

Executive Summary: Operations and Structure, Wellness Program Proposal April 2016

Purpose: This document is to serve in conjunction with the ESEBT Employee Wellness Program Structural Operation Proposal (April 2016). Specifically this document serves to:

1. Outline pros and cons of the proposed model
2. Provide financial detail, including proposed budget to support proposed model

Proposed Strategy Summarized Objectives:

- To collaborate as a team to meet the vision and mission of the Employee Wellness Program as outlined by ESEBT, while supporting a “grow your own” environment for new Wellness Program Coordinator
- To create a sustainable model that will support the longevity of the program and one that allows the wellness program to expand and/or retract
- To create an end user experience for Everett Public School employees whereby they feel:
 - Their employer (EPS) cares about their health and well-being.
 - They have the support and receive the resources, skills, tools, and education/training opportunities to engage in a variety of diverse activities that contribute to their personal health and well-being.
 - The program provides a cohesive and consistent “product” year after year.

Proposed (Weekly) Structure:

- A. Independent Service Contractors (Wellness Advisors): 10-14 hrs./wk., 260 days, rate of \$40 per/hr., no benefits.
 1. Rickie Lee Marker-Hoffman
 - a. Rate: \$40 (no benefits)
 - b. Hours: 2-4
 - c. Outline of duties: set strategic plan/budget/metrics, provide virtual guidance and mentorship
 - d. How the role is served: email, phone, virtual meetings
 2. Gail Buquicchio
 - a. Rate: \$40 (no benefits)
 - b. Hours: 8-10
 - c. Outline of duties: set strategic plan/budget/metrics and provide onsite guidance and mentorship to Wellness Program Coordinator
 - d. How the role is served: onsite 80% of time (6.4 – 8 hrs. each week); email, phone, and virtual meeting
- B. Wellness Program Coordinator – new position: 4-5 hrs. per day, 260 days
Benefited/paid, undergraduate level degree in health promotion/public health; opportunity for increased responsibility and growth:
 1. TBD
 2. Rate: 21.40 - \$25.00
 - a. Annual \$35,609.20 – \$41,600 w/ benefits calculated at 28% of pay at 25 hrs. per week
 3. How the role is served: onsite daily
 4. Duties: delivers all day-to-day operations of the program and works with Independent Service Contractors in delivering programming as outlined

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Financials/Budget Overview	2014-2015 (approved)	2014-2015 (actual)	2015-2016 (approved)	2016-2017 (proposed)
Wellness Program Expenses (budget code 526)	\$ 26,250.00	\$ 19,815.31	\$ 38,000.00	\$ 38,000.00
Wellness Grant (budget code 532)	NA	\$ 318.67	NA	NA
Wellness Program Salaries and Benefits (budget code 522)				
Wellness Coordinator – “Service Contractor”	\$ 67,000.00	\$ 89,705.09	\$ 82,000.00	\$ 30,000.00
Administrative Assistant/Intern – “New position”	\$ 22,225.00	\$ 0	\$ 0	\$ 42,000.00
Total for Wellness Programming	\$ 115,475.00	\$ 109,839.07	\$ 120,000	\$ 110,000

Pros	Cons
Collaborative/team approach	Potential annual turnover of wellness assistant/intern requiring new hire and training
Experience/expertise with population and program to continue program growth	Potential increase in oversight/management of the wellness assistant/intern if assumed skill level is less than what was expected.
RLMH and GB established rapport/relationships with population to help continue to build the program, providing mentorship and guidance	Some disruption while adjusting to new organizational model
Minimizes “the face” of Wellness in order to foster participant’s relationship and investment to the program rather than to a person associated with the program.	Minimizes the face of the wellness program from one person to a team of individuals
Multiple skill levels between Wellness “Department” team members	Potential long-term sustainability of model with service contractors as advisors, particularly if new wellness assistant/intern does not have the skills or interest in growing into the Wellness Program Coordinator and continuing the model
Long term – wellness assistant/intern frees Wellness Coordinator to spend time at sites coaching site Wellness Coordinators on how to work with Wellness Team Tool Kit and foster a culture of wellness at each site	
Wellness Team Tool Kit fosters more growth for the program creating Wellness satellites throughout the district that actively work toward the programs common vision and mission while cultivating a more self-directed/grass roots involvement with the program	
Less oversight for HR Director due to Wellness Program Coordinator oversight/management of wellness assistant/intern	