



REQUEST FOR BOARD ACTION

ITEM NO. 5.

DATE OF MEETING: May 16, 2011

REQUESTED BY: Amber Parker, Human Resources Director

SHORT TITLE: Resolution Approving Revision to Pender County Wellness Program Policy and Procedures

BACKGROUND: On October 18, 2010, the Pender County Board of County Commissioners passed a resolution adopting the Pender County Wellness Program Policy and Procedures. This policy provided an incentive for employees to participate in the wellness program by offering to pay 100% of the employee only health and dental insurance premium for eligible employees enrolled in the County's health and dental plan for employees who completed a biometric screening and health assessment. For calendar year 2012, this policy requires employees to complete the biometric screening, to follow-up with the screening staff or their primary care provider, to participate in 50% of the wellness classes offered, and to participate in at least two exercise education events in order to receive the wellness incentive.

The Wellness Committee has reviewed the current policy and has made recommendations to revise the policy to allow for more a more flexible variety of options to meet the wellness requirements and to make the follow-up requirement necessary only if recommended based upon the screening results. The proposed revisions clarify the incentive requirements in that in order to receive the wellness incentive for calendar year 2012, and annually thereafter, eligible employees enrolled in the County's health plan must:

- Complete an on-site confidential biometric screening and health risk assessment.
- Complete a follow-up consultation, if recommended, with the biometric screening vendor or a primary care physician within one hundred and twenty (120) days of on-site screening or within three (3) months of receiving health risk assessment results, whichever is later.
- Complete four (4) wellness program options such as attending wellness seminars, participating in a group or individual exercise program, receiving a flu vaccination, a routine physical examination, a routine dental cleaning, a routine vision screening or completing a Tobacco Free waiver. Additional wellness options may be identified and announced by the Wellness Committee. Documentation of completion of wellness program options must be submitted to Human Resources by December 1 each year.

SPECIFIC ACTION REQUESTED: To consider a resolution adopting the revised Pender County Wellness Program Policy and Procedures.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

RB
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ Tate ___ Rivenbark ___ Ward ___ Williams ___

George R. Brown, Jr., Chairman Date

ATTEST Date

**PENDER COUNTY WELLNESS PROGRAM
POLICY AND PROCEDURES**

Proposed

PURPOSE

Pender County Government believes good health improves the quality of employees' personal and professional lives, which is why it encourages employees to pursue healthy lifestyles. Pender County Government offers a variety of wellness and health promotion activities to prevent illness, reduce health plan costs, and improve employees' health. All covered employees are eligible to participate in wellness plan activities and are incentivized to do so.

This policy will outline the procedure that qualifies an employee who is enrolled in the Pender County Government Employee Medical and Dental Plan for the Wellness Program incentives. Each year the Wellness Committee will determine incentives and criteria to earn incentives.

POLICY

Effective annually (calendar year), beginning with the first payroll in January 2011, the cost for employee only medical and dental benefits will be covered by Pender County Government at 100% provided covered participants meet the following wellness criteria:

- Complete an on-site confidential biometric screening and health risk assessment to be offered in November 2010.

Effective with the first payroll in January 2012, and annually thereafter, the cost for employee only medical and dental benefits may be covered by Pender County Government at 100% provided covered participants meet the following wellness criteria during the calendar year immediately prior to each January:

- Complete an on-site confidential biometric screening and health risk assessment.
- Complete a follow-up consultation, if recommended, with the biometric screening vendor or a primary care physician within one hundred and twenty (120) days of on-site screening or within three (3) months of receiving health risk assessment results, whichever is later.
- Complete four (4) wellness program options such as attending wellness seminars, participating in a group or individual exercise program, receiving a flu vaccination, a routine physical examination, a routine dental cleaning, a routine vision screening or completing a Tobacco Free waiver. Additional wellness options may be identified and announced by the Wellness Committee. Documentation of completion of wellness program options must be submitted to Human Resources by December 1 each year.

Compliance Period:

- January 1 – December 31 of each year

Compliance Procedure:

- The biometric screening vendor and the Medical/Dental plan third party administrator will provide compliance reports to the County to verify each employee's eligibility for the annual Incentive.
- Routine Physical Preventive Care Exam Compliance will be verified annually by Eben Concepts/Group Benefits.
- Employees who have not met the criteria outlined above by December 31 each year will not receive the annual Incentive. Employees that have not met the criteria shall revert to the standard 95% employer contribution to the medical and dental plans. These employees shall be required to make a 5% bi-weekly payroll deduction contribution to the cost of the medical and dental plans to stay enrolled in the County's medical and dental benefit plan. The medical and dental benefits are partially self-insured, and the 5% employee contribution will be calculated using the actuarial data from the claims experience and fixed cost of the plan (i.e. current C.O.B.R.A. rates).

POLICY AMENDMENTS

This policy may be amended from time to time by the Board of Commissioners as recommended by the County's Employee Wellness Committee.

Adopted this the ____ day of May, 2011.

George R. Brown, Jr., Chairman

Rick Benton, County Manager

Initial Policy

**PENDER COUNTY WELLNESS PROGRAM
POLICY and PROCEDURES**

PURPOSE

Pender County Government believes that good health improves the quality of employees' personal and professional lives, which is why it encourages employees to pursue healthy lifestyles. Pender County Government offers a variety of wellness and health promotion activities to prevent illness, reduce health plan costs, and improve employees' health. All covered employees are eligible to participate in wellness plan activities and are incentivized to do so.

This policy will outline the procedure that qualifies an employee who is enrolled in the Pender County Government Employee Medical and Dental Plan for the Wellness Program incentives. Each year the Wellness Committee will determine incentives and criteria to earn incentives.

POLICY

Effective annually (calendar year), beginning with the first payroll in January, 2011 the cost for employee medical and dental benefits will be covered by Pender County Government at 100% provided covered participants meet the following Wellness criteria:

- Complete an on-site confidential biometric screening and health risk assessment to be offered to all employees in November, 2010

Effective with the first payroll in January, 2012 and annually thereafter, the cost for employee medical and dental benefits will be covered by Pender County Government at 100% provided covered participants meet the following Wellness criteria during the calendar year immediately prior to each January:

- Complete an on-site confidential biometric screening and health risk assessment.
- Complete a follow up consultation with the biometric screening vendor or a primary care physician within 120 days of on-site screening.
- Attend 50% of the healthy living educational classes to be provided through the County annually. These classes will be scheduled during normal business hours. The number of classes offered each year will be determined by the Wellness Committee on or before December 31 annually.
- Attend or participate in no less than two exercise educational events provided by the County annually. An alternative standard will be available for employees who cannot perform the physical activity. The number of exercise events offered each year will be determined by the Wellness Committee on or before December 31 annually. *(a routine preventive care exam [physical] can be counted as one exercise educational event if it is undertaken during the qualification period and completed by a primary care physician)*

Compliance Period:

- January 1st – December 31st of each year

Compliance Procedure:

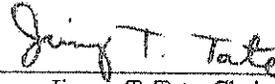
- The biometric screening vendor and the Medical/Dental plan TPA will provide compliance reports to the County to verify each employee's eligibility for the annual Incentive
- Routine Physical Preventive Care Exam Compliance will be verified annually by Eben Concepts/Group Benefits.
- Employees who have not met the criteria outlined above by December 31st each year will not receive the annual Incentive. Employees that have not met the criteria shall revert to the standard 95% employer contribution to the medical and dental plans. These employees shall be required to make a 5% bi-weekly payroll deduction contribution to the cost of the medical and dental plans to stay enrolled in the County's medical and dental benefit plan. The medical and dental benefits are

partially self-insured, and the 5% employee contribution will be calculated using the actuarial data from the claims experience and fixed cost of the plan (i.e. current C.O.B.R.A. rates).

POLICY AMENDMENTS:

This policy may be amended from time to time by the Board of Commissioners as recommended by the County's Employee Wellness Committee.

Adopted this the 18th day of October, 2010.



Jimmy T. Tate, Chairman



Rick Benton, County Manager

PENDER COUNTY EMPLOYEE WELLNESS PROGRAM
STATUS SUMMARY FY 10-11

The Pender County Board of Commissioners officially created Pender County's Wellness Program with the adoption of a resolution approving the Pender County Wellness Program Policy and Procedures on October 18, 2010. The Human Resources Director established a 15-member Wellness Committee comprised of employees from all levels and from various departments. The first Wellness Committee meeting was held on November 10, 2010 and members elected officers, created an annual meeting schedule, developed a program intranet site and subsequently meets monthly to develop and evaluate wellness program activities. Wellness program activities were designed and selected based upon employee level of need and interest. An employee wellness program interest survey was developed in accordance with the Health Belief model and the Stages of Change model and it achieved a 35% response rate. The employee wellness interest survey responses were used to identify program focus areas based upon employee interest as well as those that will help improve employee health status.

The Pender County wellness program partnered with Doctors Direct Healthcare, Inc. to complete a voluntary KnowYourNumber™ employee health risk assessment. The FY 10-11 health risk assessment included a participation incentive where the County would continue to pay 100% of the employee only health insurance premium for eligible employees who participated in the health risk assessment. Eligible employees who elected not to participate were required to contribute \$25.00 per month towards their employee only health insurance premium. The participation incentive increased the health risk assessment employee participation rate from 25% in FY 09-10 to 98% in FY 10-11. The Wellness Committee used the aggregate health risk assessment results report combined with the wellness interest survey to develop a variety of health education and promotion activities such as Weekday Walking, Couch to 5K Training Program, 8 Weeks to a Healthier You, and many others.

The Wellness Committee continues to be proactive in implementing wellness initiatives designed to improve employee health status. The Wellness Committee will continue to offer health education and promotion activities and will enhance the health risk assessment participation incentive for FY 11-12. The health risk assessment participation incentive for FY 11-12 will include additional follow-up requirements such as following-up with health screening staff when recommended and participating in a prescribed number health education and promotion activities and options.