Meeting Minutes – Work Well Advisory Board
Wellness Center Conference Room
Monday, November 21, 2016, 3:00pm

Attendees: Pat Hanson, Terry Wynne, Dustin Frize, Rob Stupnisky, Tammy Anderson, Jenn Puhl Winkler, Monte Koshel, Rebecca Jacobson, Renee Nilsen, and Michelle Strickler. Excused: Krista Lynn Minnotte, Tanis Walch, Jessica Dunphy, Barbara Kitko, Daphne Pedersen and Aaron Kennedy.

Minute Taker: Michelle Strickler

I. Minutes
   a. Motion by Tammy second by Pat to approve.

II. Updates
   a. New Members
      a. New members: Monte Koshel, Rebecca Jacobson, Renee Nilsen and Aaron Kennedy.
      b. Sanford: The new representative will be Karisa Gullikson.
      c. Michelle gave an update on the status of hiring a new Work Well Coordinator. Jenn stated the new hire should be in place the end of December. It was decided to wait until after semester break & the new person has started before scheduling the next board meeting.
      d. Michelle gave a summary of 2015-2016. She shared an end of the year power point presentation to better show the scope of Work Well. The board requested she email the presentation to them for further review.
      e. The Board was informed of the retirement of the American Heart Association’s Fit-Friendly Company Award. Michelle stated the last application was submitted November 1, 2016 and the Platinum award should once again be achieved since Work Well had a 10.3% increase in unique participation.
      f. Michelle shared an email she received from NDPER’s pertaining to the temporary suspension of the $250 Wellness Benefit which includes the Fitness Center Reimbursement program. A message will be drafted to share with employees to inform them of this change. It was discussed about the scope of taxable income incentives. Employees will most likely see the tax deductions on their December 15, 2016 payroll statement. More decisions about future incentives can be made once NDPER’s makes a final decision on the future of the program.

III. Strategic Plan
   a. Progress
      i. Stretch Break
         a. Michelle gave a program plan for 2016-2017, detailing programs and events that have occurred since the beginning of July and what’s planned until the end of June.
         b. Michelle went over the strategic plan including current initiatives and metrics and outcomes of such initiatives. Michelle stated greater detail will need to be given to the strategic goals once the new Coordinator is in place.
         c. A handout was presented to better demonstrate the categories of judgment for the new American Heart Association’s Workplace Health Index award. Michelle made suggestions for improvement on low scoring categories of Engagement, Leadership and Programs. Dustin inquired if certain programs or initiatives could qualify for more than one category. Michelle confirmed that it can. Jenn stated the board will have to decide, moving forward, if this award is something Work Well should focus on and if so, adjust or add strategic goals to align with the structure of the Index.
         d. Monte discussed the possibility of producing short wellness videos of Work Well success stories.
vi. Employee willingness to use available resources such as EAP was discussed as well as morale of current employees who were in one way or another affected by the budget cuts. Renee encouraged transparency in communicating with employees to ease stress at work.

IV. Adjournment – 4:15pm