Date: October 5, 2017
To: Joint Labor-Management Benefits Committee
From: Staff
Subject: LIVEwell Wellness Program Updates

RECOMMENDATION
That the Joint Labor-Management Benefits Committee (JLMBC) receive and file staff report regarding LIVEwell Wellness Program (LIVEwell) developments, updates, and activities.

DISCUSSION
This month’s report addresses the following:

A. Stakeholder Plan Update
B. Engagement Plan Update
C. Walking Program Update
D. Wellness Education Classes and Clinics Update

A. Stakeholder Plan Update
The General Manager of the Personnel Department sent multiple communications in the past month to encourage participation in the walking program, WalkPlus. City Department Heads were encouraged to model the kinds of behaviors essential to improving the health of the workforce (Attachment A). Participation was further encouraged through a column in the Personnel Department’s Weekly Reports on September 1st and 15th (Attachment B) as well as an email to Personnel Department Employees (Attachment C).

B. Engagement Plan Update
Staff sent two additional emails to City employees: one to announce that the WalkPlus team challenge had officially started (Attachment D), and a final reminder to sign up for the WalkPlus program (Attachment E). Participants will also receive daily emails directly from the WalkPlus program. The emails include recipes and a wellness question or Tip Test (Attachment F), that when answered correctly, will earn them an additional mile on the trail.

Staff sent the first email announcing the Flu Shot and Health Screening Clinics (Attachment G). Employees can sign up for a clinic by using the online portal. In addition, as with the Education Clinics, staff continues to work with department liaisons at the clinic sites to encourage participation such that attendance meets capacity.
The response to the LIVEwell communications from employees continues to be positive. It also appears to foster the kind of engagement that is a central objective of the program.

To continue to create awareness and generate overall interest in the LIVEwell wellness program, staff made its first appearance at Los Angeles World Airport’s (LAWA’s) annual Health & Wellness Fair. Employee Benefits was provided a booth where staff greeted employees and promoted the WalkPlus program as well as other events. Staff also distributed LIVEwell promotional merchandise and educational materials.

C. Walking Program Update

Multiple emails have been sent to all employees regarding the WalkPlus Program, encouraging registration and providing more details. Employees had through September 22 to register. A total of 421 teams and 2,256 participants registered, exceeding our goal of 2,000 employees.

All but three small departments (Disability, Emergency Management, and Employee Relations Board) are represented. Library (10.5%), Personnel (9.8%), and Airports (7.4%) have the highest share of total participants. All unions are also represented with EAA (35.5%), AFSCME (31%), and SEIU (8.6%) comprising the largest shares of participants overall. More extensive results will be provided in November following the conclusion of the program.
The Team Challenge officially began on Monday, September 18 when participants were able to log their steps for the first time. Participants chose from a list of six virtual trails. Participant avatars move along their chosen trail by logging the steps they accumulate throughout their day into the system, or syncing a device. See image below for an example.

D. Wellness Education Classes and Clinics Update

Education Classes
The second LIVEwell Education Class, Healthy Eating, took place at City Hall East (September 5), Figueroa Plaza (September 7), and the Public Works Building (September 21). Members were able to pre-register using the custom LIVEwell online scheduler and each class had 50 available seats.

Due to publicity and increased awareness, registration grew from the previous class (Healthy Habits). Therefore, locations reached their capacity more often. Still, no-shows continued, so in order to adjust for those who register but do not attend classes, staff increased the pre-registration capacity again, to 60 available seats. That enabled actual attendance to achieve closer to room capacity.

Participant engagement with the class was as follows:

- City Hall East had 51 pre-registrations and 49 total attendees.
- Figueroa Plaza had 50 pre-registrations and 36 total attendees.
Public Works Building had 50 pre-registrations and 37 total attendees.

<table>
<thead>
<tr>
<th>Utilization by Location</th>
<th>Total Seats Available</th>
<th>Pre Registrations</th>
<th>Total Attendees</th>
<th>Unused Seats</th>
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<tr>
<td>City Hall 9/5/17</td>
<td>50</td>
<td>51</td>
<td>49</td>
<td>1</td>
</tr>
<tr>
<td>Figueroa Plaza 9/7/2017</td>
<td>50</td>
<td>50</td>
<td>36</td>
<td>14</td>
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<td>Public Works 9/21/17</td>
<td>50</td>
<td>50</td>
<td>37</td>
<td>13</td>
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<tr>
<td>TOTAL</td>
<td>150</td>
<td>151</td>
<td>122</td>
<td>28</td>
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Staff distributed wellness-related promotional merchandise at the Education Classes per the plan and budget as noted in the August 2017 JLMBC report. The instructor distributed a Class Evaluation to the participants at the end of each session to determine participant satisfaction. Staff had expected to receive the aggregate evaluation report about two weeks following each class. However, Kaiser has experienced a delay. Staff is working with Kaiser to confirm a delivery date and will report the results to the JLMBC accordingly.

Early results show that the majority of the class participants have been women. Staff is working to develop a dedicated Men’s Health Webinar that may motivate more male participation, given the subject, exclusivity, and medium (online participation).

**Clinics**

The email announcing the Flu Shot and Health Screening Clinics was sent to employees on September 27. As with the Education Classes, members will pre-register through the custom LiVEwell online scheduler. Health Fax, the vendor offered through Kaiser provided the City with information regarding capacity to assist with scheduling. Health Fax also brings additional supplies to accommodate walk-ins. As registration begins, staff will monitor results and adjust clinic attendance estimates where possible. As noted in the previous JLMBC report, the Advanced Screening includes total cholesterol, HDL, glucose, blood pressure, height, weight, BMI, and body fat percentage; the Total Health Screening includes total cholesterol, HDL, LDL, triglycerides, glucose, blood pressure, height, weight, waist circumference, BMI, and body fat percentage. Below is the updated schedule of locations.
<table>
<thead>
<tr>
<th>Location</th>
<th>Departments</th>
<th>Region</th>
<th>HEALTH SCREENINGS</th>
<th>TYPE OF SCREENING</th>
<th>FLU SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyperion Treatment Plant</td>
<td>Sanitation</td>
<td>Westside</td>
<td>3-Oct</td>
<td>Total Health</td>
<td>10-Oct</td>
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<tr>
<td>LAWA Admin West</td>
<td>Airports</td>
<td>Westside</td>
<td>10-Oct</td>
<td>Advanced</td>
<td>N/A</td>
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<tr>
<td>Zoo</td>
<td>Zoo</td>
<td>Northeast</td>
<td>11-Oct</td>
<td>Total Health</td>
<td>24-Oct</td>
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<tr>
<td>Police Admin Building</td>
<td>Police</td>
<td>Downtown</td>
<td>17-Oct</td>
<td>Total Health</td>
<td>3-Oct</td>
</tr>
<tr>
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<td>Public Works</td>
<td>South</td>
<td>18-Oct</td>
<td>Advanced</td>
<td>4-Oct</td>
</tr>
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<td>Figueroa Plaza</td>
<td>Various</td>
<td>Downtown</td>
<td>19-Oct</td>
<td>Advanced</td>
<td>5-Oct</td>
</tr>
<tr>
<td>City Hall/City Hall East</td>
<td>Various</td>
<td>Downtown</td>
<td>25-Oct</td>
<td>Advanced</td>
<td>11-Oct</td>
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<tr>
<td>Personnel Building</td>
<td>Personnel</td>
<td>Downtown</td>
<td>26-Oct</td>
<td>Advanced</td>
<td>25-Oct</td>
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<tr>
<td>LAWA Skyview</td>
<td>Airports</td>
<td>Eastside</td>
<td>1-Nov</td>
<td>Advanced</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Submitted by: _________________________________
Joan Centanno

Approved by: _________________________________
Steven Montagna
Dear Colleague:

As you may be aware, the Personnel Department, in coordination with the City's Joint Labor-Management Benefits Committee, has launched the City's "LIVEwell" Wellness Program for our civilian workforce. The Wellness Program is an important City initiative to improve the health and wellbeing of our employees. We're now ramping up LIVEwell activities, events, and educational outreach - and even in these early stages, it's exciting for me to see our employees responding to our efforts.

One of our most significant endeavors is our first LIVEwell physical activity program, called "WalkPlus." WalkPlus is a walking program involving a friendly competition of teams of 4-5 employees. The team goal is to use the City's online WalkPlus program to travel 300 miles along one of six "virtual" trails. Teams measure progress via an online leader board. The top five teams will win wellness prizes.

Registration is underway and ends September 22nd, 2017. The challenge takes place September 18th-October 29th.

The WalkPlus challenge provides an opportunity for City leaders to model the kinds of behaviors that are essential to improving the health of the workforce. I'm looking forward to leading a team and participating in the competition. I encourage you and your department's employees to participate and help make this event a great success!

Thank you so much, and I look forward to seeing you on the trails!

Wendy

___________________

Wendy G. Macy
General Manager
Personnel Department
ACHIEVEMENTS AND ACTIVITIES

Thanks to the robust hiring of police officers by the Public Safety Bureau (PSB) in concert with LAPD’s Recruitment and Employment Division, the City’s sworn force of police and municipal officers surpassed 10,000 this August -- for the first time since 2013, the only prior instance when that milestone had been formally reached. PSB hired nearly 175 officers above attrition over the past year in order to reach that goal, given that the sworn force numbered 9,827 last August.

General Manager Wendy Macy and Assistant General Manager Bill Weeks attended the annual California HR Conference hosted by the Professionals In Human Resources Association. This year’s conference attracted more than 2,500 attendees including 1,650 managers. The speakers lineup featured entrepreneurs, HR executives, and authors including Daymond John, Founder & CEO of FUBU and Branding Expert and investor on ABC’s Shark Tank (pictured).

Personnel Department employees including staff from the Equal Employment Opportunity Division, Liaison Group I, and Liaison Group III attended the Mayor’s Civic University session discussing power dynamics at City Hall. These sessions are offered through a partnership between the Office of Los Angeles Mayor Eric Garcetti, the Department of Neighborhood Empowerment, and the Pat Brown Institute for Public Affairs at Cal State LA.

Recruitment staff from the Public Safety Division attended the 2017 Los Angeles Digital Government Summit. Division Chief Raelynn Napper presented at a panel on “Delivering Projects Successfully.” In addition to attending panels, staff met with vendors such as Microsoft, SalesForce, and Service Now to discuss the latest technology available for public safety recruitment and selection efforts.

Supporting Department Workforce Hiring Needs

Members of the Public Safety Bureau, LAPD’s Recruitment & Employment Division, and the Mayor’s i-Team met with representatives of Microsoft to discuss available technologies that would enhance Police Officer hiring by speeding up the process and improving the candidate experience.

Recruitment staff, Rhiannon Kirchner and Camille Marcojos, participated in the second annual “Public Jobs for the People” job fair organized by Councilmember Marqueece Harris-Dawson. The event was well attended with employment information provided to over 200 job seekers.

Customer Service / Supporting the City’s Quality Workforce

This week, Liaison Services Division provided HR support services to other City Departments:

• Personnel Staff assigned to the Bureau of Street Services are working with the new Assistant Director to formalize processes and procedures for filling vacancies and reassignments.
• HR staff represented the Department of General Services at the Joint Council / City Attorney Risk Management Steering Committee

Week 10 of 21:

• Umbrella/Slicker
• Scarf
• Winter gloves
• 1 bottle juice
• Save $1.75 a week towards your purchase of a weather radio at the end of 21 weeks.

Message from the General Manager

Over 70% of respondents to this year’s Wellness Survey indicated an interest in a Walking Program. After months of preparation the Employee Benefits Division has partnered with Health Trails to bring us the LIVEwell WalkPlus Program. Participants will be able to track their progress along a virtual trail each time they record physical activity and use a free application with custom route planning features. While individuals can use the program, we’re kicking off a six week team challenge, where the top teams will win prizes. Take steps to a healthier life and join a team. Online registration begins September 5th.

For more information on the WalkPlus Program, you can visit their FAQ’s website: http://walkplus.healthtrails.com/faqs

Wendy Macy
ACHIEVEMENTS AND ACTIVITIES

Although, he has only been in the position since November 2016, “Al” Alfredo Noble has made a significant and positive impact in the Personnel Department. As a Sr. Administrative Clerk, Al has applied the use of technology to efficiently increase collaboration and improve overall work consistency. Most recently, Al played a major role in implementing the Workers’ Compensation Division’s file scanning process by allowing easy centralized document access and improving the timeliness of document flow. Please join us in congratulating “Al” Alfredo Noble as the Employee of the Quarter.

In preparation for the FY 2018-19 Personnel Department Budget Request, the Administrative Services Division held a meeting for managers to discuss the Mayor’s Budget instructions. During this presentation, the elements of a good budget package were discussed as well as steps required to construct a budget package.

Charlette Starkey from Employee Development, Dewanna Sharp from the Public Safety, and Janeshia Robinson from Liaison Services Division volunteered with the Los Angeles Association of Black Personnel (LAABP) at Councilmember Marqueece Harris-Dawson’s Public Jobs for the People Job Fair. Volunteers assisted with registration at the computer applications booth and answered questions about City jobs.

In its effort to expand learning opportunities through the Cornerstone Learning Management System (LMS), the Employee Development Section met with management from both DWP and the Bureau of Sanitation to discuss the online system. DWP currently has multiple LMS’s within the department, including Cornerstone, and is hopeful that they can consolidate all of their resources into Cornerstone to provide users a one-stop shop for online training.

The Equal Employment Opportunity Division hosted the Liebert Cassidy Whitmore webinar: “The Unique Challenges of Disability Accommodations for Public Safety Employees.” The webinar focused on the challenges that public safety departments face in accommodating public safety employees with disabilities, including the interplay between light duty, Labor Code section 4850 leave, and workers’ compensation laws.

Supporting Department Workforce Hiring Needs

As part of their recruitment efforts, the Public Safety Division participated at the 2017 Congress of Neighborhoods where Recruitment Analyst Lennon Cooper staffed an LAPD Recruitment Booth. Additionally, with the formal announcement that Los Angeles would be hosting the Olympics in 2028, the Public Safety Division’s Recruitment Unit released custom-designed Olympics-themed ads for its “Choose LAPD” campaign.

Week 12 of 21:

- Flashlight
- Batteries
- Cotton rope
- 1 bottle juice
- Save $1.75 a week towards your purchase of a weather radio at the end of 21 weeks.
Greetings!

You should have received recent communications indicating that our Employee Benefits Division is launching a physical activity program, called “LIVEwell WalkPlus,” that draws on the excitement of virtually experiencing famous trails around the world. It will begin with a friendly team competition of 4 - 5 employees each. Registration is open through September 22, 2017. The challenge takes place from September 18 through October 29.

The team goal is to use the City’s online WalkPlus program to travel 300 miles along one of six “virtual” trails. Walking as well as other types of physical activity count towards the miles walked. Teams can measure their progress and opt to publish it via an online leader board. The top five teams will win wellness prizes.

The WalkPlus challenge provides an opportunity for Personnel Department employees to model the kinds of healthy behaviors we would like to see all City employees emulate. I encourage each of you to join a team and participate. For those of you with friends and colleagues in other City departments, I further encourage you to reach out to them to join your team. This would greatly assist us in spreading the word and exercising a leadership role in this important wellness initiative.

Thank you so much, and I look forward to seeing you on the trails!

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Wendy G. Macy
General Manager - Personnel
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700 E. Temple St. Room 305
Los Angeles, CA 90012
(213) 473-3470

Website: [http://www.per.lacity.org](http://www.per.lacity.org)

"Hire the best. Empower for success."
The LIVEwell WalkPlus Team Challenge starts today. Go to https://walkplus.healthtrails.com to log your activity.

It’s not too late to join the fun and get your free Walking Kit! Sign up at https://walkplus.healthtrails.com.

Registration ends September 22nd!
Tomorrow is the last day to sign up for the WalkPlus Team Challenge. Remember, a team is not official until at least four members are registered. Go to https://walkplus.healthtrails.com to sign up and join the fun!

LIVEwell
Practical Wellness. Abundant Support.

City of Los Angeles I Personnel Dept I Employee Benefits
200 N. Spring St. Room #867 I Los Angeles, CA 90012
(213) 978-1617 I LIVEwell@lacity.org
Transform Your Neighborhood
1 message

HealthTrails <no-reply@healthtrails.com>  Mon, Sep 18, 2017 at 3:42 AM
Reply-To: no-reply@healthtrails.com
To: joan.centanno@lacity.org

Monday, September 18

Daily Tip
Transform Your Neighborhood
Do you feel comfortable asking neighbors for recipe ingredients or to borrow tools? If not, maybe it’s time to be proactive. More

Recipe of the Day
Kale Salad with Asian Dressing
Take a break from the same old lettuce salad. Try this creative mix of kale, tomato and bell pepper tossed with a captivating Asian dressing. More

walkplus.healthtrails.com

Log Progress

Unsubscribe

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Knowing
Knowing your numbers can help you take control of your health and wellness. Sign up for a free, convenient, on-site appointment to get your health screening, including cholesterol, glucose, blood pressure, BMI, body fat percentage and more. It takes just 10 minutes. **Space is limited. Sign up today!**

### HEALTH SCREENINGS SCHEDULE

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
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</thead>
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<td>10/3</td>
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<td>10/10</td>
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<td>10/11</td>
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<td>10/25</td>
<td>Personnel Bldg</td>
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<td></td>
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<td></td>
<td></td>
<td>LAWA Skyview</td>
<td>11/1</td>
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</tbody>
</table>

Cholesterol screenings require a small amount of blood using a fingerstick, which is less invasive and for most, much less painful than a venipuncture (vein draw). **Fasting (at least 12 hours prior) is required at these locations to provide additional information, such as triglycerides. For all other screening locations, fasting isn’t necessary.**

Preventing
The flu shot is the best way to protect yourself. It’s safe, effective and targets this year’s viruses. Sign up for a free, convenient, on-site appointment to get your flu shot. **Space is limited. Sign up today!**

### FLU SHOTS SCHEDULE

<table>
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**Participants will need to show their City ID.**
See the complete schedule and register at kp.org/wellnessevent; **New users** enter signup code LIVEwell. All Keeping LAwell employee members are eligible.