# Virtual Meeting Agenda

**April 16, 2020**  
1:30 pm – 2:15 pm  
Zoom Meeting  

**Committee Members:** Deven Carlson, Carol Clure, Terri Cullen, Judy Estes, Kevin Farmer, Nancy Geiger, Sara Holland, Dan Hough, Luanne Howk, Rhonda Lawes, Chris McNabb, Amy Pepper, Matthew Rom, Beth Sullins, Will Wayne, Celeste Wirsig-Wiechmann

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
<th>Action</th>
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<tbody>
<tr>
<td>1:30 pm</td>
<td>Call to Order</td>
<td>Cullen</td>
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<tr>
<td>1:33 – 1:35 pm</td>
<td>Approve February Minutes</td>
<td>Cullen</td>
<td>Vote</td>
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<td>1:35 – 1:45 pm</td>
<td>Approve March Update</td>
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<td>1:35 – 1:45 pm</td>
<td>Benefits Update</td>
<td>Camargo-Quinn</td>
<td>Update</td>
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<td>• RFP Update</td>
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<td>• COVID-19 Update <em>(Agenda Item #1)</em></td>
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<td>• Willis Dashboard <em>(Agenda Item #2)</em></td>
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<tr>
<td>1:45 – 1:55 pm</td>
<td>Families First Coronavirus Response Act:</td>
<td>Daniels</td>
<td>Update</td>
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<td>Paid Sick Leave &amp; Expanded Family and Medical Leave <em>(Agenda Item #3)</em></td>
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<tr>
<td>1:55 – 2:00 pm</td>
<td>LiveWell OU Update <em>(Agenda Item #4)</em></td>
<td>Mitchell</td>
<td>Update</td>
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<td>2:00 – 2:05 pm</td>
<td>Retirement Update</td>
<td>Powell</td>
<td>Update</td>
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<td>2:05 – 2:15 pm</td>
<td>New Business</td>
<td>Cullen</td>
<td>Update</td>
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<td>2:15 pm</td>
<td>Wrap Up / Adjournment</td>
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Agenda Item 1
HSA and FSA Eligible Items without RX
Eligible Items

Here are some of the sample items that no longer require a prescription for qualified FSA/HSA usage:

- Acne Treatments
- Cold Sore Treatments
- Nasal Spray
- Allergy Medicine
- Corn & Callus Removers
- Nicotine Gum Patches
- Antacids & Acid Controller
- Cough Drops & Spray
- Oral Pain Remedies
- Anti-fungal Treatments
- Cough, Cold & Flu Medicine
- Pain Relieving Creams & Pads
- Anti-itch Treatments
- Diaper Rash Cream
- Pain Relievers
- Antiparasitic & Lice Treatments
- Ear Drops & Wax Removers
- Skin Treatments
- Aspirin & Baby Aspirin
- External Pain Relievers
- Sleep Aids
- Chest Rubs
- Eye Drops
- Stomach & Digestive Aids
- Children’s Cold & Allergy
- Feminine Personal Care Treatments
- Topical Skin Treatments
- Children’s Medicine Fever & Pain Relievers
- Hemorrhoidal Treatments
- Wart Removers
- Children’s Stomach & Digestive Aids
- Laxatives


Please note that our vendors are actively working on communications and implementing the changes necessary to support the new stimulus provisions. They expect over-the-counter changes to happen over the coming months as it will take time for processing platforms and merchant inventory systems to be updated – keep in mind that not all merchants will update at the same time. Also, please note that this may cause inconsistencies with consumers shopping experience while merchants make these updates. They expect this to be a temporary issue and resolved within a short time period.
Agenda Item 2

Willis Dashboard
This page is Proprietary and Confidential.
Agenda Item 3

FFCRA Leave Guidelines
April 10, 2020

The FFCRA (Families First Coronavirus Response Act) went into effect on Wednesday, April 1, 2020. The Act provides additional employer-paid leave provisions for our employees who may have been or will be affected by COVID-19. The current legislation is in effect from 4/01/2020 to 12/31/2020 and is not retroactive to any leave prior to 4/01/2020. There are two provisions covered in this Act outlined below: Emergency Paid Leave and Emergency FMLA Leave. This information will also be on the HR website.

**Emergency Paid Leave:**
(Maximum entitlement of 80 hours; can be a combination of the reasons listed below)

The only eligibility requirement for the Emergency Paid Leave is that an employee be “active.”

Eighty (80) hours (prorated based on FTE) of employer paid leave, at the employee’s normal salary rate, not to exceed $511/day (tied to base pay only) for the following reasons:

**Please note that there are only 80 hours total (prorated based on FTE) for any of the applicable reasons below.**

- The employee has been advised by a government entity or a health care provider to isolate or quarantine related to COVID-19. The name of the government entity or health care provider who advised this action will be required.
  - This leave can only be taken continuously but may be in multiple periods.
  - Attestation that the affected employee is unable to work or telework during the leave period is requested.
- The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis
  - This leave can only be taken continuously but may be in multiple periods.
  - Attestation that the affected employee is unable to work or telework during the leave period is requested.
AND/OR

80 hours (prorated based on FTE) of employer-paid leave, at 2/3rd the employee’s normal salary rate, not to exceed $200/day (tied to base pay only) for the following reasons (employees may choose to make up the remaining 1/3rd of their salary from their normal accrued PTO):

- The employee is caring for an individual subject to quarantine or self-quarantine order
  - This leave can be taken intermittently ONLY if the employee providing care is NOT returning to their worksite (telecommuting only) when not providing care of said individual.
  - Attestation that the affected employee is unable to work or telework during the leave period requested.
- Employee is caring for children if schools are closed or caregiver is unavailable because of a public health emergency
  - This leave can be taken intermittently.
  - If this leave type is requested, the following information must be provided: name of minor child, name of school or place of care closed for COVID-19 related issue.
  - Attestation that no other individual is available to or will provide care and that the employee is unable to work or telework during the leave period requested.

Emergency FMLA Leave:

(This is only applicable to the new FMLA Qualifying Event that the employee will miss work as they must care for their minor child whose school or place of care has been closed for a COVID-19 related issue)

The first 80 hours (prorated based on FTE) shall be unpaid. However, the employee may choose to bridge this pay gap with Emergency Paid Leave as indicated above or opt to use normal accrued PTO for this time period.

- The final 400 hours/10 weeks (prorated based on FTE) will be paid by the employer at 2/3rd the employee’s normal salary rate, not to exceed $200/day (employees may choose to make up the remaining 1/3rd of their salary from their normal accrued PTO).
  - Attestation that no other individual is available to or will provide care and that they are unable to work or telework during the leave period requested.
  - The only eligibility requirement for the Emergency FMLA Leave is that an employee be on the OU payroll for 30 calendar days.
  - This leave can be taken intermittently. For example, if employee is caring for child Monday, Wednesday, Friday and can work Tuesday, Thursday, then the leave would be intermittent. Similarly, employees may take leave in the morning and work in the afternoon.
All other FMLA Qualifying Events, unrelated to the COVID-19 childcare event described in this section, shall be processed as usual and the normal eligibility requirements (12 months of service and 1,250 hours worked) will apply.

Per the Department of Labor (DOL) regulations and guidelines, all FMLA events shall be deducted from the employee’s annual FMLA entitlement of 480 hours (prorated based on FTE). Also, if an employee has already exhausted or used a partial amount of their FMLA entitlement, the Act does not require the employer to grant additional FMLA hours to those employees.

During this stressful time for us all, it is recommended that employees who wish to apply for either Emergency Paid Leave (any applicable reason), or Emergency FMLA Leave, reach out to the appropriate HR Leave Administrator below so that the appropriate paperwork is issued based on the employee’s request. Employees may not understand all the details of this Act; HR Leave Administration will be happy to ensure they understand what they are requesting and how the entire process works.

Norman – Vanessa Llach, VanessaLlach@ou.edu

Norman Tulsa – Tandy Gourd; Tandy-GourdIII@ou.edu

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Agenda Item 4

LiveWell OU
LiveWell OU Portal

- Registered Users: 8230
  - Norman: 4693
  - OUHSC/OUMI: 2853/475
  - Tulsa: 307
- Added since Jan. 2: 643

Quarter 1 (January 1, 2020 – March 31, 2020)

- 653 participants reached a minimum of 1500 points (min. needed for quarterly item)
- Incentive item for quarter 1 is a LiveWell OU branded umbrella.
  - Due to COVID-19 and current guidelines in place there will be a delay in ordering and scheduling pick up dates/times for item.
  - Participants have been notified about delay

Quarter 2 (April 1, 2020 – June 30, 2020)

- Kicked off quarter 2 April, 2020
- Quarter 2 Wellness Challenge:
  - April 1 – June 30: Sleep Challenge (12-week challenge) worth 400 points if participants complete 9 of 12 weeks
  - April 6-19: Hydration Challenge (2 weeks) worth 150 points if participants drink a minimum of 110 glasses of water over the next two weeks.
  - May 2020: Mental Health – Self Care Challenge will encourage employees to focus on their mental health and take time to engage in some self-care. More information to come.
- COVID-19 Program Adjustments
  - Both wellness coordinators telecommuting keeping the program running
  - Continued promotion of EAP and COVID-19 resources for employees
  - More wellness challenges (mentioned above)
  - Alternate options have been made for various areas in the program to accommodate social distancing guidelines in place
    - Virtual workshops and events
      - Virtual Workshops (presentations, OHAI, and 1 on 1 dietetic meetings)
      - Webinars (Magellan, Fidelity, etc.)
      - Virtual Races (5k/10k type events) may be used in place of in-person Physical Activity Community Events through July 31, 2020.
      - Virtual museum tours/exhibits can be used for Cultural Enrichment points through July 31, 2020.
      - Virtual workouts can count as Group Fitness points through July 31, 2020.
    - Facebook Live Events:
      - ZUMBA
      - Wellness Chat and Check-Ins
      - Cross-promoting OU Fitness + Recreation live workouts
      - OHAI