

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF PROVIDING FOR)
CONTINUATION AND REDEFINING)
OF A WORKPLACE WELLNESS)
PROGRAM

RESOLUTION 02-2020
REGARDING A WORKPLACE
WELLNESS PROGRAM

WHEREAS, Northeast Tri County Health District Board of Health approved the establishment of a "Health Counts Wellness Program" on January 9, 2008. This wellness program was established to assist and encourage employees in developing and maintaining a healthy lifestyle to promote both physical and mental wellness. A main provision of the program was implementation of a paid day off when employees completed and documented healthy lifestyle activities; **AND**

WHEREAS, as of January 1, 2020 Northeast Tri County Health District now receives health benefits through the Association of Washington Cities Employee Benefit Trust. The Benefit Trust has established the WellCity Program that provides a workplace wellness program framework, resources, and medical plan premium discounts;

WHEREAS, Northeast Tri County Health District desires to provide the continuation of the Wellness Program that incorporates the framework of the WellCity Program;

NOW, THEREFORE, the Board of Health of Northeast Tri County Health District, hereby resolves as follows:

Section 1: Northeast Tri County Health District hereby provides that the Wellness Program, following the framework of the WellCity Program, will be continued indefinitely unless canceled by action of the Board of Health. The Wellness Committee will provide an annual report to the Board of Health on the Wellness Program.

Section 2: The Board of Health of Northeast Tri County Health District hereby adopts the policy as shown on Exhibit "A" as part of its policies and procedures.


Done this 18th day of March 2020 in Colville, Washington and effective immediately upon signatures as of this date.



Board Member, Ferry County



Board Member, Ferry County



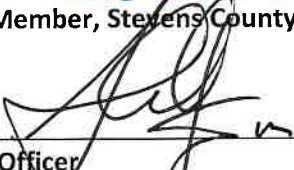
Board Member, Pend Oreille County

Board Member, Pend Oreille County




Board Member, Stevens County

Board Member, Stevens County




Health Officer



Board Member, City of Kettle Falls



Board Member, Town of Metaline



Board Member, City of Republic

Wellness Program & Committee Description



Mission and Goals:

The mission of the wellness program is to enhance organizational and individual health by fostering interest and encouraging employees to initiate or expand healthier lifestyles through education, prevention, early detection, and access to comprehensive health resources. The goal of the wellness committee is to create a culture of wellness throughout Northeast Tri County Health District (NETCHD), working to improve the health, wellbeing and quality of life of all employees. By promoting and supporting the wellness program, the following benefits may be achieved:

- Decrease in absenteeism and medical expenditures due to illness and stress.
- Develop a positive environment that is focused on celebrating and improving the quality of life for all employees.
- Empower employees to adopt positive attitudes and behaviors to support a lifelong commitment to health and wellness.
- Heighten personal performance and improve morale in the workplace.

Wellness Program:

The wellness program is under the overall direction of the NETCHD Administrator and coordinated by the Systems Manager. The Association of Washington Cities (AWC) Employee Benefit Trust WellCity Program will be utilized to set the framework, resources, recognition, and rewards.

All employees are encouraged to participate in all wellness events and activities. Incentive awards supplied by AWC will only be offered to AWC-benefited employees. At the discretion of the Administrator, certain wellness programs will be available for employee's participation during normal working hours (such as wellness committee meetings, AWC webinars, Enduris health and wellbeing on-line courses, onsite health screenings, etc.).

Employees are under no obligation to participate in the wellness program or on the wellness committee. They may also choose to terminate their participation at any time.

Confidentiality is important in all aspects of the program as there may be potentially sensitive issues. As such the transactions and interactions regarding personal and medical information that take place as part of the program will be confidential and will be respected as such. The program is expected to comply with Health Insurance Portability Accountability Act (HIPAA), Genetic Information Nondiscrimination Act (GINA), Patient Protection and Affordable Care Act (PPACA), Americans with Disabilities Act (ADA), and other laws relating to worker health.

The budget established from NETCHD funds for wellness program activities and services will be established through NETCHD's Board of Health during the formal operating budget adoption.

Wellness Committee:

The wellness committee will act as an advisory to promote and support this program by incorporating aspects of lifestyle management, mind-body improvement, physical wellness, and teambuilding. The activities used to promote and integrate this program may include, but are not limited to:

- Diverse wellness campaigns to meet a wide range of personal health needs.
- Recognition of employees for participating in healthier lifestyle activities.
- Incentives to motivate employees to participate and remain engaged.

Member Composition, Selection Process, Responsibilities:

Along with NETCHD's Systems Manager and Administrator, committee member composition should consist of one staff person from each work unit within NETCHD, as noted below:

- Colville Office
- Newport Office
- Republic Office

Members will be selected by nomination from each work unit. If more than one staff member from each work unit desires to be part of the committee, there will be an election (by anonymous ballot) within that work unit. Every effort will be made to ensure each work unit is represented, yet committee membership is voluntary.

New committee membership will be selected in November and will begin duties at the first of the following year. Representative staff should be employed by NETCHD for at least six months before serving on the committee and be willing to serve a two-year term, with efforts made to stagger terms of service. Vacancies will attempt to be filled within 30 days.

NETCHD's Systems Manager will function as the Wellness Coordinator. The Coordinator will be responsible for:

- Arranging meeting dates, preparing and distributing agendas, and facilitating committee meetings.
- Applying for, obtaining, and managing annual grant funding requirements. Overseeing the budget and financial program requirements.
- Following up on action items assigned to committee members and overseeing applicable wellness grant programs.
- Implementing, tracking, and facilitating wellness programs.
- Preparing and distributing wellness resources, tips, and reminders as necessary (weekly/monthly).
- Preparing and submitting all required reports to AWC.
- Attending conferences and retreats established by AWC when possible or coordinating on-site training.
- Exploring new ideas and activities, working with other organizations to build relationships and gain beneficial resources to maximize the wellness program.

Meeting Frequency, Agenda, Decision Making, Minutes, & Evaluation:

1. The committee will meet at least quarterly, but may meet monthly if necessary, to fulfill the mission and goals of the committee. Meetings will be approximately one hour in length and will be held during regular business hours. To the extent possible, a yearly meeting schedule will be set at the beginning of the year.
2. Agenda items must be consistent with the goals of the committee and are to be solicited from all staff by committee members within their respective work units. Agendas are to be provided to committee members in advance of scheduled meetings. An example agenda format is posted on the NETCHD SharePoint site.
3. Decision making will generally follow the “thumb” rule method.
 - a. Thumbs up = Agree
 - b. Thumbs down = Disagree and cannot live with it
 - c. Thumbs to the side = Disagree but can live with it
4. Minutes from the meeting are to provide a description of each agenda item, identification of action items, and assigned action items (example format posted on the NETCHD SharePoint site). Minutes will be reviewed by the coordinator for accuracy and then shared with all staff. Minutes will be posted on the NETCHD SharePoint site.
5. Each meeting, the responsibility of meeting minutes will rotate between each committee member (excluding the coordinator).
6. Evaluation of meeting effectiveness is encouraged following each meeting by utilization of committee meeting feedback form (example form posted on the NETCHD SharePoint site).

Specific Duties of the Committee:

1. Assist the wellness coordinator in determining the goals and objectives of the wellness program annually, based on surveys, evaluations and assessments.
2. Participate in the development and implementation of the wellness program and activities, staying in line with the goals established for the year.
3. Support the coordinator in the application for and the management of applicable wellness grants.
4. Promote wellness programs and information by sharing resources with employees (ex. bulletin boards, emails, newsletters, etc.).
5. Collaborate with NETCHD Management Team on ways to foster a culture of wellness from the top down.
6. Promote the program in a positive way, providing support and encouragement to peers.
7. Listen to the needs of the employees and share feedback with the committee.
8. Provide other updates to staff as necessary, via email correspondence including at all-staff meetings.