

**Healthcare Cost Containment Committee Minutes**  
**November 7, 2018**  
**3:30 p.m. to 5:00 p.m.**

**Attendees:** Shannon Barnes, Peter Bergeron, Ashley Brigham, Marge Chiafery, Debie Clayton, Shawn Croteau, Kim DeMaso, Mary Ethier, Kelly Grassini, Rick Greenier, Jennifer Lavigne, Christine Soucy, Rick Urda, Kathleen Walczak

**1. Approval of October 3, 2018 Minutes**

It was requested that the words “Convenient MD” in section 4 be changed to “urgent care visit”.

Kim DeMaso moved (seconded by Kathleen Walzack) to approve the October 3, 2018 minutes as amended.

The motion passed 13-0-1 with Shannon Barnes abstaining.

**2. Biometric Screening and Health Assessment Participation**

a) Rate for October

Ashley Brigham reported the Biometric Screening participation rate for October was 25% and the Health Assessment participation rate was 43%.

Marge Chiafery reported that Linda Hastings accommodated the custodians’ schedules to ensure they had access to a computer to complete the Health Assessment survey.

b) Promotion Strategies for November

- The deadline for the biometric screening is November 30<sup>th</sup> for 2018. Screenings performed during the month of December will be carried forward into 2019.
- The last day to complete the 2018 Health Assessment survey is December 31<sup>st</sup>.
- Health for the Holidays Challenge
  - Registration occurs between November 7<sup>th</sup> and November 28<sup>th</sup> (\$5 incentive reward)
  - Challenge duration is November 26<sup>th</sup> through December 21<sup>st</sup> (\$15 incentive reward)

Ashley Brigham will forward the Health for the Holidays challenge flyer to Sandy Swanson for distribution to the committee.

Kelly Grassini reported that colorful biometric screening/health assessment survey posters hung in restrooms at RFS were beneficial because they prompted people to ask her questions.

Rick Greenier reported that JMUES will provide an open computer lab with technical support after school hours for people to use to complete the health assessment survey.

**3. Email Etiquette**

Daphney Valcinor, Organizational Development Training Specialist for AllOne Health provided a 45 minute presentation on “Email Etiquette”.

Individuals with the District’s health insurance will receive \$10 towards their Slice of Life incentive reward for attending this presentation.

**4. Take 5 for Balance, a Merrimack High School Wellness Challenge**

Kathleen Walczak reported 55 people are participating in the Take 5 for Balance challenge she is coordinating at MHS. She explained it is an 8 week program to help improve balance. Participants will receive a weekly email containing a video demonstrating the weekly exercise. Kathleen will facilitate a drawing for a prize for those individuals who complete the challenge.

Kelly Grassini suggested incorporating student participation in the activity to make it easier for staff to follow through with the challenge.

**5. Wellness Fair Update**

Rick Greenier reported the Wellness Fair Subcommittee will extend invitations to 24-26 vendors by November 9<sup>th</sup> with follow-up by November 30<sup>th</sup>. Confirmation of vendor attendance at the wellness fair is expected by January 3<sup>rd</sup>. Local hospitals will receive invitations this year. The next subcommittee meeting will be in December.

**6. Key Messages**

- Share the participation chart at the bottom of the agenda with staff to emphasize the district’s goal.
- Highlight Wellness Fair and Biometric Screening that will be held at Merrimack High School on January 24<sup>th</sup> from 1:00 pm. to 6:00 p.m.
- Share information about “Email Etiquette”.

**7. Other**

The committee agreed to change the December meeting date from December 5<sup>th</sup> to December 12<sup>th</sup> per a request by Marge Chiafery.

**2018-2019 School Year Meeting Dates**

<b>Meeting Date</b>	<b>Refreshments</b>
December 12	Mary Ethier, Kim DeMaso
January 9	Kathleen Walczak, Linda Dimakis
February 6	Christine Soucy
March 6	Jen Lavigne
April 3	Linda Hastings, Marge Chiafery
May 1	
June 5	Debie Clayton, Ashley Brigham