Work Well Advisory Board Meeting
School of Medicine & Health Sciences – Rm. 1917 in Grand Forks and Rm. 225 in Fargo
Thursday, August 7, 2014, 9:00am-11:00am

Mission: Promote a culture of wellness for UND staff and faculty by providing information, services and programs to support healthy living.

Advisory Board: Share expertise and knowledge of the group you represent to help shape Work Well’s programs, goals and objectives that support the mission.

Attendees: Linda Skarsten, Shelly Pecka, Kim Ruliffson, Dustin Frize, Jessica Dunphy, Laurie Betting, Jan Orvik, Karina Wittman, Steve Light, Terry Wynne, Jenn Puhl-Winkler, Stacy Duncan (via phone- BCBS) 

Excused Absences: Aleska Hagan, Mary Markland in Fargo, Tanis Hastman, Tom Owens, and Krista Lynn Minnotte, and Deb Merrill.


Other Documents shared at the Meeting: NDPERS Well Workplace Award to be given in October, and Questions for August 28, 2014 meeting.

I. Introductions. New attendees: Terry Wynne, Steve Light, Jenn Puhl-Winkler. Thank you and farewell to exiting Board Members: Tom Owens, Karina Wittmann, Jan Orvik, Ed Martin, Tracy Uhlir, Jared Keengwe, and Marsha Nelson. Marcia Kelley will continue to receive information, but not continue as an official Board member.

II. Minutes from past meeting were approved by Dustin Frize and Linda Skarsten seconded the motion.

III. Lactation Support for Nursing Mothers
   a. Policy was approved in December 2013

IV. Updates and Discussions
   a. Kim applied for the Infant Friendly Designation through the ND State Public Health Department this summer. The Lactation Support for Nursing Mothers Policy enacted in December 2013 made UND eligible to apply.
   b. Kim applied for the 2014 NDPERS Lt. Governor Worksite Wellness Award. Awardees will be announced at the Oct. 6th North Dakota Worksite Wellness Summit in Fargo.
   c. Stacy Duncan shared BCBS Healthy Blue updates
      i. Thirty agencies have applied for the Lt. Governor Award including UND.
      ii. Stacy authors and updates the Duncan’s Digest found on the HealthyBlue website, located on the upper right of the site.
iii. Members using the website can earn an extra 500 points for community related events that they participate in. This is a new feature.

iv. The Pebble is a fitness monitor and the only one that will upload steps automatically to the HealthyBlue site. It is a redemption prize on the HealthyBlue website for 6500 points.

v. The NDPERS voucher program for UND activities will be uploaded to user’s accounts by November 1.

vi. Spread the word that presentations are available through BCBS by Heather Horner for departments/offices.

vii. Currently 18% of NDPERS members are using the HealthyBlue site. Stacy recommends a 20% goal.

viii. HealthyBlue sent out email blasts to members who self-reported high blood pressure numbers. Plans are to send out email blasts to all regarding various cancers.

ix. BCBS and NDPERS are working on QR codes. This would allow employees to scan for an immediate 1000 points at events rather than use the paper vouchers, which are the only options currently.

d. Budget review and updates

i. Kim reported on final spend-down from FY 2014:

1. $5000 spent on incentives related to wellness: water bottles, salad containers, garden kits, yoga mats, 2 winter survival car packs, etc. No plans were determined for prizes.

2. Kim tried to get Pebbles from HealthyBlue but was unable to get them on time and ordered 38 FitBits and is hoping to have them available to check out by departments soon. Cost for each was $99.95.

ii. 1 ergonomic station was ordered to rotate in Health and Wellness Unit to start.

iii. Further smaller budget expenditures were reviewed.

iv. It was recommended to spend more time in the future on reviewing the budget and aligning it with the strategic plan.

e. Other Board Member Reports:

i. Steve Light reported that the College of Nursing did a 5K Walk/Run for stroke awareness on May 4th and the proceeds were donated to the Altru Stroke Center. The entry fee was $15.00 each and $2,000 was donated.

ii. Steve would like to see Deans for Wellness initiative programs continued and more programs like this one sponsored by Nursing.

iii. Dustin reported that Dining has many resources, recipes and student help who could build products for staff and faculty education and awareness.

iv. Kim Ruliffson was acknowledged by Laura Betting as a community initiative builder. Kim was awarded as part of a community team to be one of 29 groups in the national to be included in the National Leadership Academy for the Public’s Health (NLAPH). Kim shared some of the work of the community team called Take Action:

1. SNAP (food stamp) machine purchased and used in downtown Farmers Market to assist low income residents with produce purchases.

2. Survey administration occurred to work on tobacco free city parks.
3. Healthier concession stands at community events through some discussions.
4. Restaurants to have more healthy options designated on their menus.
5. Additionally, Kim is working with a Healthy Choices GGF steering committee to address obesity and community action, organized by Altru.

f. **Wellness survey review**
   i. Shared larger report of the all survey data. Reviewed items in red highlights (red indicated an area of concern). Green noted successes. There was still some work from the GRA on this draft.
   ii. Those present agreed that a 2-3 year cycle is a good time in between surveys.
   iii. Discussions surfaced on the following topics:
      1. Get Work Well Ambassadors more involved in spreading the word and recruitment for those departments without Ambassadors.
      2. Perhaps do a video of those using HealthyBlue to share with colleagues.
      3. Review the Faculty and Staff Wellness Survey results with management.
   iv. Advisory board members need to share information from the board meetings with colleagues.

V. **Stretch**

VI. **Work Well Annual Review (Keep/Change/Review items)**

a. Page 5 (Get Moving Challenge)
   i. Offering of more prizes was a great success.
   ii. Name was changed from Walking Challenge to Get Moving Challenge.
   iii. Students were not included due to lack of dependable web assistance.

b. Page 11 (Get Moving Challenge)
   i. Recommendations included more focus on weight training, multiple dimensions of wellness and assessable maps of indoor walking paths.
   ii. Laurie recommended more monthly challenge could occur if funds were available.
      1. Kim stated that time, funding and resources to get them all done are a challenge. However, a total of 76 programs happened in this year.
      2. Board members suggested continuing to have the 8 colleges (Deans for Wellness Initiative Program), and maybe Finance and Student Affairs Divisions continue with their programming. Some discussion occurred on whether to do turn-key programs, pick a chronic disease by each College/School to highlight, or all work on the same concept. Kim to explore with the Deans for 2015-2016 and let the program continue as is for Year 3.
3. Jenn asked the question “Does Kim need more help, possibly an assistant?” Kim said that administration/project help and communication/marketing are two areas of need.

4. Steve commented that we and others need to continue to “think creatively” and also that this can be a decision at the Wellness Center.

5. Linda suggested getting a grant writer involved to look for more funding.

c. Page 24
   i. Health screenings are the most expensive service offered but need to continue by Board recommendation. Keeping people educated on what is covered on a yearly basis by BCBS is also important.
   ii. Jenn suggested exploring the option for people to use the Bod Pod at the Wellness Center or the ability to meet with a trainer at a promotional cost.
   iii. Steve asked for clarification to know if we are losing funding and in need of reducing programs and purpose of this discussion. Kim reported that funding would remain the same as last year and she was looking for Board support or lack of support for continuance or change in program foci. Steve suggested using a more strategic approach for the future with a link to the budget.

d. Page 25
   i. Flu clinic participant numbers were a great success, Board feels it is important to continue this service. It would also be important to get the accurate data on total number of employees who attended the flu clinic rather than those who completed the prize form.
   ii. Kim uses the prize form for names for the unique database for the American Heart Association Fit Friendly Company award and couldn’t get names without this, as it would be a HIPAA violation.

e. Page 32
   i. Metabolic testing – 54 used the service last year at a minimal cost to them, and 28 in Minot.

f. Page 36
   i. Heart and Diabetes Walks show a real lack in participants.

f. Page 37
   i. Spring Fling has always been a success according to Board members who attended. The recommendation to add the vendors into the same room was very successful.

h. Page 40
   i. Deans for Wellness has been a great success but Kim did attend a few activities and questioned some of the unhealthy food and door prizes offered at the venue. She would be sharing some positive ideas and some critical thoughts for the 2014-2015 activities.
i. Successes are: the “Lactation Support for Nursing Mothers” Policy, five mothering rooms on campus, and two new indoor walking paths.

ii. Sit-Stand Desk Mounts – Terry mentioned that UND is very short in numbers on how many units on campus – cost is a big factor – how and who could pick up the cost? But Terry feels it is a great necessity to have these on campus. Claire Moen is very busy keeping up with assessment.
   a. Board suggested that possible PT groups from campus could get involved and assess offices to help Claire.
   b. Kim will continue to work with Safety on equity for sit-stand units for those purchased through Work Well.

VII. Meeting Feedback
   a. Board was unable to review all of the information today and Kim asked if she can set up another 1 hour meeting in the next few weeks. Members agreed to meet again and it was suggested that Kim be more direct on what we review at meetings. Kim agreed to send out another meeting invite to finish the review process.
   b. Kim will also schedule upcoming meetings for 2014-2105.

VIII. Meeting adjourned at 11:10AM