

A Report to the
Chambers
County
Commissioners
Court

County Judge:

Jimmy Sylvia

Commissioners:

Jimmy Gore

Mark Tice

Gary Nelson

Billy Combs



Employee Wellness Program

2017-2018

Brooke Jacobson

Ashley Savell

February 20, 2019

Chambers County
Auditor
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CHAMBERS COUNTY AUDITOR

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Nature of the Engagement:

The Auditor's Office completed a financial and compliance audit of accumulated Wellness Points earned by each eligible employee and retiree for the July 1, 2017 – June 30, 2018 wellness year.

The overall objective of this audit was:

- To reconcile the participants' recorded activity points, related documentation, and monetary reimbursements.

The Chambers County Employee Wellness Program, "The Healthy Weigh of Life," encourages participants to live a healthier lifestyle by providing monetary reimbursement for activity completion. The Wellness Center is responsible for keeping record of all earned wellness points, proof of activity and ensuring that all received documents are in compliance with "The Healthy Weigh of Life" Policy. Quarterly statements are given to participants to view their total points earned and make corrections if necessary. Each point awarded is equivalent to a \$1.00 reimbursement and the limit for each participant is \$300.00 per program year. There were 376 employees who participated in the program out of 400. The Treasurer's Office distributes funds to each participant that coincides with the total number of points that employee has earned throughout the wellness year. The total funds reimbursed was \$55,232.00.

Audit and Procedures:

All documentation was reviewed at the Wellness Center due to Protected Health Information (PHI). The following procedures were used to accomplish the examination:

- Review all participant activity points and analyze documentation of activity for the July 1, 2017 – June 30, 2018 wellness year.
- Verify the accuracy of the Wellness Center's totals by reconciling them against the Wellness Center's collection of activity documents.
- Compare the Wellness Center's trial balance to the reimbursements distributed to participants by the Treasurer's Office.

Observations and Findings:

While reviewing each employee's folder for documentation compliance, the following was observed:

- Each employee's proof of activity was scanned and saved in individual employee folders for ease of access to information for future reference.
- Per "The Healthy Weigh of Life" Policy, "Every eligible employee or retiree who wishes to participate in the Wellness Program and receive credit for reimbursement must sign a Participation Contract." During the audit, a sample of employee folders was reviewed. Out of those folders, only one was missing a Participation Contract.
- All accepted physical examination affidavits had proper proof of patient examination.
- Copies of employee CPR cards were accepted as proof of CPR certification.
- All completed wellness activity forms were accepted with employee signatures and dates.
- There was a difference of \$1,354.00 between the Wellness Department's total and the Treasurer's Office total. Nine employees were no longer employed with the County, therefore they did not receive their participation reimbursement.
- All monies distributed had supporting documentation.

Recommendation:

- To be in compliance with the "Healthy Weigh of Life" Policy, the Wellness Center employee accepting affidavits should verify that all employees participating in the program have a participation contract on file. Points should not be awarded to those without contracts.

Conclusion:

All of the supporting documentation for the July 1, 2017 – June 30, 2018 wellness year was accurately recorded. As recommended above, requiring that all employees have a participation contract on file will keep the Wellness Center in compliance with the "Healthy Weigh of Life" Policy. Overall, the Wellness Department properly maintained accurate records that validate the monetary reimbursements.



CHAMBERS COUNTY EMPLOYEE HEALTH AND WELLNESS CENTER

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February 19, 2019

Re: Chambers County Wellness Program Audit

Thank you for the professional manner in which the Audit was conducted. We welcome the opportunity to improve our record keeping and documentation to maintain compliance in accordance with our "Healthy Weigh of Life" Policy. Annually we review the policy to update and modify the program and policy and make necessary changes that have arisen during the previous points' program year. Our ultimate goal is to "encourage employees to adopt healthy lifestyle behaviors."

Paula Richard, Office Manager, oversees the day to day operations of the Wellness Program. With a current enrollment of 372 employees, I will take this opportunity to say how pleased I was with the results of the audit, and would like to commend Paula for going above and beyond enrolling employees in the program, helping them obtain their points; all the while strictly adhering to the program policy as to maintain the integrity of the program.

Response to audit findings are as follows:

1. *"To be in compliance with the "Healthy Weigh of Life" Policy, the Wellness Center employee accepting affidavits should verify that all employees participating in the program have a participation contract on file. Points should not be awarded to those without contracts."*
 - a. **Response:** Wellness Program folders are shred every 3 years. Participants would not be enrolled in the program if they had not originally completed and signed a participation contract. Although every effort has been made to ensure that original participation contracts are pulled before shredding, some inadvertently have been missed. Those participants have been contacted to complete a new participation contract to be in compliance. This particular participant had already received a new contract, and turned in his contract the day after the audit concluded.

Thank you again for your efficiency and recommendations,

Mary Beth Bess RN, MSN, FNP-BC
Health Services Director