physical and mental commitment. As part of the employer's commitment to the employees they will assist with some of the financial burden as an incentive for employees to participate and improve their total health.

### ***Fitness:***

Employees will reimburse for a contract with a health club of choice based on the schedule below. The employee must complete at least one half of the contract before requesting reimbursement and must submit proof that the membership is still intact. (Copy of contract, proof of payment)

12 month contract 50% of contract up to a maximum of \$250  
6 month contract 50% of contract up to a maximum of \$100

As a reminder, one does not have to join a gym to increase their physical fitness. Other programs that can be reimbursable are ones that increase your heart rate for a minimum of twenty consecutive minutes; i.e. martial arts, aerobic or dance classes, and organized walking programs.

It is also possible to increase ones fitness level without making any financial commitment except for a good pair of walking shoes.

### ***Nutrition:***

Nutrition includes any program that would focus on improving ones diet. To qualify for reimbursement, the program would require seeing a medical representative for advice and checkups periodically. For example, commercial programs such as Weight Watchers, LA Weight Loss, Jenny Craig, licensed dietician, or any healthy heart program. The main focus is improving ones diet for a long period of time.

Employees are reimbursed up to \$250 in any calendar year for the program enrolled in as long as they fully participate in the program.

***General Health:***

General Health includes an array of topics such as; health risk appraisals, healthy back programs, blood pressure screenings, cholesterol testing, glucose testing, body fat analysis, smoking cessation, and stress management programs such as yoga. The town as part of the annual wellness fair covers many of these topics.

***Reimbursement Program:***

The reimbursement program requires an employee to complete at least one half of the program before requesting reimbursement. This program will pay only one half of the program of your choice up to \$250. For example, if you join Weight Watchers for the 16-week program, which costs \$200, the maximum you may receive from the town is \$100, with proof of attending all the classes.

The total maximum reimbursement per employee per calendar year is as follows:

Full time employees (working 37.5 to 40 hours per week)	Maximum \$250
Part time employees (working at least 18 hours per week)	Maximum \$125
Part time employees (working less than 18 hours per week)	Maximum \$ 75

Reimbursement requests should be directed to the Human Resources Office with the appropriate documentation attached. Reimbursements will be disbursed twice per year (March and September) through a separate payroll check as the reimbursement is a taxable benefit.

There also may be other additional wellness programs developed, which will be paid for through the Wellness Program, and will not need to be included in the reimbursement program. Examples of such programs include health screenings, the flu shot, and health education sessions.

Approved by Town Board 12/13/99: Update: 1/2/08