



Minutes from Staff Senate Monthly Meeting of September 10, 2019  
Location: Newcomb Hall, South Meeting Room  
Time: 11:00 a.m. – 1:00 p.m.

#### AGENDA

1. Senate Introductions and Announcements
2. Preview of Open Enrollment Tools
3. Introduction to New Community Resource Services and FEAP

#### Item 1: Senate Introductions and Announcements

- Introductions were made by Staff Senators and Staff Senate leadership
- Anonymous questionnaire will go out to all Senators for questions or suggestions
- October meeting may be livestreamed
- Advocacy Committee
  - First meeting is September 18, 11 a.m. - 12:30 p.m. at 315 Old Ivy, Suite 215 (McIntire Foundation)
  - After that, the meeting will take place on the first Wednesday of every month at the same time and place
  - Email Nick [naw8pu@virginia.edu](mailto:naw8pu@virginia.edu) or Brandy [bpn7b@virginia.edu](mailto:bpn7b@virginia.edu) for more information
- University Partnerships Committee
  - University Partnerships is about how you communicate with your constituents and between Senators, and how we build partnerships with other governing bodies at UVA
  - Meets the last Tuesday of every month from 3:30 - 4:30 p.m.
  - First meeting is September 24 in Newcomb 164H (the PAC)
- Membership Committee
  - Plans and facilitates orientation process, makes sure that constituencies have a Senator, and runs election and annual luncheon
  - Doesn't meet as a committee
  - Manages elections with Election Coordinators
    - Set up ballots and polls, makes sure constituencies fill vacancies
    - Work is heavy in May, June, and July

- Constituency Corner
  - Will kick off in October
  - Goal is to increase interaction with constituents beyond emails
- Parking and Transportation
  - Crozet CONNECT
    - New service offered by Jaunt
    - Two routes, on the east and west sides of Crozet
    - Runs in the mornings and afternoons
    - Free to those with a UVA ID, \$2 per ride otherwise
    - If concerned about missing bus, sign up for Guaranteed Ride Home
  - See Parking and Transportation website for more information about transportation and shuttle options at UVA
- Wi-Fi
  - Eduroam network was new in April, and will replace Cavalier
  - Must renew digital certificate every 13 months
  - Network also runs at other educational institutions
  - Chromebooks and Alexa's are unsupported on Eduroam
- Office for Organizational Excellence
  - Quality Core Network: Once a month learning and networking opportunity
  - October event: UVA Library going over strategic resource allocation project

## **Item 2: Rebecca Gristina, Director of Benefits Administration, HR - Preview of Open Enrollment Tools**

---

- Resources for Open Enrollment + Workday
  - Enrollee toolkit: One stop shop that includes website, Ask Alex, videos, the Open Enrollment presentation, and podcasts
  - Additionally, resources will be mailed out to employees' homes
  - Additional temporary support staff was added to assist with Open Enrollment, which allows other HR employees to be on site at Open Enrollment presentations across Grounds
  - First time Open Enrollment is in Workday, more support added there as well
- HR Website
  - Basics
    - The website will be updated regularly
    - All email communications will be available on the website
    - Lists information about where presentations will be held on Grounds
    - Website goes live the week of September 16
  - Ask Alex
    - Virtual healthcare plan assistant
    - 23-minute process
    - Doesn't give comparison between other healthcare plans, although it does give one healthcare recommendation at the end
  - Picwell
    - 3-5-minute analytic tool
    - Short demo given in meeting

- Assesses risk based on your information, estimates healthcare costs based on medications you currently use
    - Shows top healthcare plan options and costs at the end
- Tools from Aetna and OptumRx
  - Being a consumer for your healthcare services is a priority
  - Aetna tools: Payment estimator, cost of care estimator, doc find, Aetna Institute of Quality, plan selection cost estimator
  - OptumRx tools: pharmacy and drug options
- What will Open Enrollment look like on Workday?
  - Three ways to go into Open Enrollment event: announcements, inbox item, and benefits tab
  - Open Enrollment event
    - Organized into tiles
    - You don't have to change any categories if you don't want to
    - Simply click into a tile if you want to make a change to that benefit
    - If you see 'Manage,' that means you are already enrolled
    - If you see 'Enroll,' you have not yet enrolled in that plan
    - Each tile will give you a full summary at the end that is printable and that gives rates
- Important Dates
  - Open Enrollment: October 7-18, 2019 (when Workday opens)
  - The Open Enrollment website goes live the week of September 16
  - Presentations will occur across Grounds over the next four weeks
  - Benefits Expos: Newcomb Hall on October 9 and Medical Center on October 10 (Employee Resource Center)
  - All changes take place January 1, 2020
  - If you have a life event between Open Enrollment and January 1, you must update your life event and redo your Open Enrollment event on Workday
  - Passive enrollment: If you don't want to make any changes, you don't have to do anything to keep the same benefits
  - Open Enrollment is the only time in the year when you can make changes to your benefits, outside of a qualifying life event

### **Item 3: Stuart Munson, Community Resource Specialist, HR - Introduction to New Community Resource Services**

---

- Community Resource Specialist is a new position created in the last six months
  - President Ryan thinks nobody who works at UVA should live in poverty
  - Minimum wage at UVA will be raised to \$15/hour in January 2020
- The Community Resource Specialist works to help all employees meet basic needs like affordable housing, utilities, childcare, and food
- Free, confidential service
- Process
  - The specialist meets with employees two days a week in the West Complex and three days a week on Old Ivy Way
  - Can also meet with people in a different place if that is more convenient
  - Meeting consists of a conversation about employee needs

- Once needs are identified, employee is connected with resources at the federal, state, and university level
- The specialist doesn't have funding himself, but can connect employees to resources that do, and helps fill out applications
- Will work with employees as long as they need
- Most referrals so far have come from FEAP
- Sample scenario – fictional employee “Mary”
  - Had been at UVA for six months
  - She and her husband live in a two-bedroom apartment with their daughter
  - Her husband left, taking with him his income
  - Missed a month of rent payment and started to worry about being evicted
  - Mary came to Community Research Specialist, Stuart
  - Stuart connected Mary with FEAP first
  - UVA Community Credit Union helped her establish a budget and keep her apartment
  - A month of her back-rent was paid by Alliance Interfaith Ministries
  - Also connected her with a food bank that helped her create a menu
  - Stuart has not heard from Mary since and assumes she is doing well
- Goal: Get the word out about this service to more UVA employees
  - Watch for signs that a fellow employee might need help
  - Stuart can come to any staff meetings to spread the word
  - Posters
  - Contact information: email best, webpage:  
<https://hr.virginia.edu/benefits/community-resources-service-uva>

#### **Item 4: Brenda Wilson, Director, Faculty and Employee Assistance Program (FEAP)**

---

- Faculty and Employee Assistance Program (FEAP)
  - Free and confidential service for all employees, their family members, and retirees
  - 1-3 session meetings for assessment, problem solving, and/or outside referral to the community
  - All advisors are licensed mental health providers, such as licensed professional social workers or counselors
  - Opportunity for an employee in distress to come in and talk about it
  - Crisis intervention: please call FEAP if an employee if concerned another employee may hurt themselves
  - Prefer to work from appointments, but do keep spots open daily for same day crises appointments
  - Call (434) 243-2463 for an appointment at any location
  - Not a part of EPIC, does not have access to medical records, does not report to HR
  - Formal referral process: Manager can refer employee to FEAP if employee is having performance problems
- New/Lesser Known FEAP Community Resource Services

- Free 30-minute financial (debt consolidation, credit) and legal service (housing disputes, wills, divorce, custody) available to all employees
- Substance Abuse and Mediation, new Mindfulness and Resiliency program, critical incidence program, trauma program (12-session free trauma therapy)

**Final Comments:**

- Upcoming meeting topics
  - Open Enrollment
  - Collaborating on the Strategic Plan key initiative: “Cultivating Staff Success”
  - Live Safe: New security app
  - New Provost - Liz McGill
- Next meeting October 8
- HR to send out minutes summary in email to all academic staff; full minutes still available on Staff Senate website