MINUTES

Health & Wellness Committee

Tuesday, August 26, 2025, at 10:00am
3rd Floor Conference Room - City Hall – 212 SW 9th Street

The agenda for the regular meeting was posted on the bulletin board at City Hall in compliance with the Oklahoma Open Meeting Act. The meeting was called to order at am.

I. <u>Roll Call</u>

Members Present:
- Charlotte Brown
- Kaitlin Nunley
- Christine James
- Charles Criger
- Heath Want
- Ashley Glaze-Lyle
- Kristin Fitzpatrick
- Tanya Organ

Members Absent:
- Wade Lewis*
- John Schwenk*
- Chad Meyer*
- David Wood*
- Megan Loftis*
- Clayton Houseman**
- David Raynor**
- Jackie Somerlott**

* Excused
** Unexcused

Others Present:
- Jennifer Schulz
- Craig Akard

II. <u>Approve Minutes from the committee Meeting on June 11,2025.</u>

Kaitlin Nunley made a motion to approve. Charles Criger made a motion to second.

III. <u>Old Business</u>

a. Discuss new plan FY26 for Incentive Program updates – Kaitlin Nunley (Take action as needed)

   Kaitlin – I didn't have a lot of time to put new packets together but if we wanted to do quarterly challenges then we can stick to what is already put together and then have people do 2 or 3 items for the quarter and have a $25 or $50 incentive. I ran the budget but not sure what is for the Health Fair and what is for the incentive budget.
   They have break outs for Health Fair, Spirit of Survival, Wellness Program and other potential stuff. Craig would have to shed light on more things these funds were dedicated to.
   Instead of doing 10 things over 10 months we can just do 3 per quarter which is still 1 thing a month. Next quarter is October through December then January through March. That would be it because next quarter goes through June and we pay out in June. We would only be able to do 2 quarters.
   We can do 2 or 3 items but bring the incentive down. If we do it this way you shouldn't be able to do the fruit & veggies this quarter but not next, you would have to do different items but that would be difficult to keep up with.

   Christy – I think if we lower it enough – to me its about participation so I don't care if they do the veggie the entire time because they are participating and that's more then we got out of them last year. I say do the quarterly thing, have to do at least 3 items and $50 incentive. It's about getting people to participate.

   Kaitlin - $25 per quarter?

   Christy – Yes, $25 a quarter and if they get 1 quarter or 2 quarters especially this year, since we are behind the max would be $50.

   Kaitlin asked Craig how many general employees we have, and he stated around 550. Kaitlin estimated if 150 participated and did both quarters it would be $7500. Christy stated this was cheaper than the Health Fair. Kaitlin suggested we use the same list of items. Charlotte agreed and they can just pick which ones they want to do.

Christy makes a motion to do this year's incentive program quarterly which allows us 2 quarters. Do at least 3 items to get the award and $25 a quarter with the max of $50 this year for participation.

Kaitlin seconds the motion.

*Motion approved.

IV. New Business

a. Vote for new Chair (Take action as needed)

Kaitlin makes a motion to nominate Charlotte. Charles seconds.

*Motion approved

b. Vote for new Vice Chair (Take action as needed)

Charlotte announced that Wade has resigned as of last week as Vice Chair and committee member.

Kaitlin asked Tanya if she would like to and Tany responded that since Wade recommended her and if nobody else wanted to do it then she would.

No one else volunteered for Vice Chair but it was brought up that Tanya would have to be appointed first as a full-time member instead of alternate then she can be appointed as Vice Chair.

Christy motioned to table and Charles seconds the motion.

*Motion approved.

c. Possible changes to Admin Policy 3-09 Health and Wellness Committee (Take action as needed)

Charlotte suggests on item 3 take out "regular" and have just first meeting in July.

Christy suggested having a general alternate instead of specific alternates.

Craig stated that on 1B it doesn't say an alternate is selected for a primary member. It says 4 alternates to attend in the absence of the primary members. You can change it a little and say alternate 1, 2, 3, 4 and say who the alternate is in the meeting who is taking the primary spot that way you can move the alternates around or have a list and if the Chair knows primary a & b is going to be gone then they contact the 1st and 2nd and next meeting the 3rd and so on. Except for police and fire who only has one alternate.

Christy- That's what we wanted, I think we just interpreted it wrong. We can add a line that says they shall vote only of a primary member on a rotating basis. That would be generic enough not to get locked into anything.

Craig- See how legal wants to word that.

Jennifer-Here is a list of retirees, Taressa eliminated the ones out of town or state or who have said no in the past. I don't believe they have to be on our insurance to be on the committee.

Craig- It doesn't say anyone has to be on our insurance, so if that's what you want then that's something else that needs to be put in not including fire.

Heath- I think you would want them to be part of our insurance

Craig- If that's what you want, say all members of the Health and Wellness committee must be members of the City's health insurance except for fire.

Christy-That would be a good addition because if you are voting on insurance, it's good to have it.

Craig- Type it how you want and then take it through legal and see if it works for them.

Christy- What about reducing the number of representatives from Fire and Police? Going from 2 to 1. There are three times as many general as there is Police so to me it would make sense to knock it down to 1 because you have 4 Fire and Police and only 4 for general to represent everyone else. As far as percentages goes there should be more representatives for the general then for Fire and Police and right now it is 4 and 4.

Ashley suggested 1 representative and 2 alternates.

Charles- We're so short it's best with 1 representative and 2 alternates.

Heath- Yes, our guy never shows up and I was talking to him about getting him switched out.

Charlotte- Then we can lower our quorum requirements.

Christy- The only thing about 4 is that Fire and Police cannot be here and we can still have a quorum and have the meeting without them. For the big things it kind of puts responsibility back on them. I think it should be up to them who they send. If it's a matter important to Police, then among the 3 of them they should be able to get one to come.

Craig- There is an officer at City Hall that is here everyday that can be an alternate.

Charlotte- Police and Fire are nominated by their president of their unions.

Charles- I can get them to nominate Aaron downstairs as an alternate and he can just run up here when he is needed.

Christy- I think we make the change to 1 representative and 2 alternates for Police and Fire and that would change the quorum from 5 to 4.

Charlotte- My recommendation for this is to make the changes and route it through Legal and HR and then bring it back for approval at the next Health and Wellness meeting.

d. Discuss Health Fair (Take action as needed)

Charlotte- Do we have a date?

Jennifer- October 22nd

Christy- Do you have a budget?

Jennifer- No I do not. I do have a list of vendors. I have contacted some of them and noted them but this way you guys can start contacting them as well. I can also email it to you guys.

Charlotte- Yes, please.

Christy- Do you know what we spent last year?

Craig- about $7,000. That was for lunch, bags, notebooks and giveaways.

Christy- Do you want to do a budget of $7,000 or $7,500?

Charlotte- I would do $7,500.

Charles- Motion to no more than $7,500 on budget.

Kaitlin seconded the motion.

*Motion approved.

e. Discuss Spirit of Survival (Take action as needed)

Charlotte- We had several people reach out and ask about the Health and Wellness committee helping. Last year we did $10 per employee. Do we want to do that again?

Heath- When was early registration because if they registered early they would get $10.

Charlotte- Cancer center of SW OK reached out Aug. 7th about offering the same incentives and discounts this year that they did last year. So, they would offer a discounted entry fee, and we would pay a portion of the fee.

Christy- I say lets do it and get it rolling. Do what we did last year, just the $10 on top of whatever discount they are giving.

Christy motioned to do the $10 towards sign up fee and reach out to cancer center and take the same deal they offered last year.

Kaitlin seconded the motion.

*Motion approved.

V. Comments/Communication

a. Craig- We are not planning on going out for a new broker this year. It's year 2 with Insurica and we can renew with them, and we plan on doing that. We will have to go out for new brokers in Fall of 2026. I did get with Insurica about BCBS and getting plan renewal information quicker and get it by March. Next year the whole insurance package we have is going to be going out for bid because renewals are up.

Next meeting scheduled for September 10th at 9:00 am 3rd Floor Conference Room.

VI. Adjournment

Kaitlin made motion to adjourn at 10:59 am, Christy made motion to second.