



Wellness Council Webinar Notes

July 2024

Welcome

- Hello everyone! Thank you for taking time to watch our July wellness council webinar recording.

Today's agenda includes:

- Shoutouts
- New Fiscal Year Updates & Reminders
 - Achievement Levels
 - Quarterly Activity List
 - Wellness Calendar
 - Budget Requests
 - Liability Waiver
- Annual Celebration
- August Webinar

Shoutouts

- Before we jump in, we'd like to wish some of you a happy birthday!
- Amy Holmes with the Department of Finance and Administration
- Venus Singleton with the Department of Children's Services
- Jennifer Terranera with the Department of Intellectual and Developmental Disabilities
- Tanika Arms from the Department of Human Resources a happy birthday!
- I'd like to share I'm celebrating my wedding anniversary this month.
- If you'd like to share your birthday with us, please let us know at:
https://stateofennessee.formstack.com/forms/wellness_council_member_celebrations

New Fiscal Year Updates and Reminders

- **Achievement Levels**
 - Are you familiar with what the achievement levels mean? Let's dive deeper into this for some wellness council 101!
 - Achievement levels are a method of tracking the wellness efforts of each state agency. They reset each fiscal year. In state government, the new fiscal year starts on July 1.
 - You can find information about achievement levels on our website:
<https://www.tn.gov/wfhtn/achievement-levels.html>
 - The gold achievement level demonstrates a state agency's consistency in workplace wellness programming throughout the fiscal year in the areas of well-being, physical activity and healthy eating. To achieve gold status, the agency should also strive to hold wellness council meetings as needed,



attend our monthly wellness council webinars, promote Working for a Healthier Tennessee at staff meetings, and share employee photos, successes and feedback.

- The silver achievement level demonstrates an agency has shown consistency in several focus areas of physical activity, healthy eating and well-being, and has built a solid foundation for growth.
- To achieve bronze level, an agency has shown consistency in workplace wellness programming and has built a solid foundation for growth.
- To achieve our highest level of platinum, an agency has maintained the gold achievement level for at least two fiscal years in a row.
- To learn more, head to our frequently asked questions document: https://www.tn.gov/content/dam/tn/wfhtn/documents/wfhtn_achievement_levels_faqs_final.pdf

- **Quarterly Activity List**

- The quarterly activity list can be found on our website and it's highlighted during each monthly wellness council webinar. The quarterly activity list contains wellness resources, events and activities.
- This fiscal year, we have revised our quarterly activity list format to make it easier to understand and track. Let's dive into that now!
- Let's start with page one which includes some helpful resources and reminders such as:
 - Aim to complete one physical activity, healthy eating, well-being and wellness council activity in each column (share, engage, inspire). We'll dig more into this shortly when we get to page two of the activity list.
 - All state employees, not just wellness council members, can use the wellness activity [Formstack submission link](#) to share wellness activities and events they've hosted.
 - We encourage you to share photos so we can highlight all the fabulous programming happening across the state on our [Facebook](#) and [Instagram](#) accounts.
 - There is a [post-activity survey Formstack form](#), which you can use to evaluate your wellness programming. If you'd like us to share results, reach out to your wellness coordinator for assistance.
 - One more very important note to highlight on page one of the activity list is: All physical activity, healthy eating and well-being activities listed by month will be promoted in the Working for a Healthier Tennessee weekly newsletters.
 - The content of the weekly newsletters created by our team is pulled directly from each quarterly activity list. These newsletters are reviewed by the Partners for Health communications team to make it turnkey for you to share directly with your agency. Why is that important? It means if



your agency sends our weekly newsletters, you're already making strides to reach the gold achievement level. Yes, it can be that simple! By sharing our weekly newsletters, you are automatically sharing, engaging and inspiring your employees. If employees don't receive this information, it limits their access to timely wellness information and reminders, simply because they may not be aware of them.

- What if your agency doesn't permit you to send a weekly newsletter? Some agencies pull content from our weekly newsletters to include in their agency's newsletters. If doing so, we encourage you to cc or send a copy of your newsletters to your wellness coordinator, so we can track what is being shared to ensure you reach the appropriate achievement level.
 - Finally, we would like to point out that we have a monthly newsletter, called Be Well at Work. This newsletter is sent directly to all state employees from Working for a Healthier Tennessee on the first Tuesday of each month. This newsletter supplements wellness council efforts. Please read it and encourage your colleagues to do the same!
- Moving on to page two of the new quarterly activity list! It is now organized by month, as well as our categories of share, engage and inspire.
 - The activity list also has boxes to check next to each activity. Based on your feedback, you can now easily track your activities by simply checking the boxes on the activity list.
 - Also new this fiscal year, the focus areas of, physical activity, healthy eating, well-being and wellness council are color-coded. We hope this new format helps you feel more confident and organized in your wellness efforts.
 - Before we finish page two highlights, let's discuss the categories of share, engage and inspire.
 - "Share" simply means you shared the information! This column usually includes timely health observances, which are included in our weekly newsletters. This information could also be shared during a team meeting. Activities in the "engage" column are designed to invite others to join. Activities in the "inspire" column are meant to encourage employees to take action. We realize there is some gray area among these categories. If you have questions about where an activity fits, reach out to your wellness coordinator.
 - You'll see the addition of a third page to the activity list. Since some wellness councils choose to create their own activities, this page allows you enter any additional relevant information. We hope you find it helpful.



- Let's recap how the achievement levels and the quarterly activity list guide our work. For a wellness council to obtain gold (or maintain platinum), you must complete one activity from each focus area (physical activity, healthy eating, wellbeing and wellness council) in each column (share, engage and inspire). The expectation is not to complete all activities listed, but rather to focus on offering a variety of quality wellness activities by sharing, engaging and inspiring change within your agency.
- Keep in mind, an easy way to accomplish this is by sending our weekly newsletters, in addition to wellness council activities. While creativity is great, we don't expect you to come up with additional ideas or create materials. We have all the information and resources to set you up for success by using our website, newsletters, handouts, wellness events and more. We hope this new activity list format is helpful for organizing your wellness efforts. If you have any feedback, please let us know.
- Now that I've covered the quarterly activity list updates, here are some suggestions for the first quarter to help you reach gold [achievement level](#) this fiscal year of July 1, 2024 - June 30, 2025.
 - **Share:** [Top 10 Tips for Healthy Grilling and Barbecuing](#) in honor of National Grilling Month.
 - **Engage:** Participate in Olympic Trivia on Tuesday, July 30 from 12:30 – 1 p.m. CT. Will you win bronze, silver or gold in our Olympic trivia? Wellness Coordinator Morgan Blake will lead this friendly competition using Mentimeter. If you're unable to join live, a link to this quiz will be available on the [Wellness Events page](#) after July 30. The top three winners will be awarded a prize. An additional prize will go to a participant chosen at random! [Download calendar invite](#).
 - **Inspire:** Promote Sharecare's Jump Start Your Heart Challenge which takes place from July 1-31. This challenge allows participants to choose a wellness goal by selecting from exercising more, stressing less, getting adequate sleep or eating a nutritious diet. Employees will aim to update at least one tracker for 21 days this month. We encourage you to promote Sharecare's challenges to help employees get familiar with all the great programs and resources they offer, including incentives. State employees who don't have medical insurance through Partners for Health can also participate. **Note:** State employees enrolled in medical insurance through [Partners for Health](#) are eligible to earn an incentive by participating in [Sharecare's quarterly challenges](#). Learn more at <https://www.sharecare.com/tnwellness/earn-incentives>.
 - We'll be spotlighting all three of these items in upcoming Working for a Healthier Tennessee weekly newsletters.
- **Wellness Calendar**



- Our team has been busy with new ideas for this new fiscal year. Our monthly wellness calendar is always a great resource, in addition to our weekly newsletters, for spreading the word about all things wellness!
- Looking at the July wellness calendar, you'll find a variety of live events; resources from our vendors, Sharecare and Optum Health; and our resources from the Working for a Healthier Tennessee website. Just like the achievement levels, we strive to include content that focuses on physical activity, healthy eating and well-being. The monthly calendar is a great way for you, and your colleagues, to practice self-care before, during or after work. Pro tip: The wellness calendar is a great resource to share during your team meetings!
- Beginning this month, the monthly wellness calendar will act as a monthly challenge. A form to submit at the end of each month is included on the calendar. Employees who submit their participation will have a chance to win a prize. The submission link will be the same each month. We hope by adding consistency to the tracking and submission process, employees will be more likely to participate in a variety of activities regularly. You can grab our July daily wellness calendar on our Wellness Events webpage at <https://www.tn.gov/wfhtn/challenges/wellness-events.html>.
- **Budget Requests**
 - Our Working for a Healthier Tennessee budget process and guidelines will be similar to fiscal year 2024. Here are some things to note:
 - If you have a swag request from our bulk prize inventory, please reach out to your wellness coordinator, and she'll assist. You can access our prize item inventory list (accessible via OneDrive), to see what we have and how many of each item are available.
 - We have eliminated budget requests for department-led activities and events to better streamline budget requests. Please reach out directly to your wellness coordinator for assistance with swag options outside of our swag inventory.
 - If you have any questions on the budget process or don't currently have access to the inventory list, please reach out to your wellness coordinator.
- **Liability Waiver**
 - Each wellness council should work with their agency's internal general counsel to create a liability waiver to cover wellness council events. This waiver should be updated annually.
 - Our Working for a Healthier Tennessee waiver is specific to Working for a Healthier Tennessee hosted events.
 - We have a sample template for your general counsel's reference on our website:



<https://www.tn.gov/content/dam/tn/wfhtn/documents/waiver%20and%20release%20of%20liability.pdf>

2024 Annual Celebration

- Although registration is now closed, for those of you planning to attend this year's Annual Celebration, we will be celebrating in person on Wednesday, July 24 from 10 a.m. – 12:30 p.m. CT at the Tennessee Tower located at 312 Rosa L. Parks Avenue in downtown Nashville. Check-in will begin at 9:15 a.m.
- We will send a reminder email the week of the event to those who registered. The email will include parking and shuttle information for downtown Nashville.

August Wellness Council Webinar

- Our next wellness council webinar will take place on Aug. 1 from 9-9:45 a.m. CT; and we will continue to meet on the first Thursday of each month. [Download the meeting series for August-December.](#)
- Send your wellness council spotlights to your wellness coordinator to be included in these monthly meetings. Let's inspire each other!

Thank you for watching our July Wellness Council webinar recording! As always, please reach out to your wellness coordinator if you have any follow-up questions or future suggested discussion items. Have a great day!