



# PALMDALE WATER DISTRICT

2029 East Avenue Q • Palmdale, California 93550 • Telephone (661) 947-4111  
Fax (661) 947-8604  
[www.palmdalewater.org](http://www.palmdalewater.org)

## Board of Directors

ROBERT E. ALVARADO  
Division 1  
GORDON G. DEXTER  
Division 2  
GLORIA DIZMANG  
Division 3  
KATHY MAC LAREN  
Division 4  
STEVE R. CORDOVA  
Division 5

LAGERLOF, SENEAL, GOSNEY & KRUSE LLP  
Attorneys



August 1, 2013

***Agenda for a Meeting  
of the Personnel Committee of the Palmdale Water District  
Committee Members: Kathy Mac Laren-Chair, Gloria Dizmang  
to be held at the District's office at 2029 East Avenue Q, Palmdale***

***Wednesday, August 7, 2013***

***6:30 p.m.***

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

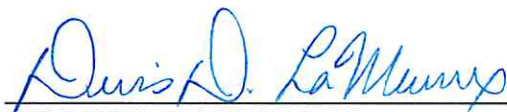
Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale. Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments.
- 4) Presentations:
  - 4.1) Herbalife Wellness Program. (Chair Mac Laren/Rae Permann of Herbalife)

- 5) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)
  - 5.1) Consideration and possible action on approval of minutes of meeting held July 11, 2013.
  - 5.2) Discussion and possible action on proposal received from The Mathis Group to recruit for the position of Human Resources Manager and to provide guidance for an RFQ for Board/District's attorney. (General Manager LaMoreaux)
  - 5.3) Discussion and possible action on removing freeze on annual cost of living adjustment. (Acting Human Resources Manager Burns)
  - 5.4) Discussion and possible action on removing freeze on merit and bonus incentives. (Acting Human Resources Manager Burns)
  - 5.5) Discussion and review of the District's Grievance Policy. (Committee Member Dizmang/General Manager LaMoreaux)
  - 5.6) Discussion and possible action on developing a Wellness Program. (General Manager LaMoreaux)
- 6) Project Updates:
  - 6.1) Status on Organizational Assessment. (General Manager LaMoreaux)
- 7) Information items.
- 8) Board members' requests for future agenda items.
- 9) Adjournment.



DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

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## Core Nutrition

[About Core Nutrition](#)

[Herbalife Formula 1](#)

[Formula 2](#)

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[Fibre & Herbs](#)

[Basic Wellness Programme](#)

[Recipes For Smoothies](#)

[The Nutrition Wheel](#)

[Wellness Evaluation](#)

## Weight Management

[Lose Weight](#)

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[High Protein Snacks](#)

[Enhancers](#)

[Convenient Accessories](#)

## Energy and Fitness

[H3O Pro](#)

[NRG](#)

[Lift Off](#)

[Power of Protein](#)

## Targeted Nutrition

[Healthy Heart](#)

[Digestive Health](#)

[Healthy Ageing](#)

[Healthy Men and Women](#)

[Immune Health](#)

## Personal Care

[Nourifusion](#)

[Skin Activator](#)

[Radiant C](#)

[Herbal Aloe](#)

[Body Contouring](#)

[Fragrances](#)

## Basic Wellness Programme

### Fill in the Gaps!

Daily pressures and time constraints make it difficult for us to nourish our body down to the cellular level. The Herbalife Nutritional Programmes take all the best that nature has to offer combining it with scientifically-backed formulations to keep us covered nutritionally.

The Core Nutrition products are the foundation of all your personalised nutrition solutions providing you 100% of your Recommended Daily Allowance.

In combination with your regular meals, the Basic Wellness Programme helps to fill in the "gaps" where your daily routine fails to do so.

Start your day the right way with the Herbalife Basic Wellness Programme.

Ideal for people who are health-conscious but don't always have the time to prepare balanced healthy meals each day. Scientifically formulated to provide the balanced nutrition you would expect to find in a complete meal, this Programme delivers high quality soy protein, healthy carbohydrates, dietary fibre, and a broad range of vitamins, minerals, and herbs for round-the-clock nutrition. Consider replacing one meal a day with a tasty Formula 1 shake to help provide your body with the nutrients it craves.

The Basic Wellness Programme consists of:

[Formula 1](#) Meal Replacement for Weight-Management and Healthy Nutrition

[Formula 2](#) Multivitamin Complex

[Fibre & Herbs](#)

[Thermojetics Instant Herbal Beverage](#) - Original Flavour 50g

Supplement your daily tea and coffee intake with Thermojetics Instant Herbal Beverage, an invigorating alternative packed with beneficial antioxidants.

### You choose when

Breakfast, lunch or dinner - you choose when you'd like to enjoy your Herbalife Formula 1 shake, or shakes, each day.

A.



or

8:00 10:00 12:30 15:00 18:30

B.



[Talk to your Herbalife Wellness Coach about Herbalife Basic Wellness Programme now](#)

**I Want To Manage My Weight**

Start With Core Nutrition  
Manage Your Weight



**I Need More Energy**

Sports Nutrition For  
The 24-Hour Athlete



**I Need Something Special**

Digestive Health  
Boost Your Body's



**I Want To Feed My Skin**

We Call It Outer  
Nutrition



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## Core Nutrition

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## Weight Management

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## Energy and Fitness

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## Targeted Nutrition

[Healthy Heart](#)[Digestive Health](#)[Healthy Ageing](#)[Healthy Men and Women](#)[Immune Health](#)

## Personal Care

[Nourifusion](#)[Skin Activator](#)[Radiant C](#)[Herbal Aloe](#)[Body Contouring](#)[Fragrances](#)

## Your Free Wellness Evaluation

Do you wake after night's sleep feeling tired and achy? ☐ Yes ☐ NoDo you eat the recommended five servings of fruit and vegetables daily? ☐ Yes ☐ NoDo you try and include plenty of fibre-rich foods in your diet? ☐ Yes ☐ NoDo you consider your diet to be varied and healthy? ☐ Yes ☐ NoAre you too busy to prepare balanced, healthy meals? ☐ Yes ☐ NoDo you feel your digestive system is 'struggling'? ☐ Yes ☐ NoDo you tend to opt for salty/sugary snacks between the meals? ☐ Yes ☐ NoDo you feel your lifestyle is stressful? ☐ Yes ☐ NoDo you drink the recommended 6-8 large glasses of water daily? ☐ Yes ☐ NoDo you include 30 minutes of moderate exercise every other day? ☐ Yes ☐ NoDoes your energy tend to fizzle-out mid-afternoon? ☐ Yes ☐ NoDo you include at least three portions of oily fish each week? ☐ Yes ☐ NoDo you maintain a stable and appropriate weight? ☐ Yes ☐ No

Email Address

First Name

Street

City

Postal Code

Telephone

[Submit to receive your Free Consultation](#)[Ask your Herbalife Wellness Coach about your Wellness Evaluation results now](#)

## I Want To Manage My Weight

Start With Core Nutrition  
Manage Your Weight  
Manage Your Hunger  
Enjoy Healthy Snacking  
Healthy Slimming



## I Need More Energy

Sports Nutrition For  
The 24-Hour Athlete  
Power Your Body  
Hydrate Your Body  
Sports Performance  
Protection and Recovery



## I Need Something Special

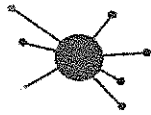
Digestive Health  
Boost Your Body's  
Defences  
Healthy Ageing  
Healthy Heart



## I Want To Feed My Skin

We Call It Outer  
Nutrition  
Youthful Appearance  
Anti-Ageing Solutions  
Air-Condition Your  
Skin  
Herbal Aloe Solutions





# **Mathis Consulting Group**

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*A Mathis Company*

**July 17, 2103**

**To: Dennis LaMoreaux, General Manager  
Palmdale Water District**

**From: William Mathis, PhD.  
Management Consultant/Recruiter**

**RE: Proposal for HR Manager Recruitment and Attorney RFQ**

Thank you for the invitation to provide review of recruitment of an HR Manager and proved a process of guidance to the Board for an RFQ for Board/Districts Attorney

## **Recruitment of Attorney (RFQ)**

Provide agreed list of firms capable of providing full service commitment with a full range of services for water wheeling agreements, we have purchasing contracts relating to Water and generally a team that meets with the needs of PWD. Our firm will guide the process of sorting through applicants, interviews and finalizing a new contract agreement for the successful firm. Cost \$3500

## **Recruitment of H.R. Manager**

One of the conclusions from the Mathis Study 2013 recommends hiring a veteran (10 yr. experience) HR manager and professional that can coordinate and lead an effective HR process for PWD. The re-writing of the job description and recruitment will ensure applicants have the skills necessary for managing benefits, negotiations, disputes and grievances for the District. Routine guidelines pertaining to retirement and medical coverage will be within the position's scope of work. A professional profile will be put into a brochure to ensure that the best candidate is recruited.

## **Activities**

1. Consult with General Manager and Board on this new position with the traits desired. GM to provide final approval of this staff position reporting to the AGM or GM.

2. Prepare and submit advertisements to 2-3 publications (B/C, LCC, Jobs Available); to be paid by District. Ads will be sent directly by consultant to known and capable professionals
3. Set dates for interviewing the top 5-6 applicants who meet criteria attached in the brochure/new job description.
4. GM and Board will provide a selection process even as the Manager works for the General Manger. This key appointment must maintain support of Board and Staff. Trust and competence are key indicators.
5. Mathis group will background finalist's education, job experience and personal credibility.
6. Dr. Mathis may assist GM in final negotiation of benefits and start dates.

**Cost**

Recruitment and re-write HR Manager Position (Expenses not to exceed \$2500)	\$15,950
RFQ Management Process for Board	\$3,500
	<hr/>
	\$19,450
Client Discount 20%	\$3,890
	<hr/>
	<b><u>Total Cost \$15,560</u></b>

Dr. Bill Mathis

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Dennis LaMoreaux, General Manager

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R. William Mathis, Management Recruiter

## **Q. Compensation Plan**

The foundation for the District's compensation is based on the following key principles:

- **Pay for Performance**—You earn your compensation. Superior performance equals superior compensation. If you create results, you will be rewarded.
- **Providing Opportunity**—Career opportunities are available, further education is encouraged, and compensation levels are competitive.
- **Employees Have a Significant Stake in the District**—You have the biggest stake in the District. It is through collective performance that results are created. (i.e., management is looking for image, leadership, behavior, morale, overall performance).

The District provides equitable compensation for each employee based on the individual's position and performance.

### **1. Salaries**

For new hires, factors considered in establishing the base salary are education, previous work experience, position, grade level and other relevant factors.

For existing employees, adjustments to your base salary generally occur as a result of a performance appraisal, a promotion, or a significant increase or decrease in job responsibilities as well as business circumstances and other relevant factors.

### **2. Compensation Review and Merit Increase**

Performance reviews occur at three months, six months and annually. Your manager will evaluate the performance based on the outcome of the performance appraisal, the position of the salary within the range, and job responsibilities.

Merit increases, if any, are given based on performance and in accord with current business circumstances of the District. All of these factors determine salary changes within the pay range which consists of five incremental steps. **There are no automatic pay increases.** It is the District's objective to adjust a salary level that best represents performance level and responsibilities in accord with current business circumstances.

**Note:** Any employee on written warning may be ineligible for merit pay increases, incentive/bonus program, promotion, and flex time.

### **3. Promotional Increase/Demotion**

A promotion occurs when an employee accepts a position that is in a higher level grade. A salary increase is generally given to recognize increased job responsibilities.

A demotion occurs when an employee accepts or is transferred to a job at a lower level.

### **4. Pay Increases**

Minimum and maximum salary ranges have been established for each position. These ranges are reviewed using the ACWA survey and may be upgraded annually for inflation. A cost of living increase is considered by the Board of Directors on an annual basis.

After full-time employees reach the maximum pay scale for their specific job classifications and have stayed at that level for at least one year, they are eligible for bonus pay as recommended by their supervisor/manager and approved by the General Manager. Such bonuses are paid in recognition of their achievements and as an incentive for exceptional performance. Decisions as to whether to award a bonus and the amount of such bonus rest entirely with the General Manager. Each employee who satisfies the criteria for merit and incentive bonus will receive their bonus with the first payroll that includes July 1<sup>st</sup>. The amounts awarded will be determined by approval of the General Manager.

#### **a. Bonus Pay**

A bonus pay structure provides an incentive for employees on their top step, or for those that have frozen wage levels, to continue to perform above or beyond expectations. The new structure would apply to employees that have been at the uppermost step of the range at least one year, and to those employees with frozen wage levels. Employees are eligible for a bonus if an overall rating of "Excellent" (4 out of 5) or "Outstanding" (5 out of 5) ranking on the annual review. A bonus recommendation requires approval of the Supervisor, Department Head, and General Manager. The bonus recommendation could range up to 2.5% of the position's annual salary based on the highest step. The bonus will be paid in a lump sum on the next regularly scheduled pay check.

### **5. STANDBY**

Employees may be required to be "on standby" at certain times. Your supervisor will inform you if your position requires any "standby" duties and will devise a schedule showing the dates and times you will be "on standby".

**E. Employee Grievances or Concerns**

The District encourages those of you who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of your supervisor, manager and/or to the Human Resources Manager.

The District defines a grievance as an expressed dissatisfaction by employees pertaining to conditions of their employment. Complaints may include such things as discipline, transfer, job posting, harassment, unfair assignment, overtime, vacation or holiday time, a personal request that has been denied, etc.

Step 1: Discuss your complaint with your immediate supervisor as soon as possible. If you are not satisfied with the response in five days, take your complaint to Step 2.

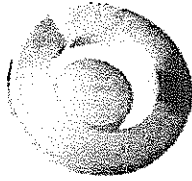
Step 2: Submit your complaint in writing to the department manager within five days after completion of Step 1. If the complaint is not mutually resolved, go to Step 3.

Step 3: Submit your written complaint to Human Resources. Human Resources will schedule a meeting with the supervisor and department manager. The facts of the complaint will be examined thoroughly and confidentially. The employee will be informed of the decision within ten working days after that meeting.

Step 4: If the employee disagrees with the decision made at Step 3, an appeal to the General Manager can be filed within five working days after the employee receives the decision referenced in Step 3. When the employee makes a formal appeal, the Human Resources Manager will talk with the employee about the areas of concern, documenting the discussion in an appeal statement that can be viewed by the employee and signed. Human Resources and the General Manager will have 15 business days in which to review the matter, make a final determination concerning the appeal, and communicate the decision to the employee. Subject to Step 5, the decision rendered by the Human Resources Manager and General Manager shall be considered final.

Step 5 (For Cause Terminations Only): If an employee who has been terminated for cause disagrees with the decision made at Step 4, a final appeal to the Board can be filed within five working days after such employee receives the decision referenced in Step 4; provided, however, if such employee resigns from his or her employment with the District prior to filing his or her appeal to the Board, such resignation shall constitute the employee's waiver of his or her right to file any appeal to the Board under this Step 5. Such written appeal shall request the Board to (x) review whether the procedural requirements of this Section V(E) have been followed and/or (y) to review the basis or grounds for the determination made by Human Resources and the General Manager referenced in Step 4. The Board will have 30 business days in which to review the matter, make a final determination concerning the appeal, and communicate the decision to the employee. The decision rendered by the Board shall be considered final.

Nothing in this Section E shall in any way abrogate or alter a District employee's status as an "at will" employee of the District, who is subject to dismissal from employment at any time for any reason, or for no reason.



# MindBodySpirit

## HEALTHY LIVING PROGRAM

### HEALTHY LIVING REWARD POINTS PROGRAM

*Earn points for healthy living activities and trade them for gift cards to your favorite stores & restaurants. It's that easy!*

#### How It Works:

- Step 1:** Participate in eligible healthy living activities, and log your activities on the Monthly Points Tracking form each month.
- Step 2:** Submit the Monthly Points Tracking form via the intranet or by hard copy to HR by the second Thursday of the following month.
- Step 3:** Submit a Rewards Request form\* to trade points earned for gift cards when you're ready to redeem your points.

**NEW!**  
**50-Point Bonus!**

Earn 50 points when you submit your first Monthly Points Tracking form!

All full-time and benefited part-time City of Palmdale employees can earn up to \$150 in rewards per year by participating in and logging healthy living activities. Plus, earn a raffle prize entry once you earn 1,500 points for an additional \$150 gift card, plus earn one additional entry for each month after you reach 1,500 points by continuing to participate and log points and increase your odds of winning! For example, if you reach your maximum points in June, and continue to log points July-December, you'll get 7 entries into the prize drawing at the end of the calendar year.

A request form must be submitted to HR to receive a gift certificate reward. Rewards are available once per quarter (see Calendar on page 3), and can be picked-up in HR in the reward month. The maximum dollar amount that may be redeemed in one calendar year is \$150.

Points may be saved up to one year, and can only be used once. Once a reward request is made, points redeemed are deducted from the employee's point balance. All rewards must be requested by the final submit date in January when points are zeroed out for the new year.

Eligible activities are subject to change. Double points are only allowed in the transportation category when transportation includes exercise such as biking to work. All other activities qualify for one category only.

This program is based on employee honesty and accountability. Logging false information on the Well-Points forms is considered employee theft. Falsifying information on the Well-Points forms will result in disciplinary action up to and including termination.

Please direct questions to HR at x5400, by email [wellness@cityofpalmdale.org](mailto:wellness@cityofpalmdale.org), or visit [www.copintranet.org](http://www.copintranet.org), click "Healthy Living"

#### ELIGIBLE ACTIVITIES

*Before you begin any exercise, you should consult your physician to see if the exercise is appropriate for you.*

##### Exercise: 10-70 points/week

Points are earned based on the total number of minutes spent exercising each week. This category includes structured fitness classes, gym sessions, walking, jogging, bicycling, swimming, racquetball, aerobic dance, weight lifting, walk/runs, marathons, lunchtime basketball and resistance training. Household activities may be included if they incorporate some form of physical exercise such as playing kickball with children, gardening, raking leaves, mowing the lawn, scrubbing a shower, or vacuuming.

##### Stairs: 2 points/week

Log points for each week that you took the stairs rather than the elevator whenever they were an option.

##### Healthy Lunch: 5 points/week

Log points for eating a healthy lunch every day of the work week.

##### Nutrition: 10 points/week

Log points for each week that you ate a healthy diet five days per week, including all meals and snacks. Your diet can be self-managed and must follow guidelines recommended by a reputable source, such as: [www.supertracker.usda.gov](http://www.supertracker.usda.gov), [www.choosemyplate.gov](http://www.choosemyplate.gov), [www.nutrition.gov/smart-nutrition-101](http://www.nutrition.gov/smart-nutrition-101), [www.KeepItBalanced.com](http://www.KeepItBalanced.com), [www.fruitsandveggiesmorematters.org](http://www.fruitsandveggiesmorematters.org).



# MindBodySpirit

## HEALTHY LIVING PROGRAM

### HEALTHY LIVING REWARD POINTS PROGRAM

#### **Water & Vitamins: 1 point/week**

Log points for each week that you take a multivitamin (such as One-A-Day) and drink the recommended amount of water each day of the week.

- Men: 3 liters (101.4 oz)/day
- Women: 2.2 liters (74.4 oz)/day

#### **Safety Awareness: 1-3 points/week**

- Log 1 point/week for wearing a seatbelt every time you drive or ride in a car.
- Log 10 points/year for a Home Safety Check. Home safety tips can be found at [www.cityofpalmdale.org/departments/public\\_safety/publications\\_tips.html](http://www.cityofpalmdale.org/departments/public_safety/publications_tips.html).
- Log 10 points/week (40 point maximum/month) for attending a seminar or class on a safety-related subject (home, fire, child, CPR, etc.). *Required work-related safety classes do not qualify.*
- Log 5 points/week for completing Emergency Preparedness Shopping (download the worksheet @ [www.copintranet.org/wellness/pdf/Emergency%20Preparedness%20Shopping%20Guide.pdf](http://www.copintranet.org/wellness/pdf/Emergency%20Preparedness%20Shopping%20Guide.pdf)).

#### **Tobacco Cessation:**

##### **10/week + 50 bonus points/year**

Log points for each week you don't use tobacco. This category is for current or active smokers/chewers who have committed to quitting. Earn points up to one year.

- *Earn 50 Bonus Points for 12 consecutive months without using tobacco.*

#### **Self Development: 5-6 points/week**

- Log 5 points/week for taking educational courses (college, career development and work-related). List the course/program and the school or business.
- Log 5 points/week for attending a personal development seminar (examples include scrapbooking, woodworking, etc.)
- Log up to 6 points/week for recreational reading. It must be non-work related, and either educational or for relaxation. The library offers interoffice book delivery and healthy living related materials.

#### **Preventive: 5 points/preventive screening**

Log 5 points/screening as listed on the Men's or Women's Health Checklists available at [www.copintranet.org/wellness/wellpoints2.htm](http://www.copintranet.org/wellness/wellpoints2.htm). List the screening completed, but *don't include results.*

#### **Healthy Weight or Weight Reduction: 10 points/month**

Log 10 points/month for maintaining healthy Body Mass Index (BMI) or waist circumference; or by reducing weight by 2% or waist circumference by 1 inch in a month.

- A healthy BMI range is 18.5-24.9. A BMI calculator is available at [www.cdc.gov/healthyweight/assessing/bmi/](http://www.cdc.gov/healthyweight/assessing/bmi/)
- Waist measurement for men: Under 40 inches. Waist measurement for women: Under 35 inches. To measure waist circumference: Using a tape measure, start at the top of the hipbone and bring the measure around the waist, level with the navel.
- Total weight reduction of 2% per month. To calculate, record your weight at the beginning of the month and the end of the month. Subtract your ending weight from your beginning weight; divide that number by your beginning weight; multiply that number by 100. For example:  $175-150 = 25 / 175 = .14 \times 100 = 14\%$ .

#### **Healthy Numbers: 5-10 points/month**

Log 5 points/doctor screening if desirable cholesterol and blood pressure numbers are achieved.

- Desirable total blood cholesterol: Below 200 mg/dL. (American Heart Association recommendation.)
- Desirable blood pressure: Below 120 over 80 mmHg. (American Heart Association recommendation.)
- If cholesterol and blood pressure is not desirable, log points in the Preventive category instead (not both).

#### **Transportation: 5 points/month**

Log 5 points/month by using a mode of transportation at least one day during the month other than driving alone in a vehicle. List the mode of transportation. *If the mode of transportation is walking or riding a bike, the activity may also be logged as exercise.*

#### **Volunteering: 5 points/organization**

Log 5 points/organization (15 point maximum/month) by volunteering 1 hour of your time to community organizations, such as a school or church. List the organization(s).

#### **Biggest Loser: 5 points/week**

Log 5 points/week (20 points maximum/month) for participating.

#### **Blood donation: 10 points/donation**

Log 10 points/donation (10 points maximum/quarter).



# MindBodySpirit

## HEALTHY LIVING PROGRAM

### HEALTHY LIVING REWARD POINTS PROGRAM

#### Well-Points Calendar

Submit your Rewards Request to HR by the dates below (include a hard copy of the Monthly Points Tracking form if you did not submit your points via the Intranet).

Quarter	Submit Rewards Request to HR by the 2nd Thursday of	Pick-up your Rewards @ HR
1st Quarter January-March	April	May
2nd Quarter April-June	July	August
3rd Quarter July-September	October	November
4th Quarter October-December	January	February

#### Gift Card Schedule

Indicate the gift card that you would like to receive on your Rewards Request form. Gift Cards are subject to change.

Reward Date	Gift Card Choice
May 1	<ul style="list-style-type: none"><li>• Target</li><li>• Claim Jumper</li><li>• Antelope Valley Mall</li></ul>
August 1	<ul style="list-style-type: none"><li>• Walmart (Can also be used at Sam's Club)</li><li>• BJ's Restaurant &amp; Brewhouse</li><li>• Lowe's Home Improvement</li></ul>
November 1	<ul style="list-style-type: none"><li>• Sport Chalet</li><li>• Yard House</li><li>• Trader Joe's</li></ul>
February 1	Any gift card shown above

#### Beyond redeeming points for gift cards, what else is in it for you?

- *Aerobic exercise* promotes cardiovascular fitness by raising your pulse to a targeted level. To strengthen your heart and allow it to pump more blood, exercise at your target heart rate for 30 minutes 3 times/week. Aerobic exercise improves lung capacity, helps control weight and reduce heart disease risk, and increases muscle and joint flexibility making you less susceptible to injury.
- *Anaerobic exercise* focuses on specific muscles and their size, endurance and strength. It is a good supplement to your aerobic workout, gives your body that 'chiseled' look, and may also increase bone density.
- *Stretching* should be part of every exercise program, but one of the biggest myths about stretching is when to do it. Most people stretch prior to physical activity, but that can lead to decreased performance and even injury without proper blood circulation in the muscle. Instead, warm-up prior to physical activity. A warm-up should begin with 5-8 minutes of slow jogging or riding a stationary bike followed by mimicking the sport with minimal intensity.
- BMI is calculated using weight and height. It provides a reliable indicator of body fat for most people and is used to screen for weight categories that may lead to health problems. BMI may not be accurate for people with a high percentage of muscle.
- A large waist circumference and too much abdominal fat creates a high risk for Type 2 diabetes, high blood pressure, high cholesterol, and heart disease.
- Using alternate modes of transportation promotes environmental wellness, which in turn promotes overall well-being by protecting the environment and reducing the negative impact of driving alone in a multi-passenger vehicle.
- Volunteerism promotes overall well-being by creating feelings of purpose and increasing social interaction.



# MindBodySpirit

## HEALTHY LIVING PROGRAM

### HEALTHY LIVING REWARD POINTS REQUEST

Month:	Year:	Name:
Points Earned: <i>Enter the number of points you earned and would like to redeem.</i>		

Points Required	Reward Description	Gift Card <i>Consult the Gift Card Schedule for rewards that are available during this quarter, and enter the name of the gift card you would like to receive.</i>	Value
100	Gift Card*		\$ 10.00
200	Gift Card*		\$ 20.00
300	Gift Card*		\$ 30.00
400	Gift Card*		\$ 40.00
500	Gift Card*		\$ 50.00
600	Gift Card*		\$ 60.00
700	Gift Card*		\$ 70.00
800	Gift Card*		\$ 80.00
900	Gift Card*		\$ 90.00
1000	Gift Card*		\$100.00
1100	Gift Card*		\$110.00
1200	Gift Card*		\$120.00
1300	Gift Card*		\$130.00
1400	Gift Card*		\$140.00
1500	Gift Card*		\$150.00

*Points may be saved up to one year. In any year, points not redeemed by the final submit date – the 2nd Thursday of January – will be forfeited.*

I understand that the maximum dollar amount that I may redeem in one calendar year is \$150 for all rewards. I understand that logging false information on the Healthy Living Points form is considered employee theft that will result in disciplinary action up to and including termination.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to Human Resources.**

For additional information, contact Human Resources at x5400,  
email [wellness@cityofpalmdale.org](mailto:wellness@cityofpalmdale.org) or visit  
[www.copintranet.org](http://www.copintranet.org) and click "Healthy Living"

## Keeping our wellness program on track

Gabino Cabanilla, Coachella Valley Water District

**Seven** years ago, in the face of constant increases in health care costs, Coachella Valley Water District (CVWD) decided to implement a wellness program. At the district, we value our employees and retirees and care about their well-being. The goal of the Wellness Program is to help them live healthier lives by rewarding healthy behavior. Knowing that family dynamics can affect the success of behavior changes over time, we decided to open our Wellness Program to family members.

CVWD's Wellness Program is a free and confidential program provided to all active employees, retirees and their eligible dependents. It runs on a calendar year and participants enroll during the annual open enrollment. We provide incentives in the form of gift cards to participants for achieving goals in any of the program's four elements.

### How the Program is Structured

#### *Covered Activities*

Inspired by the Patient Protection and Affordable Care Act (PPACA) that includes provisions encouraging employers to offer wellness programs, the district enhanced its wellness program to cover three categories of activities:

- *Risk Identification Tools:* health risk assessments, cholesterol readings (LDL, HDL and total), blood pressure tests, routine medical physicals and annual dental exams.
- *Educational Programs:* health fairs, email communiqués, financial workshops, EAP/ Safety lunch-and-learns, and quarterly wellness newsletters.
- *Behavior Modification Programs:* in-house wellness coach, smoking cessation program, weight loss program, nutrition counseling, exercise, steps program and workplace competition/contests.

### Elements of the Wellness Program

Using the categories above, we developed a Wellness Program with the following four elements:

- Preventive Health Measures (annual medical physicals and annual dental exams)
- Weight Loss Program
- Smoking Cessation Program
- Exercise and Steps Program

### Onsite Coaching

Underpinning the entire Wellness Program is our onsite wellness coach. Since most employees and retirees are reluctant to talk about their health issues with another employee or supervisor, we knew it was important to create a safe and confidential environment where participants would feel comfortable discussing their wellness issues. Our goal was to locate an individual who was an expert in the field of nutrition to educate participants on disease management and provide confidential counseling to encourage a healthier lifestyle. Based on recommendations of local physicians, hospitals, health care providers and the EAP, we selected Dr. Bruce Underwood of Healthy Futures to be our wellness coach.

Dr. Underwood provides counseling at each of our five locations on a monthly basis. He spends approximately 64 hours per month counseling employees, retirees, spouses and their children on disease management, personal health care issues, nutrition and overall wellness.

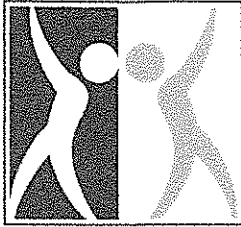
The feedback on Dr. Underwood's counseling and ongoing education to the participants has been very positive. Dr. Underwood provides an environment that is confidential and inviting.

### How the Program Works

Employees, retirees and their spouses/domestic partners are eligible to participate in one or all of the four elements in the program. Each participant must sign up during the annual open enrollment, or if they have a qualified change in status, and select the program element(s) in which they want to participate.

Participants are eligible for incentives when they meet specific goals built into each program element. If a participant enrolls in all four elements and achieves all goals, the maximum incentive is \$260 per calendar year. Incentives are paid as gift cards issued at the end of the calendar year, which are taxable to the participant.

All protected (personal) health information (PHI) provided by a participant will be kept confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA)



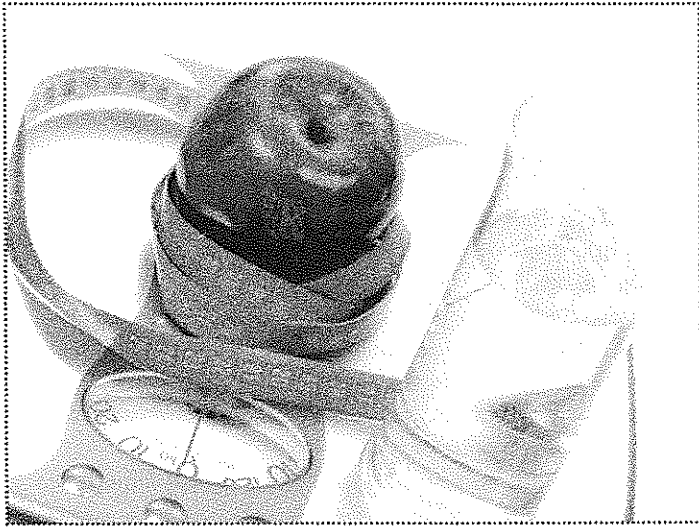
**HEALTHY FUTURES**  
Health Management for Life

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## SHARE YOUR SOLUTIONS & INNOVATIONS

Do you have a new program, process or facility that increases efficiency, reduces costs, improves service or otherwise helps make your community a better place to live? *California Special District* wants to know about it! Contact Nicole Dunn at nicoled@csda.net or (877) 924-2732.



### How Participants Qualify for Incentives

A participant can earn incentives by reaching the goals of the program elements in which they are enrolled:

- 1. Preventive Health Measures**—Participants receive a \$25 gift card if they have an annual dental exam or annual physical (includes annual gynecological exam or mammography for women, PSA test for men, HAZMAT physical or Class A license physical). If a participant completes both exams, he/she receives a \$50 gift card.
- 2. Weight Loss**—Participants receive \$5 for each pound lost, up to a maximum of a \$50 gift card for 10 pounds lost.
- 3. Smoking Cessation**—Participants receive a \$40 gift card if they attend six Smoking Cessation classes taught by the wellness coach and they quit smoking for six months thereafter.
- 4. Exercise and Steps**—When they participate in the "Step Forward to Good Health" incentive, participants can earn the maximum of a \$120 gift card for logging in 1.3 million steps for the calendar year. Upon enrollment, the participant receives a free pedometer to record the number of steps taken. He/She can wear the pedometer at work or at home while they exercise and they can keep the pedometer at the end of the program.

Under the Exercise and Steps element, we also reward individuals who participate in local runs or walks (e.g., Run for Life, Diabetes Walk, Heart Walk, etc.) and bike riding (equivalent to 2,200 steps per mile). Participants attending Lunch-and-Learn sessions that cover wellness-related subjects (i.e., Diabetes, Stress, Retirement Planning, Child Obesity, Safety or Earthquake

Preparedness) can earn 50,000 steps toward the Exercise and Steps element for each session they attend.

### Wellness Program Budget

Our budget for the Wellness Program has grown over the past seven years and participation levels continue to rise. Based on the number of active employees and retirees, we budget an amount for each eligible participant. In 2012, we budgeted \$250 per eligible participant. The budget covers costs for our wellness coach, pedometers, the wellness fair, quarterly newsletters, gift cards, flu shot clinics, cholesterol testing and Lunch-and-Learn speakers.

### Benefits of the Wellness Program

The benefits to the district in providing a comprehensive, integrated and diversified program to eligible employees, retirees and dependents has helped to change behaviors of all participants at many levels.

Buy-in from senior management has increased throughout the years. Senior management has championed the wellness program by setting reasonable expectations and communicating shared goals and responsibilities of health and wellness to all participants.

Some of the key benefits to the CVWD are:

- **Increased Participation**—In 2006, 48 percent of eligible employees and retirees participated. Today, 72 percent of eligible employees and retirees participate in the program.
- **Reduction in At-Risk Participants**—The number of at-risk participants based on cholesterol testing has decreased over the past seven years. The number of participants in the weight loss program has remained steady, but their eating behaviors have changed to include healthier diets and exercise, and maintaining their weight loss.
- **Awareness**—Attendance at Lunch-and-Learns has increased. Also, participants are reading the quarterly newsletter. A good indicator is that two or three weeks after a newsletter is published, employees seek more information regarding topics in the newsletter. The culture has moved from one of hand holding to self-service.

Wellness is an active, lifelong process involving awareness, education and decision-making to achieve a more fulfilled and balanced life. The goal of the district's Wellness Program continues to be promoting a healthier lifestyle through innovative and quality programming. The means by which we do so will evolve along with the needs of our employees, retirees and their dependents. ■