BeWell Committee Meeting Minutes

Thursday, October 26, 2017

**Members present:** Kimberly Ashley-Pauley, Kim Eskola, Graham Gillis, Chad Hearne, Alicia Landry, Victor Puleo, Rhonda Roberts, Ary Servedio, Candice Thomas

**Members absent:** none

**Guests:** Tom Kane

**Call to Order**

1. Chairman Alicia Landry called meeting to order at 10:00 am in Wingo 210.

**Identify roles of committee members and the charge of committee and workgroups, new committee members, etiquette, expectations**

1. Alicia Landry announced committee would use Robert’s Rules of Order.
2. New committee members introduced.
3. Committee structure was discussed. The chairman from the Health and Wellness Committee and the Employee Benefits Advisory Committee (EBAC) will hold permanent positions on the Health and Wellness Committee. Some current charges will shift to EBAC. Kimberly Ashley-Pauley made a motion to accept the proposed committee structure as presented to committee. Kim Eskola seconded motion. Motion was passed unanimously.
4. Alicia Landry reviewed the etiquette of committee members and expectations.

**Update from Stephens on RFP**

1. Deadline for Wellness Firms to submit proposal is October 31, 2017 at 10:00 a.m. Stephens will review the proposals and provide the results to the committee the week of November 6, most likely. The committee stated the following were important values for the review process: the delivery method used by the firm, ability to have personal contact on campus, a product which is customizable and synergistic to the needs of the University, ability to provide a portal and secure storage for employee’s personal health data, price for basic services, and price of additional components.

**Update on current program and timeline**

1. Alicia Landry gave update on Wellvibe which currently serves as a portal. UCA is currently maximizing Wellvibe’s role. Wellvibe will not provide health coaching or other services which BeWell may require later. Wellvibe provided some data results from the HRA to Alicia Landry and she discussed. Alicia will provide more detail within a few weeks regarding the completed HRAs. She will also provide results of number of employees which completed BeWell requirements during first year of program.

**Review and discuss strategic plan, Evidence based practices for committee design, outcomes, programming, and Identify programming workgroup members**

1. Kimberly Ashley-Pauley made a motion to discuss the Strategic Plan. Kim Eskola seconded the motion. Discussion included changing Title of Section I & II to History, have Strategic plan begin with Section III, insert sentence in Strategic Plan to state the program is voluntary and participatory and program would be reevaluated year to year. 2018 was clarified as year 1 of the BeWell Program. A suggestion was made to send the Strategic Plan to the Faculty and Staff Senates in Draft form. Kim Eskola made a motion to approve the Strategic Plan and send to Staff and Faculty Senates in draft form for review. Ary seconded the motion. Discussion: Timeline for senates to return document was discussed. Motion was passed unanimously.
2. Alicia Landry asked if Kim Eskola, Ary Servedio, Kimberly Ashley-Pauley, and Candice Thomas would serve on the Programming workgroup. Programming workgroup encouraged to design program using evidence based practices so results and outcomes can be measured and reported.

**Schedule next meetings**

1. Thursdays at 11:00 a.m. seem to be best day and time for standing meetings for remainder of semester. Alicia will email meeting schedule to committee members.

**Adjournment**

1. Alicia Landry made a motion to adjourn the meeting. Victor Puleo seconded the motion. The meeting was adjourned at 11:10 a.m. by Alicia Landry.