

2024-2025

HEALTH PROMOTION PROGRAM

In an effort to increase the overall health and wellness of all Monroe County staff, members enrolled in the county health plan will be provided paid time to participate in the following 3 activities as part of the voluntary HPP.

1 EMPLOYEE BENEFIT MEETING ATTENDANCE

2 BIOMETRIC SCREENING (HRA)

3 WELLNESS PROGRAM PARTICIPATION



EMPLOYEE BENEFIT MEETING

Employees will have access to attend open enrollment educational sessions explaining the details of the health plan and access to benefits and networks.



BIOMETRIC SCREENING

Employees on the health plan will have the ability to participate in the biometric screening or contact HR for the proper form stating these annual exams/labs were completed.



WELLNESS PROGRAM

Employees will be active participants in the Monroe County Wellness program through various educational sessions and other challenges throughout the year.

Those who elect not to participate in this voluntary program while enrolled in the Monroe County Health plan will pay a non-participant surcharge of \$20/single & \$45/family per deduction.

2024-2025

HEALTH PROMOTION PROGRAM (HPP)



This flyer is to serve as the guidance to assist staff who wish to voluntarily participate within the Health Promotion Program. Criteria, guidance, and deadlines are outlined below. If you have any questions please don't hesitate to contact the HR Dept.

1 EMPLOYEE BENEFIT MEETING ATTENDANCE

To complete this portion of the HPP a staff would need to attend one of the educational sessions being held during the open enrollment period. This could be completed by attending an in-person meeting, an online live meeting, or watching the pre-recorded session. The pre-recorded video would require an additional form to verify when the task was completed. If a staff chooses to watch the pre-recorded session outside of scheduled hours they will not be compensated for their time. **Staff will be given until 12/31/2024 to complete the educational session portion of the HPP if staff are unable to attend in person or online in October 2024.**

2 BIOMETRIC SCREENING (HRA)

To complete this portion of the HPP a staff would need to complete the Biometric Screening session as provided by the County and ViaroHealth. Sessions are scheduled in late September and October of 2024. **Staff who are unable to attend the sessions on site will be given until 12/31/2024 to complete the Biometric Screening process.** Those who have already had this process completed in 2024 would just need to complete the appropriate sign off form, which can be requested through the HR Department.

3 WELLNESS PROGRAM PARTICIPATION

To complete this portion of the HPP a staff would need to reach the "Participant" level of the 2024 checklist and alternatives needed to reach this level are listed. To complete this step within the proper timeline all checklists must be submitted to Hannah Olsen by: **4:30 PM November 27, 2024.**

Below is a table that states the 2025 Health Insurance Premiums for Monroe County Benefit Eligible Employees based on their status and voluntary participation in the HPP. To receive the lower rate completion of all 3 steps above would need to occur.

SMART Health Plan	Single	Family
Full Time Employee Premium	\$87.00	\$198.00
Full Time Non Participant Premium	\$107.00	\$243.00
Part Time Employee Premium	\$243.60	\$554.40
Part Time Non Participant Premium	\$263.60	\$599.40

HSA Health Plan	Single	Family
Full Time Employee Premium	\$97.50	\$225.00
Full Time Non Participant Premium	\$117.50	\$270.00
Part Time Employee Premium	\$273.00	\$630.00
Part Time Non Participant Premium	\$293.00	\$675.00

2024 MONROE COUNTY OPEN ENROLLMENT EDUCATION SESSIONS



The Monroe County Human Resources Department will be hosting a variety of open enrollment education sessions for staff to attend. The schedule of the dates is listed on the next page.

Staff can attend a session in a number of different ways:

- In person - located in County Board Assembly Room
- Online - through Zoom link
- Watch the pre-recorded session online that will be provided in October. A separate sign off sheet will be used to verify this has been completed.

These sessions will count towards the voluntary Monroe County Health Promotion Program (HPP). As part of the HPP staff would need to complete this step by 12/31/2024 in order to avoid the non-participant surcharge.

If you plan on attending an in person or online session please contact the HR Department to schedule a time by reaching out to Ed Smudde or Hannah Olsen. Contact details are listed below:

**In Person
Meetings
Address:**



COUNTY BOARD ASSEMBLY RM

210 W Oak St, Rm 1200., Sparta, WI 54656

CONTACT HR

★ Ed Smudde, HR Director

★ Hannah Olsen, HR Coordinator



(608) 269-8719



(608) 269-8720



ed.smudde@co.monroe.wi.us



hannah.olsen@co.monroe.wi.us

2024 MONROE COUNTY OPEN ENROLLMENT EDUCATION SESSIONS SCHEDULE



Part of the voluntary Health Promotion Program (HPP)

Open Enrollment Timeline: 10/1/2024 - 10/31/2024



DATE:	Time:	Presenter	Location
10/4/2024	7:30 AM - 8:30 AM	Garret Jerue, TIC	Monroe County Board Assembly Room
10/4/2024	9:00 AM - 10 AM	Garret Jerue, TIC	Monroe County Board Assembly Room
10/7/2024	7:30 AM - 8:30 AM	Garret Jerue, TIC	Monroe County Board Assembly Room
10/7/2024	9:00 AM - 10 AM	Garret Jerue, TIC	Monroe County Board Assembly Room
10/8/2024	3:00 PM - 4 PM	Ed Smudde, HR	Monroe County Board Assembly Room
10/11/2024	11:00 AM - 12 PM	Ed Smudde, HR	Monroe County Board Assembly Room
10/14/2024	11:00 AM - 12 PM	Ed Smudde, HR	Monroe County Board Assembly Room
10/14/2024	3:00 PM - 4 PM	Ed Smudde, HR	Monroe County Board Assembly Room
10/15/2024	5:00 PM - 6 PM	Ed Smudde, HR	Monroe County Board Assembly Room
10/17/2024	1:00 PM - 2 PM	Ed Smudde, HR	Online Zoom, Link: https://us02web.zoom.us/j/86958572909
10/22/2024	9:00 AM - 10 AM	Ed Smudde, HR	Online Zoom, Link: https://us02web.zoom.us/j/87133759940
10/23/2024	12:00 PM - 1 PM	Ed Smudde, HR	Online Zoom, Link: https://us02web.zoom.us/j/82761403244
10/24/2024	3:00 PM - 4 PM	Garret Jerue, TIC	Monroe County Board Assembly Room
10/29/2024	12:00 PM - 1 PM	Ed Smudde, HR	Online Zoom, Link: https://us02web.zoom.us/j/88679416107
10/31/2024	8:00 AM - 9:00 AM	Ed Smudde, HR	Monroe County Board Assembly Room
10/31/2024	1:00 PM - 2 PM	Ed Smudde, HR	Monroe County Board Assembly Room

Biometric Screening (Health Risk Assessment - HRA)

Part of the voluntary Health Promotion Program (HPP) with Monroe County

What is a Biometric Screening?

- A Biometric Screening is included with your health insurance enrollment at no cost to you.
- Biometric Screenings identify your risk factors for chronic diseases and provide you with feedback to support your efforts in achieving optimal health.
- ViaroHealth is our Vendor for the 2024 Biometric Screening process.

The Biometric Screening Process

Participate in a 15 minute health screen that can be scheduled during your normal work day.

What's Included?

- Lipid Screening
- Total Cholesterol
- Good & Bad Cholesterol
- Triglycerides
- Blood Pressure Screening
- Height & Weight
- Optional TSA Screening
- Optional Screening for Prostate Cancer (PSA). Recommended only for males over age 50, after consultation with their healthcare provider and a review of risk factors.

Participation Incentive

Employees who voluntarily complete the Biometric Screening will receive credit for the biometric screening portion of the Health Promotion Program (HPP). Completion of the appropriate steps of the HPP in the fall and winter of 2024, will result in not receiving the non-participant surcharge. Participation within the HPP is voluntary with various alternatives provided for each process within it.

Spouse Participation

Spouses that are covered under the County health insurance are invited and encouraged to participate at no cost. However, the participation for the HPP is strictly based on employee's participation.

How do I schedule an appointment?

Details and dates/locations/times on separate flyer.

QR code, or contact ViaroHealth at

(608) 668-2111. More information is available at:

www.viarohealth.com



Confidentiality

Your Health Risk Report is personal and confidential. Monroe County does NOT receive individual HRA results. The County will only receive a de-identified aggregate report to assist in designing our health and wellness plans. Your name and participation status will be disclosed to the County for the purpose of administering the HPP.

Sharing Results with your Healthcare Provider

The Biometric Screening includes blood tests that are often requested by your healthcare provider at an annual exam. If you have an appointment with your provider in the next three to six months, we encourage you to share your Biometric Screening results instead of re-testing, which may reduce costs for both you and the County's health insurance plan.

Participants will receive Biometric results directly from LabCorp through a secure portal exclusively accessible to you.

Scheduling Instructions

Participating while On Duty

Contact your supervisor to let them know of your interest in participating. Work with your supervisor to schedule your screening at a time during the workday that is most appropriate for you to be away from your workstation.

Participation while Off-Duty

Scheduling will be completed directly by contacting ViaroHealth at the following number: (608) 668-2111

Note that such appointments would NOT be considered paid time.

Make-up Appointments

If you are not working between 9/26-10/29, or if you missed your scheduled screening due to extenuating circumstances (FMLA, vacation, worker's comp, bereavement leave, or military leave), please contact HR to make other arrangements.

What if I've already completed these tests this year?

For those who may have already completed the labs and tests associated with the biometric screening process in 2024, you are able to use a sign off form to have this step of the HPP completed. Please contact the HR Department for this form.

Are you currently pregnant or breastfeeding or have recently had a heart attack, stroke, or surgery?

If you are pregnant, have had a baby in the last 4 months, are breastfeeding, or if you've had a heart attack, stroke, or surgery in the last 2 months you should not be screened for cholesterol, as results may not be accurate. Please contact HR if you are affected by any of these circumstances.

SCHEDULE YOUR BIOMETRIC APPOINTMENT TODAY!

Click on the scheduling link or scan the QR code.



Executive Center	9/25	7am-12pm
Executive Center	9/26	7am-12pm
Executive Center	10/15	7am-12pm
Executive Center	10/16	7am-12pm
Rolling Hills	10/22	7am-12pm
Highway Dept.	10/23	7am-12pm
Executive Center	10/24	3pm-8pm
Rolling Hills	10/29	2:30-8pm



<https://form.jotform.com/242474409263155>



What to expect when scheduling:

To protect your privacy, Viaro uses a HIPAA-certified scheduling platform to collect your personal information and book your appointment time.

Collecting this information reduces the amount of time you spend at the event.

*We collect name, date of birth, gender, email, phone number, and address.

*Appointment times are 15 minutes each.

*Only one participant can schedule per 15-minute appointment.

*Each participant must have a unique email address.

 **Contact ViaroHealth**
608-668-2111

 **More Information**
www.viarohealth.com



2024 Wellness Activities Checklist

Get your WELLNESS on! Throughout the year, complete as many activities as you can from the checklist below. Check off the box for each activity completed. Add your initials and the date completed next to each activity. Complete at least 6 activities throughout the year, and you will be eligible to claim a prize at the end of the year.

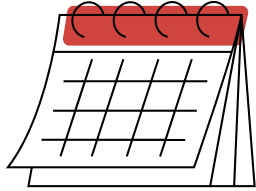
Checklists are **due Wednesday, November 27th, 2024 by 4:30pm**. Send your checklist to Hannah Olsen via email (hannah.olsen@co.monroe.wi.us), or drop it off in-person to the HR Department.

- Visit your healthcare provider for an annual wellness exam.
- Visit your dentist for a checkup and cleaning.
- Visit your eye doctor for an annual exam.
- Know Your Numbers: Complete a biometrics screening (*including height, weight, blood pressure and cholesterol, triglycerides, and glucose blood test*) through Monroe County HRA, Neighborhood Family Clinic, or your healthcare provider.
- Attend 5 fitness classes (in-person or virtual).
- Exercise 30 minutes daily for 30 days.
- Track your steps for 30 days: Aim for 10,000 steps daily.
- Track your sleep for 30 days: Aim for at least 7 hours/night. Reflect on how you feel.
- Be alcohol free for 30 days. (If you are not an alcohol drinker, check the box). Reflect on how you feel.
- Be tobacco free for 30 days. (If you are not a tobacco user, check the box). Reflect on how you feel.
- Give up non-work social media for 30 days. (If you are not a social media user, check the box). Reflect on how you feel.
- Eliminate 1 hour of screen time (phone, tv, or computer) every day for 2 weeks. Reflect on how you feel.
- Attend a virtual "Learning Table" session in Jan-March.
- Attend a virtual "Learning Table" session in April-June.
- Attend a virtual "Learning Table" session in July-Sept.
- Attend a virtual "Learning Table" session in Oct-Dec.
- Complete 10 self-care activities.
- Practice Gratitude: Write down 3 things you are grateful for every day for 2 weeks.
- Meet with a financial or retirement advisor.
- Track your spending for one month.
- Meet with a friend for a meal or activity.
- Visit a local or state park.
- Take your 15-minute breaks every work day for 2 weeks.
- Brain Challenge: Complete a crossword or sudoku.
- Read 5 books (paper copy or audio).
- Make 5 new recipes.
- Eat a fruit or vegetable every day for 2 weeks.
- Bring your lunch to work every work day for 2 weeks.
- Drink 64 ounces of water every day for 2 weeks.
- Declutter your workspace.
- Donate food, clothes, and/or household items.
- Do a Random Act of Kindness for someone.
- Complete a task you have been avoiding.
- Use a reusable shopping bag 10 times.
- Volunteer for a local organization.

**Recordings of Learning Tables are available after each live presentation.*

<https://www.co.monroe.wi.us/departments/personnel/wellness>

Employee Name: _____
 Employee Number: _____
 Employee Department: _____



Turn in your Wellness Activities Checklist by November 27th, 2024 at 4:30pm.

Send your checklist to Hannah Olsen via email (hannah.olsen@co.monroe.wi.us), or drop it off in-person to the HR Department (124 N Court St., Sparta).

Prizes will be awarded based on the total number of activities you have completed on your checklist. Employees must complete a minimum of 6 activities to be eligible for prizes at the end of the year.

Participating employees will be notified to claim their prizes by December 31st.



Prize Level	Activities Completed
Participation	6
Bronze	7-13
Silver	14-20
Gold	21-27
Platinum	28-34
Jackpot	35

Join us for the 2024 Virtual Learning Table Presentations:

January 9th	July 9th
February 13th	August 13th
March 12th	September 10th
April 9th	October 8th
May 14th	November 12th
June 11th	December 10th

*All presentations are 8:15am-8:45am on the 2nd Tuesday of each month.

Join using the Zoom link below:

<https://bit.ly/3Hr1Ztn>

Meeting ID: 872 7191 0533

Passcode: 690755



Learning Table recordings and additional wellness program information and resources can be found at <https://www.co.monroe.wi.us/departments/human-resources/employee-wellness>