



MEMORANDUM

Date: December 10, 2015

To: Appointing Authorities
Department Directors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Wellness Action Committee Participation**

As part of the Employee Wellness campaign to promote healthy lifestyle activities in the workplace, a Wellness Action Committee (WAC) was formed. The WAC member establishes continuity, motivation, and broad ownership of the wellness program and is an excellent vehicle for communication.

In the past year, WAC representation from each department has decreased, with an average of only 37 percent of all department representatives actively attending monthly WAC meetings. Of the active WAC representatives, the average meeting attendance from each department in the previous year has been 50 percent. This may be due to turnover without replacements being assigned or departmental workload and department priorities.

In order to best serve the needs of the entire County employee population, it is essential a minimum of one wellness representative participate from each department. Departments with multiple worksite locations/divisions should have a representative for each of the larger areas. Please assign at least one primary WAC member to represent these areas, with additional members appointed to serve the needs of multiple worksites.

A variety of wellness programs are in place to accommodate the needs of all employees who may be unable to exercise on a regular basis. These programs are also in place to help employees who need support in making healthy lifestyle changes. However, even the popular No Weight Gain Contest and Summer Slim-Down Contest participation is low. Several departments this year did not participate in either program, which lowers the employees' opportunity to engage in healthy behavioral changes and to earn enough points to receive Healthy Lifestyle Premium Discount (HLPD) #4. Only 29 percent of eligible employees earned at least 100 points and received the discount for the current fiscal year. Please encourage participation in these activities as part of Administrative Procedure 23-30.

Each department shall designate at least one person to assume the WAC responsibilities. The major responsibilities include:

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- Promote Employee Wellness activities in their areas through verbal and written communications.
- Share health information and messages.
- Encourage healthy behaviors.
- Gather feedback from employees and represent their requests and concerns.
- Provide creative input.
- Recommend the priority of activities.
- Provide input on the Wellness program's direction and mission.
- Host and assist in hosting onsite activities, including workshops, health fairs, screenings, and other wellness-related events.
- Attend most monthly meetings held on the second Wednesday of each month from 8:30 to 9:30 AM in the Administration West Building, Floor 4, Human Resources Training Room.

If applicable, participation in the WAC should be reflected in the representative's annual review. Should a representative no longer be able to serve on the committee, a replacement should be assigned.

Communication and leadership from your department is necessary for the growth and impact of the Employee Wellness program. As has been nationally demonstrated and documented, a strong, active committee is needed to represent the needs of all employees and to bring more widespread outreach. In order to make a meaningful and ultimately positive financial impact, a higher percentage of employees must be involved in various aspects of the program.

Please have all appointed WAC members contact Ms. Jennifer Billa, Wellness Program Coordinator (Jennifer.Billa@pima.gov; 724-8114) to be added to the email distribution list and begin receiving important information and meeting invitations.

Thank you for your support of this important program.

CHH/mjk

c: Tom Burke, Deputy County Administrator for Administration
Allyn Bulzomi, Director, Human Resources
Gayl Hayes, Division Manager, Human Resources
Jennifer Billa, Wellness Program Coordinator, Human Resources