



Humboldt County, Nevada

HUMBOLDT HEALTH SENSE WELLNESS COMMITTEE GUIDE

VERSION 2

APRIL 10, 2018

Presented by:
Humboldt Health Sense Committee

Overview Wellness Committee

The Humboldt Health Sense Wellness Committee reports to the Insurance Benefits Review Committee as an Advisory Committee. The wellness program is part of the overall employee benefit package offered by Humboldt County and proposed by the Insurance Benefits Review Committee. The purpose of the Humboldt Health Sense Wellness Committee is to be an advisory board that makes recommendations to the Insurance Benefits Review Committee to make the wellness program successful. The role of the Humboldt Health Sense Wellness Committee is to promote and communicate the wellness program to employees and provide ideas and feedback to shape a successful program.

Humboldt Health Sense Wellness Committee meets monthly (or as needed) on the second Tuesday of the month at 3:30 p.m. Committee members attend scheduled meetings with prior authorization from the members' supervisor(s). The Lead Representative will conduct and lead the Humboldt Health Sense Wellness Committee meetings. Each meeting will abide by Nevada Open Meeting Law and the agenda will be posted per the law's requirements. When possible, committee members will submit information prior to posting date of the agenda so this information can be discussed at the meeting. Each committee member will come to the meetings prepared and organized so meetings will be productive and will have minimal impact upon regular employee duties. As a member of the Humboldt Health Sense Wellness Committee the County needs you to be our eyes and ears, and to help the County be sensitive to all employee's needs. Your help will also be needed to communicate with employees. This may include, but is not limited to, distributing flyers or brochures and helping with events.

As needed with minimum quarterly meetings, at a time that works best for most committee members, and with prior authorization of committee members' supervisors is the goal. The Lead Representative will conduct and lead Wellness Committee meetings. The agenda will be prepared by the Lead Representative or a designated appointee. The goal is to be prepared and organized so meetings will be productive and will have minimal impact upon your regular employee duties. If there are specific issues that you feel need attention at the meeting, please communicate with the Lead Representative or feel free to speak with the Human Resources Director. When possible submit information ahead of time so that the item may be included as part of the agenda and the Committee can be ready to address your thoughts, ideas and concerns during Wellness Committee meetings.

Goal of the Wellness Committee

The Humboldt Health Sense wellness program was adopted in 2014. The Humboldt County Board of Commissioners approved the equivalent of \$250 for each employee. This could be in the form of cash, incentives or insurance plan credit. In 2017 the Humboldt County Board of Commissioners approved an increase up to \$500.00 per employee. The Humboldt Health Sense Wellness Committee is an advisory committee that reports to the Insurance Benefits Review Committee who reports to the Board of Commissioners.

The goals and responsibilities of the Wellness Committee is to promote wellness to County employees by:

- Developing and implementing wellness programs,
- Encouraging participation in wellness programs,
- Advocating for policies that support health and healthy lifestyle, and
- Promote programs and activities among co-workers.

Promoting the Humboldt Health Sense Wellness Program

Humboldt Health Sense Wellness Committee members will serve as messengers and motivators between co-workers, management and the wellness program team. Committee members will act as ambassadors for the program encouraging employee ownership of Humboldt Health Sense Wellness Program. Through higher employee participation, the County's wellness initiative will flourish and may result in a decrease of medical care costs, improving the bottom line.

Wellness Incentive

The Humboldt Health Sense wellness program was adopted in 2014. The Humboldt County Board of Commissioners approved the equivalent of \$250 for each employee. This could be in the form of cash, incentives or insurance plan credit. In 2017 the Humboldt County Board of Commissioners approved an increase up to \$500.00 per employee. The Wellness Year runs from June through the following May with payout to the employees included in the last payroll check of June.

Employees who voluntarily resign or retire from Humboldt County, have not been subject to any disciplinary action within the last year from the date of their termination, and have turned in their wellness trackers on time during the quarterly turn-in periods may request payment for the wellness points they have accumulated in current Wellness Year. Employees that request payment will receive payment for points accumulated from the beginning of the Wellness Year to the last day of the last Wellness Quarter. Points accumulated in the quarter in which the employee terminates employment from Humboldt County are not eligible for payment. Employees must submit a written request for payment of wellness points to the Human Resources Director. Requests for payment of eligible wellness points must be made to the Human Resources Director two weeks prior to the employee's termination date. The Human Resources Director will determine if the requesting employee is eligible for payment of eligible accumulated wellness points.

Wellness Committee Membership Structure

The Wellness Committee will consist of 7 members or more as needed representing different areas/departments of the County. As the County has multiple locations and/or shifts it is beneficial to have a committee representative of as many of these as possible. Some of the most effective wellness committee members are those who may not appear to be health or wellness oriented, but are influential among their peers and coworkers and have the desire to see the Humboldt Health Sense wellness program succeed. The Lead Representative, as determined by the committee, will chair the committee meetings with a term of one (1) year.

Qualities to look for in Committee Members

Include, but are not limited to:

- Being well-respected by other employees and management,
- Dependable and hardworking,
- Having good communication and interpersonal skills,
- Supportive and encouraging of others, and
- Enthusiastic and energetic.

Wellness Committee Member Responsibilities

Committee member responsibilities should be clearly communicated during the recruitment process. Members should be able to participate in regularly scheduled meetings or calls, lasting approximately 30 minutes to 1 hour. Other responsibilities may include:

- Assisting with the development of program activities;
- Recommending ways to improve the culture of county health;
- Promoting the wellness program to co-workers;
- Gathering and posting educational material throughout worksites;
- Providing employee feedback to wellness program staff and committee members;
- Mentoring employees into the county health and wellness culture
- Championing wellness in their department, floor, location, unit, etc.;
- Participating in special wellness program activities such as health fairs, screening events, wellness presentations, etc.;
- Evaluating the current programs, services and policies that are available at respective workplace.