

**Well Workplace Award
Executive Summary**

**WVHTC Foundation
Bronze Award**

Information in this publication is carefully reviewed for accuracy. Questions, comments, or ideas are welcome. Please direct to Dr. David Hunnicutt, Executive Editor, at the address below.

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**WELLNESS COUNCILS
OF AMERICA**

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General Information

WELL WORKPLACE

Bronze Application

Basic Information

Name of Organization WVHTC FOUNDATION

Address of Organization _____

Council Affiliation WELLNESS COUNCIL OF WEST VIRGINIA

Contact Person MONICA D. STUTLER

Title HUMAN RESOURCE DIRECTOR

Work Telephone _____

Fax Number _____

E-Mail Address _____

Alternate Contact JENNIFER MCPHERSON

Parent Organization WVHTC FOUNDATION

Number of Sites Covered by this Application ONE

Number of Employees Covered by this Application 49

Nature of Business or Industry NON-PROFIT TECHNOLOGY

Name of CEO JAMES L. ESTEP

Date of Application MAY 12, 2004

ORGANIZATIONAL AND PROGRAM BACKGROUND

ORGANIZATIONAL BACKGROUND

The West Virginia High Technology Consortium (WVHTC) Foundation is a non-profit 501(c)(3) corporation that focuses on growing West Virginia's technology sector and globally expanding West Virginia's technology influence. The WVHTC Foundation uses a multifaceted approach of research, commercialization, infrastructure development, and workforce education, synergistically combined to maximize economic development. Congressman Alan B. Mollohan established what is now the WVHTC Foundation in 1990 to create the critical mass of regional technology companies needed to move economic diversification efforts forward. Through mentor protégé relationships and teaming, the WVHTC Foundation provided a critical spark to the regional technology movement. The President and Chief Executive Officer of the WVHTC Foundation is James L. Estep. The WVHTC Foundation currently supports 48 employees, with forecasts of expanding up to 80 over the next five years.

WELLNES PROGRAM BACKGROUND

Wellness initiatives began with the formation of the company by providing for employee events, such as staff appreciation day and staff and family picnics. In 1997, wellness benefits such as on-site flu shots and multiphasic blood screenings were provided. Lunch and Learn seminars on such topics as stress reduction, CPR and self-defense were also conducted through the WVHTC Foundation employee assistance program (EAP). Employee morale events have been enhanced over the years. A more formalized program has been developed, and a wellness team was established to create goals, solicit input, and plan for the future. All of these enhancements were made to support the WVHTC Foundation's goals of achieving a Well Workplace designation.

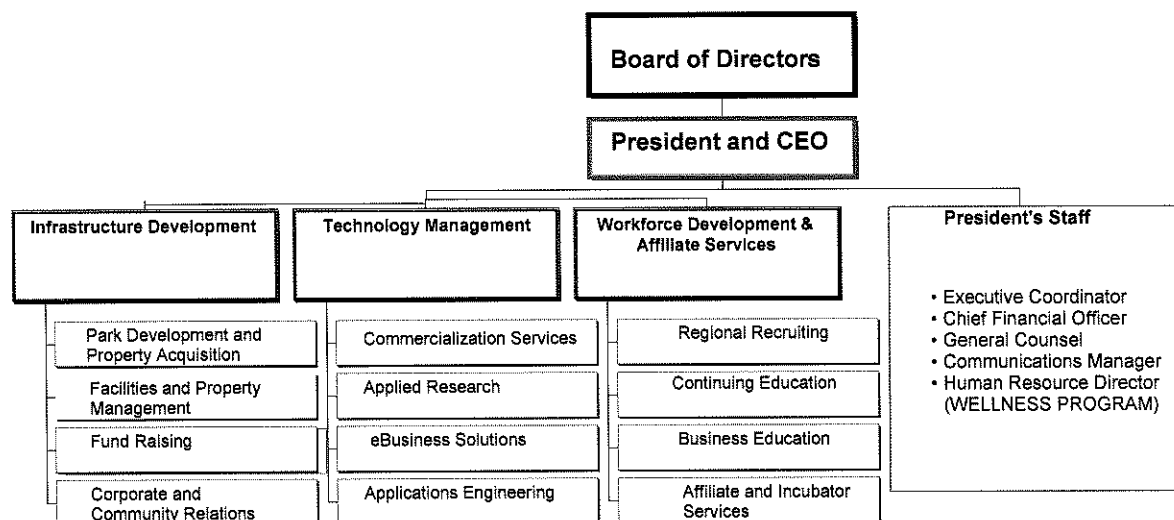


VISION AND MISSION STATEMENTS

The WVHTC Foundation's mission is to serve as a catalyst to further integrate and cultivate the West Virginia technology community, and to diversify and strengthen West Virginia's economy. The WVHTC Foundation's vision is a vibrant statewide and regional high tech business environment in a thriving economy based upon knowledge, ideas and technological innovation.

The Foundation of Wellness' mission is to educate and facilitate wellness activities for the advancement of WVHTC Foundation employees and their families. The vision is a physically, mentally and emotionally healthy workforce.

ORGANIZATIONAL CHART - WELLNESS PROGRAM



OVERVIEW BASED ON THE 7 C'S

The WVHTC Foundation's executive management consists of president, James L. Estep and three vice presidents, Raymond A. Oliverio, Roger L. Duckworth, and Jonathan Elder. Senior management proactively supports the efforts of the wellness initiative in several different ways.

The first area of support is financial. Mr. Estep allows for an annual wellness program budget and staff hours to work on wellness initiatives. Second, top management supports the Foundation of Wellness with their personal involvement. Each member of top management has participated in at least one wellness event. Roger Duckworth, Vice President for Technology Management has participated on the Foundation of Wellness committee and attended the Tri-County 'Well City' CEO breakfast, which summarized the benefits of becoming a well workplace. The Foundation of Wellness team consists of eight people who meet once a month. The team discusses past successes and failures and plans for future events.

The team has developed and distributed a Needs and Interest Survey as well as a Health Risk Appraisal to the staff. The WVHTC Foundation also has an employee suggestion box, a reading material request box in our library, and an opportunity for suggestions on the annual wellness survey. In addition to these methods of collecting data, the President and CEO meets annually with each employee on an individual basis to discuss any of their concerns or suggestions. All of these devices help collect the data that drives the programs the WVHTC Foundation offers.

Through a regular meeting of the Foundation of Wellness, an operating plan was crafted in order to further strengthen the program and to communicate the mission, vision, goals and objectives of the program to the staff. Each member of the wellness team has assumed specific roles based upon the strengths and talents that he or she brings to the group.



Interventions and programming developed by the Foundation of Wellness are chosen based upon the Needs and Interest Survey and the Health Risk Appraisal that were completed by the employees. Attendance at events is recorded and feedback is requested to improve programming. Prizes for competition-based events are also a large part of the success of the WVHTC Foundation's programming.

As part of creating a supportive environment for employees, the Foundation of Wellness ensures that healthy options are provided at the on-site café. Picnic tables are placed outside for working and eating outdoors as well as wireless access so that surfing the Internet in the sun is possible. Many WVHTC Foundation employee benefits foster a positive work/family life balance and encourage the education and advancement of employees.

After each event, feedback is requested from employees on a formal and in-formal basis to assist the Foundation of Wellness team to improve and continue or discontinue an event. Objectives for each event are established in the Foundation of Wellness operating plan, and they are used when seeking feedback and developing surveys so that accurate analysis is completed.

KEY WELLNESS INITIATIVE INDIVIDUALS

Monica D. Stutler, Human Resource Director, began the Foundation of Wellness program in 1997.

Ms. Stutler's first initiatives were to plan for flu shots, multiphasic blood screening and employee lunch and learn seminars. Each year, Ms. Stutler has developed additional programming for the Foundation of Wellness based upon employee input and desire. "I feel that the biggest impact a formal wellness program makes is in the area of recruiting. Candidates see a company that cares about the well being of its employees, evidenced by providing a proper work/life balance, employee events, and opportunities for fitness, and this aids in the recruitment of new employees."



In September 2003, Jennifer S. McPherson began employment with the WVHTC Foundation as the Human Resource and Legal Assistant. She continued to create and implement new wellness initiatives for the employees and committed her full efforts toward driving the Bronze Well Workplace application toward completion. "My goal for the Foundation of Wellness is to facilitate opportunities for employees to begin and continue a healthy lifestyle during their work day."

THREE UNIQUE STRENGTHS

The WVHTC Foundation is located within the I-79 Technology Park. The first strength is the building and its location - the Alan B. Mollohan Innovation Center. The building is located less than one mile from Interstate 79 and provides ample free parking, green space, and a beautiful pond on the south side. The location of the facility also allows access to walking and running within the park and in residential neighborhoods nearby. Within the building, there is a large conference room that is available to tenants and people within the community for various events. For example, Yoga sessions are offered to all tenants on a weekly basis at lunch time. Shower facilities are also available on-site after a mid-day workout. On the second floor of the Innovation Center, a café offers a variety of reasonably priced, healthy food options, and the Innovation Gallery boasts local artwork to sooth the mind during a busy day. The building is also equipped with wireless Internet connections. WVHTC Foundation employees have the ability to access the Internet via laptop computer while in the courtyard enjoying the weather. The technology park has expanded in size to just over 500 acres, and master plans for infrastructure development include integral green space, waterways, walking trails, and wireless capability. These features are being implemented to foster a healthy environment for the "knowledge worker."

A second strength is access to a local gym at discounted membership rates. The cost is deducted through payroll, eliminating the hassle of payment for employees. The gym is located within two miles of the Alan B. Mollohan Innovation Center, allowing for a quick mid-day workout. Flexible hours are provided and the gym offers Cybex fitness machines, free weights, saunas, and nightly aerobic classes. The gym's discounted membership rate is also applicable to spouses.



A third strength is the staff designated to manage the Foundation of Wellness. The WVHTC Foundation currently has one full-time and one part-time employee whose job responsibilities include managing the wellness program.

MOST POPULAR PROGRAMS

Lunch and Learn. At least once a month, a speaker is asked to visit the WVHTC Foundation and give a mini-seminar during the lunch hour for employees. This is an effort to promote and maintain mental well-being. The topics have varied from baby massage to winter activities in West Virginia. It provides employees an avenue for questions to be answered by an expert and stimulating discussions with other employees about non-related work matters.

Flu Shots. Another well attended program is on-site annual flu shots. Each year in October, nurses from Fairmont General Hospital come to the WVHTC Foundation to administer flu shots. The WVHTC Foundation opens this event to the entire building and friends and spouses of the employees.

