

HHS/GO COMMITTEE #1  
July 12, 2012

**MEMORANDUM**

July 10, 2012

TO: Health and Human Services Committee  
Government Operations and Fiscal Policy Committee

FROM: Linda McMillan, Senior Legislative Analyst *lmc*

SUBJECT: **Employee Wellness and Disease Management Programs – Montgomery County Public Schools (MCPS), Montgomery College, and County Government**

***Expected for this discussion:***

Susanne DeGraba, Chief Financial Officer, MCPS  
Richard Johnstone, Benefits Strategy, MCPS  
Lynda von Bargen, Deputy Chief Human Resource Office, Montgomery College  
Karen Bass, Human Resources Manager, Montgomery College  
Belinda Fulco, Benefits Manager, Office of Human Resources

At this session, the joint Committee will have an opportunity to discuss responses to a March information request sent to the agencies regarding current employee wellness programs. Representatives from MCPS, Montgomery College, and County Government will be present to discuss their efforts and respond to questions. Representatives from M-NCPPC and WSSC are unable to attend this session, but will be available when the joint Committee next meets in October.

The following information was requested:

- (a) whether the agency has a person who has primary responsibility for developing and implementing wellness programs;
- (b) whether the agency has an employee-employer health and wellness committee that meets regularly;

- (c) how often the agency communicates with employees and retirees about wellness opportunities and how this information is provided (electronically, by mail, etc.);
- (d) whether the agency's programs have goals and outcomes that are measured;
- (e) whether the agency has reviewed and/or incorporated national standards and best practices (such as those from the National Council on Quality Assurance); and,
- (f) the estimated annual cost of employee wellness programs and the source of funding.

## Agency Responses

Agency responses are attached to this memo. In addition to the responses, the most recent MCPS eNews is attached as are Montgomery College's Wellness Connection information and the M-NCPPC Passport to Wellness.

The MCPS response says that their wellness coordinator position was established in 2010. MCPS has a wellness committee with members from all the employee associations and works with their Joint Employee Benefits Committee. The response describes several efforts that have been undertaken, most focusing on weight management, exercise, blood pressure, cholesterol, and nutrition. MCPS has also initiated smoking cessation classes in partnership with Kaiser Permanente. This effort is described in the June eNews (©5-6).

The Montgomery College response notes that wellness is overseen by the Manager of Risk Management and Wellness Programs. There is a Benefits Review Committee and a Wellness Committee but it is expected that these committees will be reshaped during FY13. The College permits employees to use Employee Assistance Program funds to pay for on-site activities and provides up to 1½ hours release time per week for eligible employees to participate in wellness activities. The College's website has information on the activities available at each of its campuses. Information on the Rockville Campus is attached to this packet.

At its May 2 session, the joint Committee discussed with Office of Human Resources Director Adler the Executive's intent to work with the county health benefit providers to re-establish a wellness program. The Council added funding to the FY13 operating budget for a wellness coordinator position. The joint Committee also discussed the language in the collective bargaining agreement with MCGEO to work on a comprehensive health management initiative including employee wellness and the agreement with the IAFF to develop and implement disease management and wellness programs.

MCPS response (April 19, 2012)	1-4
MCPS Well Aware eNews June 2012	5-9
Montgomery College response (April 15, 2012)	10-11
Montgomery College Wellness Connection and information for Rockville Campus	12-19
County Government response (April 18, 2012 discussed at May 2 GO/HHS session)	20-21

*Attached for Information Purposes (to be discussed in October):*

M-NCPPC response (April 10, 2012)	22-23
M-NCPPC Passport to Wellness	24-33
WSSC response (April 20, 2012)	34-36

### **Update on Cross Agency Data Report**

On March 27, the Montgomery County Council approved Resolution #17-373 requesting the development of an executive-level report that provides information across all agencies on the major health issues for all enrolled members, top categories for spending on health claims, and trends that will show whether health risk measures are improving or declining.

In May, the Office of Legislative engaged the services of InforMed, LLC, a Maryland based health care information management and services company, to prepare a Health Benefits Data Report using health claims data for the three County and two bi-County agencies for calendar years 2010, 2011, and 2012 year-to-date. The report will aggregate baseline data and analyze the financial and clinical performance of the agencies' health benefits plans, and identify opportunities to achieve maximum benefit to the respective agency plans and their enrollees.

Health plan vendors and agency benefit staff have coordinated data exchanges with InforMed, and it is expected that InforMed will have the necessary claims data to begin their analysis by the week of July 16. The report is tentatively scheduled to be shared at a joint HHS/CO committee meeting on October 18, 2012.

## **Excerpt from Task Force on Employee Wellness and Consolidation of Agency Group Insurance Programs**

### **Employee Wellness Programs**

The following provides a summary of the recommendations regarding employee wellness programs. **The Task Force defined employee wellness as programs that are broadly promoted and targeted to keeping healthy people healthy and address health risk factors that have not yet developed into serious illness.**

### **Overall Goal**

All five agencies should develop and implement employee wellness programs, working within the collective bargaining process as applicable. Employees should take an active role in their health by partnering with their employer in management and monitoring of their health outcomes. While any plan for employee wellness may begin by focusing on employees, long-

term plans should look at ways to include employees, retirees, their spouses/partners, and dependents.

### **Task Force Recommendations**

1. Create an organizational culture about wellness and make sure that management is providing leadership in this area. As a part of this recommendation, the Wellness Committee recommends that each of the agencies establish a health and wellness workgroup that includes represented employees, non-represented employees, and employer representatives. Creating a strong organizational culture around wellness requires investment. Each of the agencies should have an individual who has primary responsibility for developing and implementing the wellness program.
2. Employee wellness programs should have goals, outcomes, and incentives in order to increase participation.
3. Employee wellness should look at a broad range of issues, including exercise/activity levels, weight, smoking, nutrition, and short-term mental health supports like those provided through employee assistance programs.
4. Increasing employee awareness through ongoing communication and reinforcement of the goals and availability of wellness programs is critical.
5. Health risk assessments may be an important tool for employee wellness programs, but there are many outstanding questions that must be answered before any decision is made whether or how they should be implemented. The key question is “What is the purpose of the health risk assessment?” With regard to voluntary employee wellness activities, is an HRA necessary, or should just the health information associated with the goals of the activity (such as having weigh-ins for weight loss programs) be obtained?
6. The agencies should review the standards that are used by accreditation organizations like the National Council on Quality Assurance (NCQA) to see if they can help in the development of employee wellness programs or the selection of health plans that will improve health outcomes.

The Task Force report highlights some of the employee wellness efforts that have been undertaken by the agencies. The full Task Force report can be found at:

<http://www.montgomerycountymd.gov/cs/ltmpl.asp?url=/content/council/WGITF/index.asp>



# MONTGOMERY COUNTY PUBLIC SCHOOLS

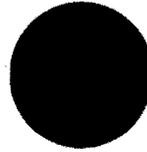
MARYLAND

www.montgomeryschoolsmd.org

April 19, 2012

The Honorable Roger Berliner, President  
Montgomery County Council  
Stella B. Werner Office Building  
100 Maryland Avenue  
Rockville, Maryland 20850

067934



RECEIVED  
MONTGOMERY COUNTY  
COUNCIL

APR 23 11:40

Dear Mr. Berliner:

Thank you for your memorandum of March 29, 2012, requesting information about Montgomery County Public Schools (MCPS) employee wellness programs. I look forward to working with your councilmembers, and members of the Board of Education to continue to improve the health of our employees.

As specified in Resolution 17-373, Implementation of Recommendations from the Task Force on Employee Wellness and Consolidation of Agency Group Insurance Programs, the County Council requests information from each agency on current resources that are allocated to employee wellness and health promotion programs. The following information is provided regarding the MCPS employee wellness program:

(a) whether the agency has a person who has primary responsibility for developing and implementing wellness programs;

In coordination with our employee associations, MCPS established a wellness coordinator position in 2010. The individual in this position develops wellness initiatives in coordination with a wellness committee and management.

(b) whether the agency has an employee-employer health and wellness committee that meets regularly;

MCPS has established a wellness committee comprising employees from all employee associations. The wellness committee works in collaboration with the Joint Employee Benefits Committee comprising employee association leadership, retirees, and management. Regular meetings are used for the development and implementation of new programs as well as the review of current programs.

(c) how often the agency communicates with employees and retirees about wellness opportunities and how often this information is provided (electronically, by mail, etc.);

MCPS has established an extensive communications strategy to provide employees and retirees with wellness information and programs. MCPS communicates monthly via our electronic *Well Aware* newsletter, which provides employees with upcoming dates for seminars and screenings. We also communicate to employees via e-mail on our systemwide wellness campaigns. Staff also is notified of wellness events and programs via the biweekly *ePaystub* as well as the weekly staff electronic newsletter, *The Bulletin*. We communicate to retirees through our print newsletter, *Retiring Times*, which is published three times per year.

Office of the Superintendent of Schools

850 Hungerford Drive, Room 122 ♦ Rockville, Maryland 20850 ♦ 301-279-3381

Each school and central services location has assigned a voluntary wellness coach to help communicate program information as well as motivate employees to participate. Communication to coaches is weekly or biweekly, depending on which program currently is being presented. MCPS established its Well Aware website, which provides continual updates on wellness initiatives, programs, and vendor-sponsored wellness programs available to all employees. It also includes a video library with highlights from previously held educational seminars. MCPS launched a smoking cessation program at no cost for all employees and dependents in fall 2011 in association with Kaiser Permanente. Two sessions of the eight-week program have been conducted to date.

The wellness coordinator also has spoken or provided services during many school system events, including the Superintendent's Administrative and Supervisory meetings, Professional Learning Communities, in-service day programs, timekeepers and administrative secretaries' meetings. All of these events help to spread the mission of the wellness program while communicating details about upcoming programs and events.

**(d) whether the agency's programs have goals and outcomes that are measured;**

MCPS has conducted several broad initiatives for our wellness campaigns. Each initiative has been focused on specific desired outcomes. Measurements and goals have included body mass index (BMI) reduction, weight management, and measured hours of physical activity. Additionally, through our monthly spotlight programs, MCPS has provided various screening campaigns, which have included blood pressure, cholesterol, blood sugar, and BMI monitoring, and derma-scan. The following wellness initiatives have been offered through MCPS:

*MCPS on the Move*, Phase I (October through December 2010):

- Goal/Objectives: Encourage lifelong exercise habits among MCPS employees. The contest emphasized consistency over athleticism and encouraged participants to learn simple ways to incorporate physical activity into their daily routines.
  - 5,300 participants registered for the challenge
  - 100,000 hours of activity were logged
  - 51 million calories burned
  - Cumulative BMI lost—335.4 points

*Fuel the Move* (March through May 2011):

- Goal/Objectives: Encourage lifelong healthy eating habits among MCPS employees. The contest emphasized nutrition education and encouraged participants to learn simple ways to make healthy nutritional choices while at work and home.
  - 8,800 food journal entries
  - 950 pounds lost
  - Cumulative BMI lost—237.9 points

*Weighing in on Wellness (March 2011):*

- Goal/Objectives: To produce a name, slogan, and logo for the wellness program by incorporating staff input with the mission and vision statement created by the wellness committee.
  - 47 entries received
  - 3 entries were chosen and were merged to brand the Well Aware Wellness Program.

*Work It Circuit (October through December 2011):*

- Goal/Objectives: To give staff the tools to maintain cardiovascular activity while adding strength and flexibility components. Teach staff proper stretching and toning workout techniques. Educate staff that workouts do not need to occur only in a gym setting—workouts may take place anywhere, and do not need to take up a great deal of time.
  - *Work It Circuit* Fitness kits, and Circuit Training manuals were delivered to each elementary school for staff use.
  - 30,000 hours of activity logged

*MCPS on the Move, Phase II (October through December 2011):*

- Goal/Objectives: Encourage lifelong exercise habits among MCPS employees. The contest emphasized consistency over athleticism and encouraged participants to learn simple ways to incorporate physical activity into their daily routines.
  - 3,193 participants registered for the challenge
  - 52,000 hours of activity were logged
  - 30 million calories burned
  - Cumulative BMI lost—241.6 points

*Quit for Good Smoking Cessation Program*

- Goal/Objective: Encourage participants to quit smoking and remain smoke-free by teaching behavioral skills necessary to live tobacco-free.
  - Two 8-week sessions have been held
  - 35 participants have completed the course
  - 13 confirmed quitting by the end of the 8-week class
  - 100 percent of the participants had made drastic changes and have cut back their smoking with preparations to quit by the end of the 8-week class

*Walk this Way Wellness Challenge (March through May 2012)*

- Goal/Objective: Encourage staff to increase their physical activity, have fun, and reach the end goal of walking 10,000 steps a day. The goal of 10,000 steps a day is enough activity to reduce your risk for disease and help you lead a longer, healthier life.
  - 4,833 participants registered
  - 445 teams registered
  - Step counters and online journals were provided for all registered participants

**(e) whether the agency has reviewed and/or incorporated national standards and best practices (such as those from the National Council on Quality Assurance);**

MCPS has reviewed the accreditation requirements from the National Council on Quality Assurance. To date, no private non-health care employer wellness programs have received accreditation. NCQA has advised that 17 health care-related organizations have received accreditation.

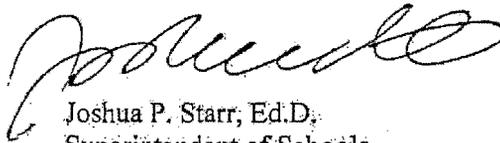
**(f) the estimated annual cost of employee wellness programs and the source of funding:**

Through the contracts with our medical plan vendors, MCPS utilizes \$50,000 annually for plan-sponsored activities. Additionally, the MCPS Benefit Trust provides approximately \$300,000 annually for wellness campaigns and supplemental spotlight program expenses.

My staff and I are prepared to work with councilmembers and members of the Board of Education to provide additional clarification as needed.

If you have questions, please contact Mrs. Susanne G. DeGraba, chief financial officer, at 301-279-7265.

Sincerely,



Joshua P. Starr, Ed.D.  
Superintendent of Schools

JPS:LAB:sgd

Copy to:

Members of the County Council  
Members of the Board of Education  
Mr. Bowers  
Mr. Edwards  
Mrs. DeGraba  
Mr. Johnstone



# eNews

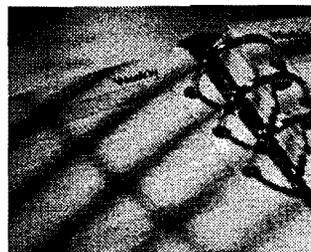
The education you need for the health you want

## June Well Aware eNews

Welcome to the June issue of the Well Aware eNews!

Read on to learn about—

- How this month's wellness champion has *Quit for Good*,
- Upcoming summer events,
- How men can better manage their health,
- Tips for a healthy summer, and more!



## Don't miss it! Summer Events from Well Aware

### Wellness Champion Quits for Good



Meet Stan Bain:  
Paraeducator,  
Cresthaven  
Elementary School

Stan Bain first tried smoking as a 20-year-old Army recruit. He hated it. It made him sick, and he decided never to do it again. But the influence of peers is a powerful thing. Three decades and an Army career later, Stan picked up the smoking habit from a close friend. The habit stuck with him for seven years.

Of the seven years Stan smoked, nearly half of that time (three years now), he has thought about quitting. He set quit dates and even completed a smoking cessation program offered by Holy Cross Hospital. And he was successful—for a while. After being smoke-free for 90 days, Stan made a classic smoker's mistake: he decided to celebrate his success on Thanksgiving by enjoying a cigarette. Stan says, "Thanksgiving soon became Christmas which soon became New Year's and I was still smoking."

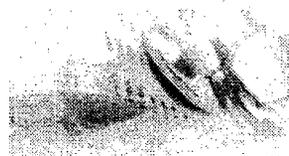
In February, Stan decided it was time to take back control. "I was tired of letting a four-inch cancer stick dictate my life and my actions," says Stan. Also tiring was

### Seminar: Yoga for Relaxation

Tuesday, June 12, 2012  
4:30–5:30 p.m.  
45 W. Gude Dr.  
Maple Room  
Rockville, Maryland 20850

### Seminar: Men's Health Tune Up

Tuesday, June 19, 2012  
4:30–5:30 p.m.  
Carver Educational Services  
Center Cafeteria  
850 Hungerford Dr.  
Rockville, Maryland 20850



### Free Event: Health Screenings

Wednesday, July 18, 2012  
10:00 a.m.–2:00 p.m.

the smell of smoke on his clothing, in his hair, and on his breath; the nicotine stains on his teeth; and the inability to tell friends and healthcare providers truthfully that he was smoke-free.

Stan was resolved, but he knew he couldn't do it alone. He again enlisted the power of peer influence—but this time to help him make a positive change. Stan says, "I knew I was going to need someone, some others on my team, on my side." He enrolled in the MCPS *Quit for Good* program. *Quit for Good* was a good fit, according to Stan, with "constant connection and communication" as well as "guest speakers and visiting professionals [who] were supportive and informative."

After a week of being smoke-free, Stan had a sudden health scare completely unrelated to his quitting smoking. He suffered a pulmonary embolism—blood clots in his lungs. The experience alerted Stan to how quickly his life could change, and strengthened his determination to improve his health by permanently quitting his smoking habit.

Stan's hard work already has begun to pay off. On the last day of the *Quit for Good* class, participants received a carbon output reading. Stan's carbon output was equivalent to that of a non-smoker. And he's still going strong, officially being a non-smoker now for more than three months.

"I stay smoke-free by taking it one day at a time. I'm learning to eat well, sleep well, work and play well," says Stan. "This time it's for real."

Maple Room  
45 W. Gude Dr.  
Rockville, Maryland 20850

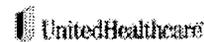
Screenings for blood pressure, cholesterol, blood sugar, body mass index, Dermascan skin, health coaching, and education materials. Choose your appointment time [here](#).

### Seminar: Practical Relaxation for the Working Professional

Tuesday, July 24, 2012  
4:30–5:30 p.m.  
Carver Educational Services Center Cafeteria  
850 Hungerford Dr.  
Rockville, Maryland 20850

Share the printable men's health flyer [here](#) and the printable summer seminars flyer [here](#).

Presented by:



## Are You Ready to Quit for Good?

Follow in the footsteps of this month's Wellness Champion. Plan to join the next session of *Quit for Good* this fall.



*Quit for Good* is a free, course-based tobacco cessation program for MCPS employees and their spouses. The program is eight weeks long and consists of once-a-week classes led by a nurse practitioner with assistance from Kaiser Permanente clinicians and health experts. Each course will assist 25 people at a time to ensure the personal attention necessary to support you in your goal of quitting. The program is free for all participants, regardless of whether or not you carry Kaiser Permanente health insurance.

Two sessions will be held this fall—choose the session most convenient for you. Both sessions will begin on September 27 and end on November 15.

4:30–5:30 p.m. 45 W. Gude Dr. Maple Room Rockville, Maryland 20850	10:00–11:00 a.m. Department of Transportation, Shady Grove Depot 16651 Crabbe Branch Way
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Rockville, Maryland 20855

1007 Crabbs Branch Way  
Rockville, Maryland 20855

Register now to reserve your spot! E-mail Well Aware at [wellness@mcpsmd.org](mailto:wellness@mcpsmd.org) to register or to express an interest in a future session.

#### Want to Know More?

You can also learn more about the program, including week-by-week course content by visiting the [wellness website](#).

## Tips for a Healthy Summer

For many of us, summer is a less chaotic version of life during the school year. It is the perfect time to check up on your health and adopt healthy behaviors. Here are five ideas for using your summer to a healthy advantage:



**1. Get a check up.** With a slower schedule, summer is a great time to visit your physician for an annual

exam. Adults and children have a number of screenings they should receive on an annual basis to check for risk factors for certain diseases. Check your annual exam off your "to do" list.

**Need a little help?** Get a free snapshot of your current health status at the Well Aware Know Your Numbers screening. Learn more [here](#) or register [here](#).

**2. Resume stress management.** Summer is a great time to resume some stress management techniques you may have abandoned during the busy school year, whether that means taking a vacation, planting a garden, participating in a hobby, or getting some physical activity. Stress management can help lower your blood pressure, heart rate, and stress hormones such as cortisol, which contributes to a widening waist and an increased risk of heart disease.

**Need a little help?** Join Well Aware for the stress management seminar series. Learn more [here](#) or register at [wellness@mcpsmd.org](mailto:wellness@mcpsmd.org).

**3. Grill up some tasty treats.** Summer is notorious as the best time to grill. By making healthy choices, your summer barbecue can be nutritious and delicious. Choose chicken breasts, turkey meat, and lamb kabobs instead of high sodium and high calorie hot dogs and hamburgers. Grilling vegetables adds flavor. Make kabobs out of fruit and grill on low heat until the fruit is hot and slightly golden. This is a great alternative to the rich and fat-filled summer desserts.

**Need a little help?** The Mayo Clinic offers this [healthy grilled fruit recipe](#).

**4. Stock up on fresh, local, and in-season fruits and veggies.** Whether you get your food from a local farmer's market, grocery store, or right out of your own garden, fruits and vegetables are extremely easy to incorporate into your diet in the summer. Because they are in season, they are also least expensive during summer months. Stock up and enjoy a range of colorful options.

**Need a little help?** Montgomery County has an abundance of local farmers' markets. See a full list [here](#).

**5. Start a skin care routine.** Summer is a great time to be outdoors, but the

dangers of the sun can make outdoor activities risky. Make sure you are wearing a minimum of SPF 15 sunscreen and that you are reapplying an ounce (the equivalent of a shot glass full) at least every two hours. If you need to wear bug spray, apply it before sunscreen. Try and avoid being outside during the most intense sun exposure, and if you are outside, wear protective clothing and make sure to stay hydrated.

Need a little help? The American Academy of Dermatology offers information to help you understand how to choose a sunscreen. Visit their sunscreen Q&A [here](#).

## For Men: Doctors are Good for Your Health

When it comes to managing personal health, men are missing the mark. Consequently, men are missing opportunities to detect and address medical problems in their early stages, when many conditions are more treatable and less threatening to overall health.



### What are they thinking?

Men's tendency to seek healthcare services only in "crisis" situations—and to see themselves as strong and healthy enough to skip checkups and recommended screenings—is no surprise to psychologists. Numerous studies have concluded that men of all ages are less likely than women to seek help for problems, including physical and emotional health issues. This is a learned behavior, some experts say. Many men are raised to act stoic, tough, and independent—to stay in control and hide their vulnerability. Consequently, they come to view themselves as immune to disease. Men also may fear that others will interpret their nonemergency doctor's visits as unmanly or weak, especially if the men around them also avoid preventive medical care.

### Screenings men can't live without

The United States Preventive Service Task Force and other medical organizations encourage men to undergo regular health screenings to detect serious health problems early.

Men should ask their doctors about tests for the following:

**High cholesterol.** Beginning at age 35, men should get their cholesterol checked regularly—at least every five years. Men younger than age 35 could benefit from cholesterol testing if they smoke, have high blood pressure or diabetes, or have a family history of heart disease.

**High blood pressure.** All men should get their blood pressure checked at least every two years—or more often, if recommended by a healthcare provider.

**Diabetes.** Men should schedule a blood glucose test for diabetes if they have elevated cholesterol or blood pressure of at least 135/80 or higher. They should also have this test if they notice symptoms of diabetes, such as frequent thirst and urination, fatigue, and blurred vision. Healthy men should get screened every three years, starting at age 50.

**Colorectal cancer.** Screenings should begin at age 50, or earlier if there is a personal or family history of colorectal polyps. Tests for hidden fecal blood should be conducted annually. Your health care provider may order additional screening tests, such as sigmoidoscopy or colonoscopy.

Speak to your doctor about the right method of screening for you. The age at which you begin screening depends on several things, including family history and your ethnicity. You and your doctor will decide which screening method (physical exam or blood test), if any, is best for your situation.

Read the full article from CareFirst BlueChoice [here](#).

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The employee wellness newsletter is brought to you by the Employee and Retiree Service Center (ERSC). To learn more about employee wellness, visit our [website](#). To view this email as a .pdf document, click [here](#).

Questions or comments about your employee wellness program? Contact ERSC at 301-517-8100 or [wellness@mcpsmd.org](mailto:wellness@mcpsmd.org).

**MONTGOMERY COLLEGE**  
**Offices of Human Resources Development and Engagement**

**April 15, 2012**

MEMORANDUM

To: Roger Berliner, Council President

From: Lynda S. von Bargen, Deputy Chief Human Resources Officer

Subject: Request for Information on Employee Wellness Programs

Please find the information below which was requested in your memorandum dated March 29, 2012 to Dr. DeRionne Pollard.

- (a) Whether the agency has a person who has primary responsibility for developing and implementing wellness programs;

The College's Manager of Risk Management & Wellness programs has primary responsibility for developing and implementing wellness programs and supervising the wellness coordinators.

- (b) Whether the agency has an employee-employer health and wellness committee that meets regularly;

Montgomery College has a Benefits Review Committee that meets regularly to discuss college benefits and the performance of the plans. Potential changes to plan designs are also discussed. The Benefits Review Committee meets several times through the year.

There is a newly formed Wellness committee that has met several times this year. The focus has been on identifying barriers in the workplace to implementing wellness programs.

The College is in the midst of implementing a new governance structure that will be in place for FY13. It is expected that both of these committees will be reshaped in the new structure.

- (c) How often the agency communicates with employees and retirees about wellness opportunities and how this information is provided (electronically, by mail, etc.);

Wellness opportunities are communicated via e-mail and the College's wellness web-site to active employees only. At the beginning of each semester reminders are sent out about the various wellness opportunities that are being offered for that specific semester. Additionally, as programs are rolled out that are not "class based" additional communications are sent out to encourage employees to enroll and participate ("New Year, New Rear", "Walk to the Bay Bridge", "Biggest Loser Competition". A variety of lunch and learn opportunities are also offered through the year. The number of communications may vary by campus, as the programs available may vary by campus. In the past the college wellness coordinator has also sent weekly wellness tips. It is a matter of finding the correct balance. If employees are bombarded with too many e-mails they ignore them. The college is working to develop a communication strategy that can be most effective.

Retirees are able to participate in the wellness programs, and they also have the opportunity to remain on the global e-mail address list, so therefore they have knowledge of the wellness opportunities that are available. No outreach is made to the entire retiree population beyond the use of e-mail.

- (d) Whether the agency's programs have goals and outcomes that are measured;

The College is committed to creating an environment that supports healthier lifestyles of all employees, their spouses and retirees and to improving and enhancing the physical work setting as well.

The college's goals are to increase participation and reward engaged employees. The specific goals are outlined in the OHRDE's strategic plan. Rewards may prizes for hitting specific benchmarks. So for example, as employees try and "Reach the Beach" by walking, as they reach certain destinations, they earn a water bottle, a beach towel, or a sun visor.

- (e) Whether the agency has reviewed and/or incorporated national standards and best practices (such as those from the National Council on Quality Assurance); and,

Yes, the Wellness Coordinator reviews and incorporates national standards and best practices into our wellness program and related activities.

- (f) The estimated annual cost of employee wellness programs and source of funding.

The Wellness Program budget for FY2012 is \$194,503. Sources of funding include the College's Operation Budget and participant fees.

Montgomery College looks forward to working with the County Council and the other County funded agencies on this important initiative. If you have any questions or need additional information, please feel free to contact me.

LSvB:klb



Wellness

## Wellness Connection

Montgomery College is committed to creating an environment that supports healthier lifestyles for employees. With the support of senior management the college runs a comprehensive Wellness Program on three campuses with a wide range of programming. The college provides up to one and one-half hours of release time per week for eligible staff to participate in wellness activities such as nutrition and stress management workshops, exercise activities, walking programs and wellness workshops.

The College permits employees to utilize Education Assistance Program (EAP) funds to pay for on site wellness activities such as Zumba, Kick Boxing, Body Sculpting, Yoga, Aqua Aerobics, Pilates, Weight Training and other similar activities. We also provide Lunch and Learn sessions on various subjects such as "Heart Health, Men's Health, Supplement Savvy, Exercise Motivation" and many more topics.

The Wellness Coordinator on each campus spends time meeting one on one with employees. Some of the issues addressed during the meetings are Health Assessments, Body Fat Measurements, developing a personal fitness plan, the pros and cons of certain types of exercise regimens, advice on healthy eating, portion control and lifestyle changes.

Each semester programming is reviewed and adjusted to meet the needs of employees. Surveys and face to face sessions are utilized to ascertain the efficacy of the program. The nature of the programs offered each semester is based on employee feedback and suggestions.

The college contracts with First Advantage to provide employees and their families with a "Faculty Staff Assistance Program" (FSAP). This program provides confidential assistance to employees to address problems they face at home or at work such as Stress, Marital concerns, Relationship issues, Financial difficulties, Bereavement, Alcohol and/or drug problems etc.

The Wellness Program at Montgomery College strives to assist employees to manage work life issues and to enable employees to stay healthy in mind, body and spirit.

For disability related accommodations to enable you to participate in any wellness program, promotion, or activity please contact the Wellness Coordinator on your campus or contact Rowena D'Souza, HR Manager at (240) 567-5370 or at [Rowena.D'Souza@montgomerycollege.edu](mailto:Rowena.D'Souza@montgomerycollege.edu).



Montgomery College is the recipient of the 2006-2010 "Health & Wellness Trailblazer Award."

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**Montgomery College**  
Montgomery County, MD

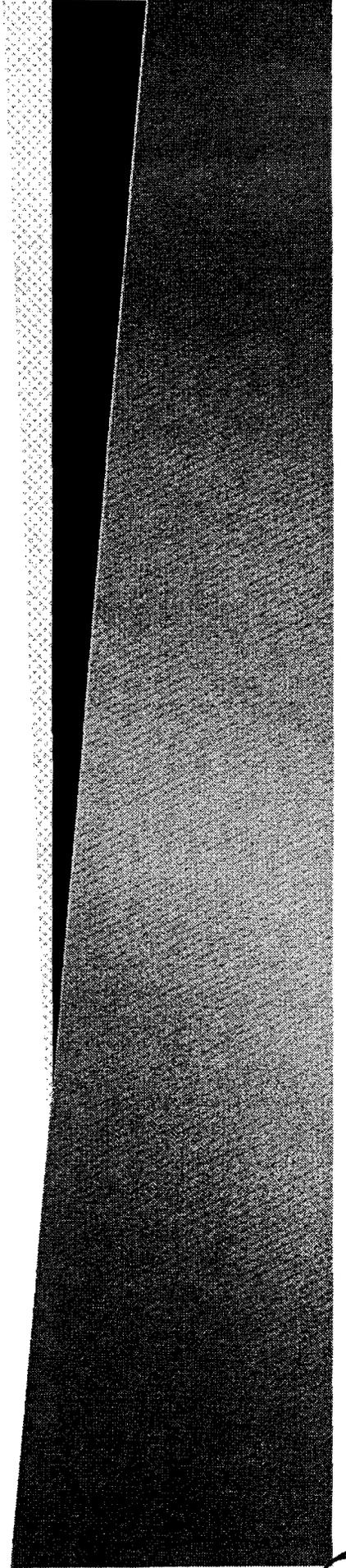
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# ROCKVILLE MC WELLNESS

Summer Session, 2012  
5/29/12 - 8/25/12



# Registration Process

- ▶ Full-time and Part-time Faculty, Staff, Temporary with Benefits, and Casual temporary employees and their spouses are eligible to participate in the Wellness Program. The program is also open to retirees from Montgomery College and their spouses. Children may not participate in the program.
- ▶ The College permits eligible employees to utilize Education Assistance Program (EAP) funds, if available, to pay for on-site wellness activities.
- ▶ The registration forms can be found on the MC Wellness Connection Website. Completed forms are sent to Brenda Salas, HR, 130 Mannakee, Rockville Campus.
- ▶ Fees:
  - \$50 Unlimited Fitness Center Use (5/29/12 - 7/6/12)
  - \$40 One Class Format
  - \$120 Unlimited Class Format

# Summer 2012 Rockville Fitness Center Hours

MONDAY	WEDNESDAY	FRIDAY
6:00 – 7:30 AM Sonia	6:00 – 7:30 AM Sonia	6:00 – 7:30 AM Sonia
12:00 – 12:50 PM Kim Yost	12:00 – 12:50 PM Kim Yost	12:00 – 12:50 PM Brenda
5:00 – 6:30 PM Crissie	5:00 – 6:30 PM Crissie	X

This schedule is valid from 5/29/12 – 7/6/12. The Fitness Center will close on 7/8/12 for renovations and re-open on 8/27/12.

# Summer 2012 Rockville Group Ex Classes

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
X	7:00 – 7:45 AM Sunrise Workout PE 121 Brenda	X	7:00 – 7:45 AM Sunrise Workout PE 121 Brenda	X
**12:15 – 1:00 PM Zumba PE 121 Lili	**12:15–12:45 PM Cardio Dance PE 121 Brenda	**12:15 – 1:00 PM Zumba Toning PE 121 Lili	**12:15–12:45 PM Cardio Dance PE 121 Brenda	12:30 – 1:15 PM Body Conditioning PE 121 Kim Yost
**1:00 – 1:45 PM Kickboxing PE 121 Lili	**12:45–1:15 PM Body Sculpt PE 121 Brenda	**1:00 – 1:45 PM Step & Sculpt PE 121 Lili	12:15 – 1:00 PM AquaFit, Shallow PE Pool Crissie/Sonia	X
1:00 – 1:45 PM Pilates PE 131 Rosa	1:15 – 2:00 PM Yoga Fit PE 131 Nancy Poole	1:00 – 1:45 PM Pilates PE 131 Rosa	**12:45–1:15 PM Abs/Core Conditioning PE 121 Brenda	1:15 – 2:00 PM Yoga Fit PE 131 Nancy Poole
X	5:15 – 6:00 PM Aqua Fit, Shallow Pool Brenda	X	5:15 – 6:00 PM Aqua Fit, Deep H2O Pool Brenda	X

\*\*From 7/9/12 – 8/9/12, these classes will begin at 12:30 pm, 1:00pm and 1:15pm respectively to accommodate a credit class which ends at 12:25pm during summer session II.

# MANNAKEE Group Ex Classes

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00 - 4:45pm Pilates Crissie	4:00 - 4:45pm YogaFit Nancy	4:00- 4:45PM Pilates Crissie	X	12:15 - 1:00pm 8-Week Therapeutic Yoga, Edie (6/8/12 - 7/27/12)

**All classes are held in MKE 318.**

# Wellness Drop In Basketball

MONDAY	WEDNESDAY	FRIDAY
12:00 – 1:00 PM PE 119	12:00 – 1:00 PM PE 119	12:00 – 1:00 PM PE 119

**Location: Large Gym (PE 119) from  
5/29 /12 – 7/7/12  
Fee: \$40**

# Class Descriptions

- ▶ **Abs/Core Conditioning:** Concentrate on your core and work your abs in this class dedicated to your middle! Equipment provided. All fitness levels invited.
- ▶ **AquaFit:** Get wet and get fit! The water provides 10x the resistance of air. Use water to sculpt and strengthen both your muscles and your heart. Appropriate for all fitness levels, swimmers and non-swimmers. Deep Water: flotation belts provided.
- ▶ **Body Sculpt, Body Conditioning:** Both classes offer a full body resistance training program using a variety of equipment (provided). All fitness levels invited.
- ▶ **Cardio Dance:** Groove to current top 40 hits with easy to follow cardio dance moves! All fitness levels invited.
- ▶ **Kickboxing:** Elevate your heart rate as you kick and jab to strengthen your legs and arms. All fitness levels invited.
- ▶ **Pilates:** Follow Rosa as she guides you through Pilates, a class intended to strengthen and lengthen you body. All fitness levels invited.
- ▶ **Step and Sculpt:** The step portion will elevate your heart rate while the sculpt portion will strengthen your muscles. Try this great combo! All fitness levels invited.
- ▶ **Sunrise Workout:** Greet the day refreshed and energized with this 45-minute early morning workout. Experience a little cardio, resistance training and stretching. All fitness levels invited.
- ▶ **YogaFit:** Nancy will take you through a yoga pose flow that will leave you relaxed and refreshed. All fitness levels invited.
- ▶ **Zumba:** Join Lili for upbeat music and moves to Latin and Afro-Brazilian beats. All fitness levels invited.
- ▶ **Zumba Toning:** Add fun Zumba toning sticks to your favorite Zumba moves for a cardio and conditioning work out! All fitness levels invited.

Personnel



067894

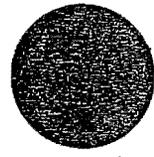
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OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett  
County Executive

Timothy L. Firestine  
Chief Administrative Officer

MEMORANDUM



April 18, 2012

TO: Roger Berliner, Council President  
FROM: Timothy L. Firestine, Chief Administrative Officer  
SUBJECT: Employee Wellness Programs – Response to Information Request

RECEIVED  
MONTGOMERY COUNTY  
COUNCIL

2012 APR 19 PM 1:09

On March 29, 2012, a request for information about Montgomery County Government's employee wellness programs was issued from your office. Please find below the County's response to your information request.

Due to budget restraints, the Office of Human Resource's wellness contract with Health Solutions was cancelled for FY11. This program has not yet been restored to the budget, as it was not tied to the County's health plans and did not sufficiently link to claims data to determine plan participants who are most at risk.

Through participation in both the County Executive's Cross-Agency Resource Sharing group and the Councils Task Force on Employee Wellness and Consolidation of Agency Group Insurance Programs, OHR began talking with the County's three health plans, CareFirst BlueCross BlueShield, United Healthcare and Kaiser, to review what they had to offer in the way of both case and disease management as well as wellness programs. The health plans have agreed to provide funds to assist the County in this effort. In addition, discussions have been held with various independent vendors, such as Managed Care Associates, to discover what they could offer the County in the way of assistance in implementing a retiree and employee wellness program.

In the latest rounds of collective bargaining negotiations, OHR and the unions agreed to set up committees to discuss the components of an employee wellness program. These meetings are scheduled to begin in FY13.

In response to the enactment of Council Resolution 17-373 to create a Wellness Coordinator to its complement, the Executive is reviewing this suggestion along with the feasibility of contracting with a vendor to analyze claims data to determine opportunities to target interventions to improve employee wellness, address rising costs for at-risk and chronically ill employees, retirees and their dependents. A data driven approach designed in collaboration

Roger Berliner, Council President  
April 18, 2012  
Page 2

between management and labor will help achieve the goal of bending the curve of the County's health spending.

We look forward to working with the Council and all appropriate stakeholders to address this important issue.

TLF:ja

April 10, 2012

TO: Linda McMillian

FROM: Jan Lahr Prock

SUBJECT: Memo dated 03-29-12 – Request for Information on Employee Wellness Programs

#	QUESTION	ANSWER
A	Does your agency have a person who has primary responsibility for developing and implementing wellness programs?	M-NCPPC has two wellness committees, one in each County. Each committee orchestrates activities for employees who work in that county. Employees from the opposite county are welcome to participate in activities of the other county.  Currently there is no central person responsible for developing or overseeing wellness.
B	Does your agency have an employee-employer health and wellness committee that meets regularly?	The Prince George's County Wellness Committee meets monthly. The Montgomery County Safety and Wellness Committee also meets monthly. Activities differ by committee.
C	How often does your agency communicate with employees and retirees about wellness opportunities and how is this information provided (electronically, by mail, etc.)	Emails are sent by the respective committees on current available sponsored activities. The Health & Benefits Office periodically publishes wellness articles in the Commission's monthly newsletter throughout each plan year.
D	Do the agency programs have goals and outcomes that are measured?	Measurement only takes place on weight loss challenges (i.e., total pounds lost during the challenge). The wellness committees are not tasked with the measurement of goals and outcomes.
E	Has the agency reviewed and/or incorporated national standards and best practices (such as those from the national Council on Quality Assurance)?	To date, no review has been conducted.
F	What is your agency's estimated annual cost of employee wellness programs and the	M-NCPPC Health & Benefits office receives a \$10,000 allotment from Cigna and a separate \$ 9,000 allotment from UHC for wellness

	source of funding?	activities. For the 2011 calendar year, about 10% was used for Fitness Day and the remainder was used to provide on-site biometric screenings in both counties. Feedback on the screenings was very positive. Activities sponsored by the two wellness committees are either low cost or no cost activities such as the weight loss challenge, lunch and learns and Fitness Day.
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**M-NCPPC**

**Employee Wellness Program**

**Passport to Wellness**



*live more, play more*

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
CAREER EMPLOYEE FITNESS PROGRAM

SPONSORED BY THE HEALTH AND WELLNESS COMMITTEE

## THE M-NCPPC HEALTH AND WELLNESS COMMITTEE

As part of the Maryland-National Capital Park and Planning Commission Career Employee Fitness program, we are here to assist you in achieving a higher quality of life.

**IT'S ALL ABOUT YOU!**

**WE INVITE YOU TO MOVE MORE  
FOR A HEALTHIER LIFESTYLE.**

The M-NCPPC Health and Wellness Committee was established in 2009 to provide all career personnel the opportunity to enhance total well-being. The Committee develops programs to encourage health and wellness awareness. The Committee is made up of employees from the work place.

### **VISION STATEMENT**

The Maryland-National Capital Park and Planning Commission envisions an organization of optimally healthy employees whose well-balanced lifestyle infuses every aspect of their being and enables them to enjoy a maximum quality of life.

### **MISSION STATEMENT**

Enhance organizational fitness by encouraging healthier lifestyles through a results-oriented educational program that focuses on physical fitness, mental wellness and disease prevention.

Motivate employees to engage in physical activity and make healthy dietary choices by recognizing them for participating in wellness activities, cultivating a strong employee support network, and fostering team camaraderie.

Decrease employee absenteeism and health costs associated with illness and stress, and increase productivity, by providing the wellness resources needed to experience a healthy life and arrive to the workplace with greater consistency and vibrancy.

## PASSPORT TO WELLNESS

This is a M-NCPPC career employee fitness initiative. It includes use of fitness rooms, adult drop-in gym time and aquatic facilities (pools only) at various M-NCPPC Prince George's and Montgomery County sites. Available facilities and hours for employee use are listed in this brochure. Please call the facilities to verify hours. All facilities are available on a first-come, first-served basis. Career employees must take advantage of this program during their NON-WORKING hours.

### How to obtain your employee fitness ID card If you do not have a current SMARTlink account:

1. Please complete the SMARTlink account creation form in this brochure.
2. Mail, fax, or drop off this form to Leigh Ann Eckenrode,  
Kentland Community Center 301.322.7524(fax)

***NOTE: You must include a clear and legible copy of your driver's license or state issued ID card to verify residency and age for the SMARTlink account to be created.***

3. Your SMARTlink account will be created and employment status will be verified.
4. A registration receipt to obtain the fitness ID card will be mailed or faxed to you.
5. Visit any participating Prince George's County center with this receipt.
6. Your picture will be taken and the ID card will be issued to you at the center of your choice.

### **If you currently have a SMARTlink account:**

1. Complete the bottom of the SMARTlink Account Form in this brochure.
2. Follow steps 2, 3, 4, 5, and 6 above.

### ***Please Note:***

**The Fairland Sports and Aquatics Complex (FSAC) and The Sports and Learning Complex (PGSLC) Fitness Centers are currently included in this program. Participants may use the pool at FSAC and the pool and track for walking at PGSLC.**

## NORTHERN AREA COMMUNITY CENTERS

Center	Fitness Room Hours	Adult Gym Drop-In
<b>Beltsville CC</b> 301-937-6613	M -Th 9 am—9 pm Fri 9am— 7 pm Sat 9 am - 4 pm	
<b>Berwyn Heights CC</b> 301-345-2808	M-Th 9am-12pm 3pm-9pm F 9 am - 12pm 3pm-7pm Sat 9 am - 4 pm	
<b>Bladensburg CC</b> 301-277-2124	M - Th 9 am -9pm F 9am-7pm Sat 9 am - 7pm	
<b>College Park CC</b> 301-441-2647	M - Th 9am -10:00 pm F 9am-7:00pm Sat 9 am - 5:00 pm Sun 12pm - 5:00 pm	
<b>Columbia Park CC</b> 301-341-3749	M-Th 2pm— 8pm Sat 8am-3pm Sun 8am-1pm	
<b>Deerfield Run CC</b> 301-953-7882	M - Th 2pm - 9pm F 2pm-7pm Sat 9am - 3 pm Sun Closed	
<b>Good Luck CC</b> 301-552-1093	M & W 9 am - 9 pm T & Th 9am-9:30 pm F 9 am - 5 pm Sat 9 am - 5 pm	
<b>Kentland CC</b> 301-386-2278	M - Th 12 pm - 8:30 pm F 12 pm-7 pm Sat 9 am - 1 pm	
<b>Prince George's Plaza CC</b> 301-864-1611	M - Th 7 am - 9 pm Fri 7 am - 4pm Sat 9 am - 3 pm	
<b>Rollingcrest-Chillum CC</b> 301-853-2005	M - Th 8:30 am - 9:30 pm F 8:30 am - 7 pm Sat 8 am - 5:00 pm	

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**CENTRAL AREA COMMUNITY CENTERS**

Center	Fitness Room Hours	Adult Gym Drop-In
<b>Bowie CC</b> 301-464-1737	M W 7am-10pm Tue Th 9am- 10pm F 7am- 7pm Sat 9am- 5pm Sun 11am- 3pm	
<b>Cedar Heights CC</b> 301-773-8881	M -Th 12pm - 7pm F 12pm - 7pm Sat 9 am - 3 pm	
<b>Glenarden CC</b> 301-772-3151	M W F 9- 12pm; 3-9pm T Th 9am - 9pm S 9am - 4pm	
<b>Glenn Dale CC</b> 301-352-8983	M - Th 7 am - 10 pm F 7am - 7pm Sat 9 am - 3 pm Sun 12pm - 5 pm	
<b>Huntington CC</b> 301-464-3725	M - Th 9 am - 9 pm F 9am - 7pm Sat 9 am - 5 pm	N/A
<b>J.E. Howard CC</b> 301-735-3340	M-Closed T -Th 10am - 2pm	
<b>Largo Kettering Perrywood CC</b> 301-390-8390	M - Th 7am - 10 pm F 7 am - 7 pm Sat 9 am - 3 pm Sun 12pm - 5 pm	
<b>Lake Arbor CC</b> 301-333-6561	M - Th 7 am - 9 pm F 7 am - 7 pm Sat 9 am - 3 pm Sun 12 pm - 5 pm	M -Fri. 7am - 2 pm <b>Weekends Vary</b>
<b>Oakcrest CC</b> 301-736-5355	M - Th 12 pm- 9 pm F 12 pm - 7 pm Sat 9 am - 3 pm Sun Closed	Sat 9 am - 5 pm
<b>Palmer Park CC</b> 301-773-5665	M - Th 2 pm - 9 pm F 2 pm - 7 pm Sat 9 am - 3 pm	
<b>Peppermill CC</b> 301-350-8410	M - Th 10 am - 8 pm Fri 12 pm- 7pm Sat 9 am - 3 pm	
<b>Seat Pleasant Activity Center</b> 301-773-6685	M- Th 9 am - 8 pm Fri-9am - 7pm Sat 9am-3 pm	

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**SOUTHERN AREA COMMUNITY CENTERS**

<b>Center</b>	<b>Fitness Room Hours</b>	<b>Adult Gym Drop-In</b>
<b>Baden CC</b> (301) 888-1500	M - Th 2 pm - 10pm Fri 2pm - 7pm Sat 8pm - 2pm	
<b>Glassmanor CC</b> (301) 567-6033	M - Th 1:30pm - 9:45pm Sat 9am - 3pm Sun Closed	
<b>Harmony Hall Regional Center</b> (301) 203-6040	M - F 7am - 10 pm Sat 9 am - 4 pm Sun 12pm - 4pm	N/A
<b>Hillcrest Heights CC</b> (301) 505-0896	M -Th9am - 9pm Fri 9 am - 7 pm Sat 9 am - 5 pm Sun - Closed	
<b>Potomac Landing CC</b> (301) 292-9191	M- Th 1:30pm - 10pm F 1pm - 7pm Sat 9am- 5pm Sun 12pm- 4pm	Weekdays Times Vary Sat 9am- noon Sun noon -4pm
<b>Stephen Decatur CC</b> (301) 297-4648	M - Th 1:30 pm - 9 pm F 1:30 pm - 7 pm Sat 8:30 am - 4 pm	
<b>Suitland CC</b> (301) 736-3518	M- Th 6 am -9 pm F 6 am- 7 pm Sat 9 am - 4 pm Sun 12pm - 4 pm	
<b>Temple Hills CC</b> (301) 894-6616	M - Th 7 am - 9 pm F 7 am - 6:45 pm Sat 9 am - 6:45 pm Sun 12 noon - 5 pm	
<b>Tucker Road CC</b> (301) 248-4404	M- Th 7:00 am - 9:30 pm F 7 am - 7 pm Sat 9 am - 5 pm Sun 12 pm - 4 pm	
<b>Upper Marlboro CC</b> (301) 627-2828	Mon-Th 6:30am -10pm Fri 6:30 am - 7pm Sat 9am-5pm Sun 12 - 4pm	Times Vary
<b>William Beanes CC</b> (301) 568-7719	N/A	Mon- Wed 1:30pm- 10pm Th 1:30pm - 10 pm Fri 1:30pm-7pm Sat 10am-4pm

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## MONTGOMERY COUNTY SITES

Center	Fitness Room Hours	Adult Gym Drop-In
<b>Cabin John Maintenance Facility</b> 301-299-0024	M - F 6 am - 3 pm	N/A
<b>Martin Luther King, Jr.</b> 240-777-8060	M - Th 6:15 am-10pm Fri 6:15am—9pm Sat noon -7pm Sun noon-6pm	N/A
<b>Meadowbrook Maintenance Facility</b> 301-650-2600	M - F 6:45 am -3:30 pm	N/A
<b>Shady Grove Center Central Maintenance</b> 301-670-0010	M-F 6am - 3pm	N/A

## AQUATICS FACILITIES

### Year-Round Pools

#### Allentown Fitness & Splash Park

301-449-5567

M-F 5:30 am - 10 pm

Sat 7am - 7pm

Sun 10am - 6pm

#### Fairland Sports & Aquatics Complex

301-206-2359

Aquatic Use Hours:

Sat & Sun 8 am - 4 pm

M - Th 6 am - 3 pm & 7 pm - 9:45 pm

F 6 am - 3 pm & 7 pm - 9 pm

#### Wayne K. Curry

#### Sports & Learning Complex

301-583-2400

**Track Walking** M - F 6 am - 10:30 am

Sat 8 am - Noon

**Lap Swimming** Sat 6 am - 9 pm

(never open on Sunday)

#### Rollingcrest-Chillum Splash Pool

301-853-9115

M—Th 4 pm - 5:45 pm

Fri noon - 9pm

Sat & Sun Noon - 4:45 pm

## FITNESS ROOM GUIDELINES

### NOTE:

**This program is offered to current career employees only. The Career Employee Fitness Program is not open to family members or friends.**

1. All workouts are to be done during **NON-WORKING HOURS**.
2. Only employees who have SMARTlink ID cards are permitted to use the community center fitness rooms and open gym time along with the general public.
3. It is recommended that you consult with your physician prior to beginning any exercise program.
4. If you need assistance with the proper use of equipment, please schedule an appointment with the center staff.
5. Independent personal trainers are prohibited from conducting business and/or training clients in Commission facilities.
6. Fitness room hours of operation may be adjusted to accommodate classes or center programs. Please see staff for schedule.
7. Food is prohibited in the fitness room - Use only designated areas for this purpose.
8. Please do not slam or drop weights or lean free weights against the wall.
9. Bring a towel to wipe off equipment after use.
10. Please report any broken or damaged equipment to the staff.
11. Please limit the use of any piece of equipment to 20 minutes when others are waiting. Machines are to be used on a first-come, first-served basis when fitness room is busy.
12. The facility is for your benefit and use. Please report any unlawful Conduct or problems to the staff.
13. Proper fitness attire, to include shirts, shorts, sweats and athletic shoes are to be worn at all times. No jeans or uniforms allowed.
14. Gym bags must be stored in designated areas outside of the fitness room. Please do not put valuables in bags. Lockers are limited and you must have your own lock. Personal belongings may not be left overnight.
15. General Community Center Fitness Room Rule: Children under the age of 13 are not allowed in fitness room. Youth (13-15 yrs.) are allowed under adult supervision; ie, assisted by parent/adult 18 yrs. or older, while using equipment.

## M-NCPPC CAREER EMPLOYEE FITNESS PROGRAM ACCOUNT CREATION FORM

Please print legibly and accurately. This information will be used to set up your SMARTlink account. Please note this fitness program is not open to family members or friends.

1. Please complete the SMARTlink account creation form below.

**NOTE:** You must include a clear and legible copy of your driver's license or MVA ID card to verify residency and age for the SMARTlink account to be created.

3. Your SMARTlink account will be created and employment status will be verified.
4. A registration receipt to obtain the fitness ID card will be mailed or faxed to you.
5. Visit any participating Prince George's County center with this receipt.
6. Your picture will be taken and the ID card will be issued to you at the center of your choice.
7. Career employees must take advantage of this program during their non-working hours.

### PLEASE USE OFFICIAL HR RECORD INFORMATION

Name: \_\_\_\_\_ Work email: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Worksite: \_\_\_\_\_

ADA accommodations:  No  Yes If yes, identify disability below

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I have a SMARTlink account. Barcode # \_\_\_\_\_

***The Fairland Sports and Aquatics Complex (FSAC) and The Sports and Learning Complex (PGSLC) Fitness Centers are currently included in this program. Participants may use the pool at FSAC and the pool and track for walking at PGSLC. Please be sure to call for the individual centers for their hours of operation.***

For more information visit

[http://insite.mncppc/Our\\_People/Employee\\_Wellness\\_Program/Fitness\\_Program\\_Registration.html](http://insite.mncppc/Our_People/Employee_Wellness_Program/Fitness_Program_Registration.html)



# Washington Suburban Sanitary Commission

14501 Sweitzer Lane • Laurel, Maryland 20707-5901

COMMISSIONERS  
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Chris Lawson, Vice Chair  
Gene W. Counihan  
Melanie Hartwig-Davis  
Antonio L. Jones  
Hon. Adrienne A. Mandel

GENERAL MANAGER  
Jerry N. Johnson

April 20, 2012

The Honorable Roger Berliner, Council President  
Stella B. Werner Council Office Building  
100 Maryland Avenue  
Rockville, Maryland 20850

Dear Council President Berliner:

I am in receipt of your Memorandum dated March 29, 2012, requesting information on employee wellness programs. I regret the delay in providing you with our response to your inquiry. Enclosed is WSSC's response to your questions.

I believe that wellness and disease prevention programs can be an important component of efforts to improve health and healthcare outcomes while potentially helping to reduce costs. These programs can also enhance employee morale, and thereby also support us as we work to achieve our mission and goals.

Please feel free to contact me if you have questions or require additional information.

Sincerely,



Jerry N. Johnson  
General Manager/CEO

Enclosure

c: Linda McMillan, Senior Legislative Analyst, Montgomery County Council  
Keith Levchenko, Senior Legislative Analyst, Montgomery County Council  
Yvonne McKinney, Director of Human Resources, WSSC  
Carole Silberhorn, Benefits Manager, WSSC

## WSSC Response

### Montgomery County Council Employee Wellness Programs Request for Information

April 2012

**(a) Does WSSC have a person who has primary responsibility for developing and implementing wellness programs?**

We do not have staff dedicated solely to managing our wellness programs. Our Human Resources Department staff members, under the direction of the Benefits Manager, Carole Silberhorn, devote approximately eight (8) hours each week to developing, coordinating, and managing the various aspects of our wellness programs. We also rely on the support of other units within WSSC, such as the Safety and Communications functions to, for example, participate in and promote program activities.

**(b) Does WSSC have an employee-employer health and wellness committee that meets regularly?**

We have Wellness Champions at most of our sites. We do not have a formal health and wellness committee, but we are reviewing various options for strengthening our wellness program infrastructure through, for example, a use of existing teams within WSSC that represent various facilities, employee perspectives, and workplace experiences.

**(c) How often does the Commission communicate with employees and retirees about wellness opportunities and how is this information provided?**

Information is provided to employees throughout the year, including during Open Enrollment (the focus to date has been on active employees, but information is mailed to retirees during Open Enrollment.). WSSC conducts an Annual Health & Wellness Survey of all employees to determine their interest areas for program activities. We share information about self-care, smoking cessation, safety as well as wellness program events (e.g. onsite gym), using a variety of tools, including:

- a. E-mail
- b. WSSC Intranet
- c. Open Enrollment Booklet
- d. Posters and notices on bulletin boards
- e. SPLASH Program (multiple video message monitors at WSSC facilities)
- f. Monthly "Morning Learn" and "Lunch N' Learn" Health & Wellness sessions at various locations

- g. Annual half and full day health and wellness sessions at various WSSC locations
- h. WSSC Safety Day event during National Safety Month
- i. Annual Health & Wellness Fair with over 30 health and financial professionals providing screenings & information.

**(d) Do WSSC wellness programs have goals and outcomes that are measured?**

WSSC has a very strong interest in developing outcomes-based metrics across the agency, (an element of the WSSC Commissioners' Strategic Plan and Priorities) but we do not currently have measurable goals or outcomes associated with our wellness programs. We do, however, conduct an annual survey that provides a limited opportunity to: 1) evaluate certain aspects of our program over time, particularly the interests and concerns of our plan participants and our success in addressing those matters, and 2) begin to develop certain baseline information that may be useful in addressing the corporate strategy on performance measurement.

**(e) Has WSSC reviewed and/or incorporated national standards and best practices?**

We have and will continue to review national standards and best practices as, for example, we meet with our medical carriers. While planning the wellness sessions these carriers work with us to develop and implement best practices they believe will work best in our environment and with our goals.

**(f) What is WSSC's estimated annual cost of employee wellness programs and the source of funding?**

WSSC has pursued a successful strategy of working to provide information and programs to our employees as we implement a growing wellness program during difficult economic times. Almost all of WSSC's wellness activities are provided by our carriers, third-party administrators, and our staff. We also partner with non-profit community organizations and businesses (i.e., the Alzheimer's Association, the Heart Association, PNC Bank) at no cost to WSSC. We anticipate expending approximately \$2000.00 from our Employee Development budget to educate employees about healthier lifestyle choices this year, but we have not estimated to current value of our offerings.