

**Minutes of Meeting
Wellness Program
September 11, 2013
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, LMM Leadership Group President Dr. Wade Larson, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 11:05 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Nelson noted that an item should be added to the agenda, in order to discuss Human Resources (HR) issues. These issues were time sensitive, as this was the final week that Dr. Wade Larson would be serving as the interim HR Director, and the Board required updates on several issues.

Commissioner Green moved to add an item to the agenda, in order to discuss pending HR issues that required follow up due to the pending staff transition. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

- D. Old Business:** There was no old business discussed.

E. New Business:

LMM Leadership Group (LMM) President Dr. Wade Larson met with the Board to discuss options associated with the new County employee wellness program. Dr. Larson acknowledged that the current plan had been developed with a focus on simplicity and effective communication. Wellness plan enrollment forms had been simplified, although biometrics were added, in order to provide a benchmark for measuring improvement levels. Dr. Larson reviewed the forms, processes, and estimated timelines associated with the new Wellness Your Way plan. All employees will be contacted through mail and email, in order to reach out to both employees and spouses who intend to participate. In addition, physical copies of all necessary forms and documentation will be available for employees who do not have access to the electronic version of the information. The attendees discussed the importance of educating the employees about the new program, as well as options for providing information (e.g. email, online program access, newsletters, and postings).

Dr. Larson asked the Board to consider options for an incentive program, in order to engage employees and encourage active participation.

Clerk Clifford Hayes joined the meeting at 11:17 a.m.

The Board discussed financial incentive options, including reimbursement for fitness club memberships, which could be paid to an employee's Flexible Spending Account (FSA) or Voluntary Employee Beneficiary Association (VEBA) account. The group agreed that incentives should be both result and activity based, in order to reach out to a wider number of employees at varied levels of physical health.

The Board considered the costs that would be associated with employee incentives, and the potential return of investment. Dr. Larson detailed the logistics involved in coordinating health reimbursement accounts (HRA) and FSA accounts, and he agreed to provide the Board with more detailed options with regard to an incentive program.

The attendees went on to discuss options that are being considered as part of a County pay grade restructure. Dr. Larson detailed a list of projects that were in progress, with regard to HR issues, as well as the current status of each item. Nine specific items were discussed:

1. HR structure - The restructure of the HR Department had been completed, and the staff was moving forward with the transition process.
2. Hiring process improvements – Information regarding the hiring process was built into the HR training classes, and was already being implemented with success.
3. Development of grievance procedures – This item had been reviewed by the legal department, and the determination was made to continue using the existing policy, with minor clarifications. As follow up, Dr. Larson was scheduled to meet with Legal to ensure a smooth transition process.
4. Harassment and discrimination policy – A new policy was drafted, and Dr. Larson indicated that the item would be completed and reviewed by Legal within the week.
5. Design and implement management training – Management training had been implemented, with strong turn out and positive feedback from employees. Additional training might be considered by the Board.
6. Develop a compensation philosophy – This item had significantly changed in scope, and would be transitioned to the incoming HR Director.
7. Mercer/Blue Cross renewal process – This process was completed successfully, with the final contracts ready for Board consideration and approval.
8. Development of a wellness program – The program is in the process of being developed with LMM.
9. Creation of an online application process – A module was designed, but the project was placed on hold, due to a pending computer system upgrade. The project will continue in October.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk