

Since 1918



# PALMDALE WATER DISTRICT

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## Board of Directors

ROBERT E. ALVARADO  
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Division 2

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Division 3

KATHY MAC LAREN  
Division 4

VINCENT DINO  
Division 5

ALESHIRE & WYNDER  
Attorneys

July 16, 2015

***Agenda for a Meeting  
of the Personnel Committee of the Palmdale Water District  
Committee Members: Kathy Mac Laren-Chair, Joe Estes  
to be held at the District's office at 2029 East Avenue Q, Palmdale  
Tuesday, July 21, 2015  
10:00 a.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 (Government Code Section 54957.5). 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. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

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) 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.)



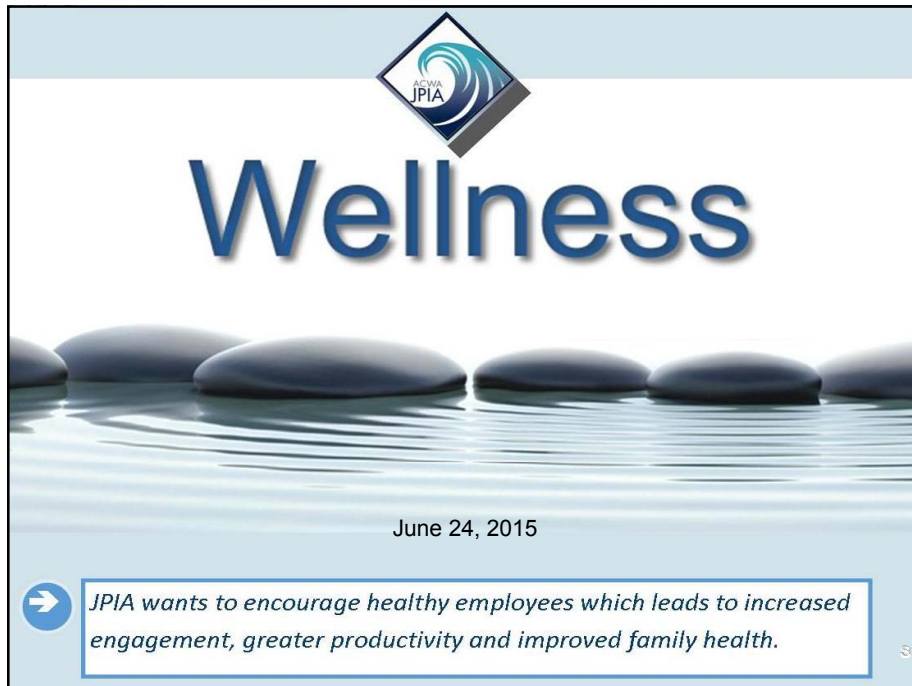
- 4.1) Consideration and possible action on approval of minutes of meeting held June 8, 2015.
- 4.2) Discussion and review of Human Resources Calendar. (Human Resources Director Emery)
- 4.3) Discussion of Wellness Program. (Human Resources Director Emery)
- 4.4) Discussion of interns for Fall Internship Program. (Human Resources Director Emery)
- 4.5) Preliminary discussion of health benefits. (Human Resources Director Emery)
- 5) Project Updates:
  - 5.1) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)
  - 5.2) Status on Organizational Assessment. (General Manager LaMoreaux)
  - 5.3) Other.
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.




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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd



The slide features a light blue header with a diamond-shaped logo containing a wave and the text 'ACWA JPIA'. Below the logo, the word 'Wellness' is written in a large, bold, blue font. The background shows several smooth, dark grey stones floating on a calm body of water, with ripples emanating from them. At the bottom, there is a light blue bar containing a white box with a blue arrow icon and the text: 'JPIA wants to encourage healthy employees which leads to increased engagement, greater productivity and improved family health.' The date 'June 24, 2015' is centered above this bar. A small '©' symbol is visible in the bottom right corner of the slide.

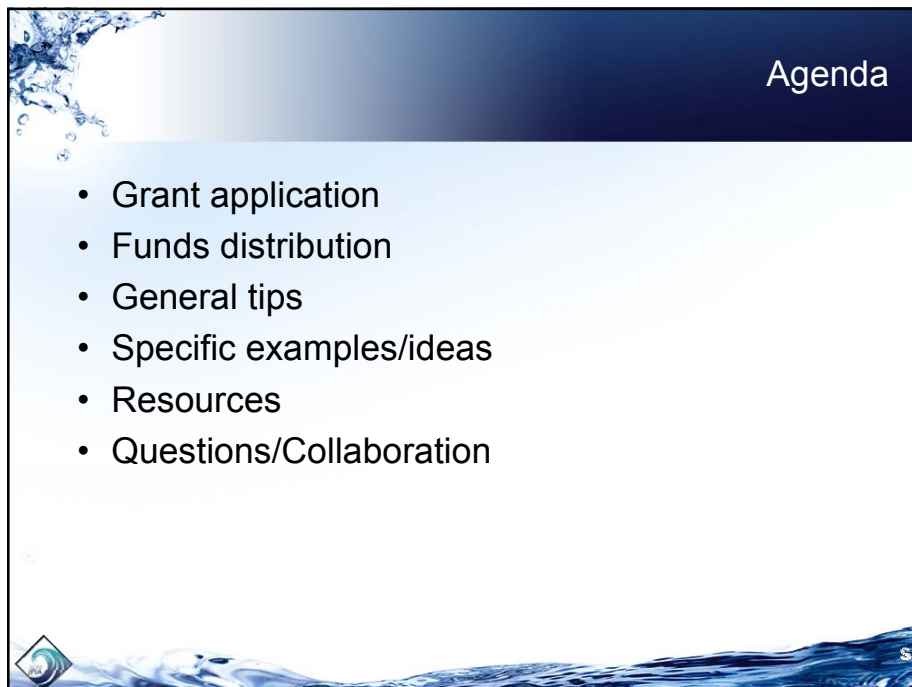


# Wellness

June 24, 2015

→ *JPIA wants to encourage healthy employees which leads to increased engagement, greater productivity and improved family health.*

©



The slide has a dark blue header with the word 'Agenda' in white. The background is light blue with a decorative water splash graphic in the top left and bottom right corners. A list of agenda items is presented in a dark blue box. A small diamond-shaped logo is in the bottom left corner, and a small '©' symbol is in the bottom right corner.

## Agenda

- Grant application
- Funds distribution
- General tips
- Specific examples/ideas
- Resources
- Questions/Collaboration

©

**Wellness Grant Application**  
Deadline: July 31, 2015

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Wellness Initiative Name: \_\_\_\_\_

Wellness Coordinator: \_\_\_\_\_

Wellness Champion (Management): \_\_\_\_\_

Grant Application Contact Phone: \_\_\_\_\_

Grant Application Contact Email: \_\_\_\_\_

Number of Active Full-Time (benefits eligible) Employees\*: \_\_\_\_\_

*\* Do include those waiving medical. Do not include Retirees or Board Members.*


Maximum Grant Formula: # Employees \_\_\_\_\_ x \$20 = \$ \_\_\_\_\_ \*\*

**\*\* Minimum \$100, Maximum \$1,000**

Requested JPIA Grant Amount: \$ \_\_\_\_\_

Agency contribution (optional): \$ \_\_\_\_\_

Total budget for wellness initiative: \$ \_\_\_\_\_



**Calculations**


# Employees   3   x \$20 = \$  100 

# Employees  15  x \$20 = \$  300 

# Employees  300  x \$20 = \$ 1,000 

*Minimum \$100, Maximum \$1,000.*

*Retirees and Board Members cannot participate.*



## Keep It Manageable



## Getting Started

No one person has all of the answers.  
Collaboration will produce better results.

- Survey employees
- Identify resources
- Determine budget
- Determine timing
- Get management buy-in
- Launch!
- Review participation and effectiveness
- Circle back, adjust, move forward




www.acwajpia.com/Wellness.aspx

CLAIMS  
BSWIFT  
BOARD MEMBERS

Headlines

- [Safety Award Winners Spring 2015](#)
- [Lone/Remote Worker SOP Template](#)
- [2015 Executive Committee Election Results](#)
- [2015 Spring Conference News](#)
- [ACWA/JPIA Commitment to Excellence Outreach](#)

You will need Adobe Acrobat Reader to view certain items on this web site. Use the following link to get this free software:



instances of workplace injury, increased morale and increased productivity are all benefits as well.

[Wellness Grant Application - Due July 31, 2015](#)

[Webinar](#) - JPIA and Anthem co-present grand procedures, ideas, and free/low cost resources.

[Anthem Wellness Resources](#)

[Kaiser Wellness Resources](#)

[Employee Interest Survey](#) - Will provide information on topics/activities that interest employees.

[CDC Healthier Worksite Initiative](#)

[MHN EAP Onsite Presentations](#) - Available at no cost to agencies participating in the Employee Assistance Program.

[MHN EAP Employee Portal](#) - for employees of agencies participating in the EAP. Login to access health coaching, online recorded seminars, locate providers, and much more.

[Anthem Onsite Presentations](#) - Available for approximately \$200 per onsite presentation.

[Anthem Health Assessment](#) - Flyer with instructions for accessing the tool.

[Walking Works](#) - is a free program for individuals or groups. Groups allow competition and tracking individual and group progress. Get set up by emailing [benefits@acwajpia.com](mailto:benefits@acwajpia.com)

[Everybody Walk Documentary](#) - is a 30-minute video with a huge impact. Consider an onsite showing.

[Getting Wellness Communications Right](#) - Provides simple strategies to make an impact.

[Sample Wellness Program Names](#)

[Preventive Care Guidelines](#) - are a great reminder to get screenings on time. Early treatment saves lives.

[May 2015 HR Group Meeting Packet](#)

## Sample Program Ideas

- Lunch & Learn Seminars
  - Cooking Demo
  - Stress Management Seminars
  - Available through Anthem or MHN EAP
- Walking Works program
- Pedometers
- Weight Watchers
- Walking Meetings
- Stress Awareness

## Sample Program Ideas

- On Site Fitness:
  - Yoga Class(es)
  - Zumba Class(es)
  - Tai Chi Class(es)
- Massage Services at the workplace
  - 5-10 minute massage, award employees for starting or completing a program, add a theme for this service.
- Smoking Cessation Program
  - It's Time to Kick Some Butts
- My Health Risk Assessment
  - members who complete the HRA receive an award (i.e., gift card, etc.)

MEMBERS  
**SAVE**  
AN AVERAGE OF  
**\$120\***  
PER YEAR BY JOINING A GYM  
THROUGH GLOBALFIT!

CHOOSE FROM THOUSANDS  
OF NATIONWIDE CHAINS  
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ENTER ZIP CODE FIND A GYM

ENROLL ONLINE OR CALL 1.800.294.1500

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1.800.294.1500



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This is a special savings program just for GlobalFit members. [Click here for details.](#)

MEMBERSHIP TYPE	COUPON PRICE (ACTIVATION)	DUES	COMMITMENT	
All Club Sport Basic	1 payment of \$44.99	\$29.99 for a month	none	<span style="background-color: red; color: white; padding: 2px 10px;">ADD TO CART</span>

**Without GlobalFit.com discount:**

<p><b>All-Club Sport Basic (monthly payment)</b> Plus \$39.99 Annual Fee <a href="#">Membership Details</a></p>	<p>Initiation Fee <del>\$129.99</del> <b>\$79.99</b></p>	<p>Ongoing Monthly Dues <b>\$34.99</b></p>	<p>Amount Due Today <del>\$199.97</del> <b>\$153.47</b></p>
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## Get Moving with WalkingWorks!

[www.walkingworks.com](http://www.walkingworks.com)

## WalkingWorks Challenge

- Employees go to WalkingWorks website to register and log activity
- Total population solution
  - Employee only or
  - Employee + spouse/domestic partner
- Targets participants at every exercise level
- WalkingWorks participants record steps or time and track individual progress through an interactive website.
- Tiered levels: beginner, intermediate, and challenging.





## WalkingWorks Challenge

### How to Set Up a Walking Works

- What information is required to set up?
  - Program Name
    - For Example: “ABC Company’s WalkingWorks Challenge”
  - Team Names
    - A maximum of 15 teams is recommended
  - Duration of the Program
  - Administrator(s) Name and Email Address(es)
  - Zip codes for the administrator

## WalkingWorks Challenge


- How do Employees Sign up?
  - Go to **walkingworks.com**
  - Select Group, Program, and Team
  - Enter name, email address and create password

The screenshot shows a web browser window titled "Register an Account". The form contains the following fields and options:

- \*Email Address: [Text Input]
- \*First Name: [Text Input]
- \*Last Name: [Text Input]
- \*Work Zip: [Text Input]
- Plan: [Dropdown Menu] (Options: Create a Plan)
- \*Group: [Dropdown Menu] (Options: Create a Group)
- \*Program: [Dropdown Menu] (Options: Create a Program)
- \*Team: [Dropdown Menu] (Options: Create a Team)
- \*Password: [Text Input] (Note: Password must be at least 8 characters and include a number)
- \*Confirm Password: [Text Input]
- Participation Level: [Dropdown Menu] (Options: Employee)

## WalkingWorks Challenge

- Marketing Outreach:
  - Standard communications
    - Flyers/Posters
    - Participant Guide
  
- Incentive Suggestions:
  - Pedometers for registering
  - Weekly/bi-weekly prize drawings
  - Grand Prize drawing



\*Please Note: If you are planning to offer incentives, please be aware that due to changes with health care reform, you may need to provide alternative activities for those who may not be physically able to participate.

## Payment Methods

- Preferred Method 1: Vendor should name Anthem on invoice. **Vendor then sends invoice to district.** District forwards to JPIA. JPIA forwards to Anthem. Vendor is reimbursed for goods or services.
  
- Preferred Method 2: Anthem can purchase many items at a discount and have them mailed to your district.
  - This simplifies the process when funds are not exchanged
  
- Alternative: Anthem may reimburse your agency. A 1099 form will be required.

## Precautions

- **Provide alternative ways for employees with disabilities to participate and be rewarded**
- Refrain from collecting medical information
  - Keep any medical information collected **confidential**
- Do not require employees to participate in a wellness program
- Do not deny health insurance to employees who do not participate
- Do not take any adverse employment action, retaliate against, or intimidate employees who do not participate in wellness programs or who do not achieve certain health outcomes

## ACWA/JPIA Wellness Grants

Questions?  
Comments?  
Ideas?