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June 20, 2018

**MEMORANDUM VIA E-MAIL**

**TO:** GMEBS Health Insurance Fund Members  
**FROM:** Randy Logan, Deputy Executive Director  
**SUBJECT:** 2018 Health Promotion & Wellbeing Grant Program

Georgia Municipal Association (GMA) is pleased to announce the renewal of the Health Promotion & Wellbeing Grant Program for 2018. These grants will assist members of GMA’s health insurance fund to conduct new or improve existing workplace health promotion and wellness programs. Over \$1,500,000 has been given back to the membership in grant funds since the program began in 2006.

GMA, in conjunction with Local Government Risk Management Services – Health Promotion Services (LGRMS-HPS), **will immediately begin accepting applications for Health Promotion & Wellbeing Grants.** The grant program is administered by LGRMS-HPS and is only available to members of the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Insurance Fund. **The attached application must be submitted on or before August 06, 2018 to:**

Ms. Sherea Robinson  
Health Promotion Services Manager  
Local Government Risk Management Services  
3500 Parkway Lane, Suite 110  
Norcross, Georgia 30092

Any questions about the grant should be directed to Ms. Robinson at (678) 686-6281, toll-free at (800) 650-3120 or via email at [srobinson@lgrms.com](mailto:srobinson@lgrms.com). Thanks!

RL:DKM/dkm

Attachment

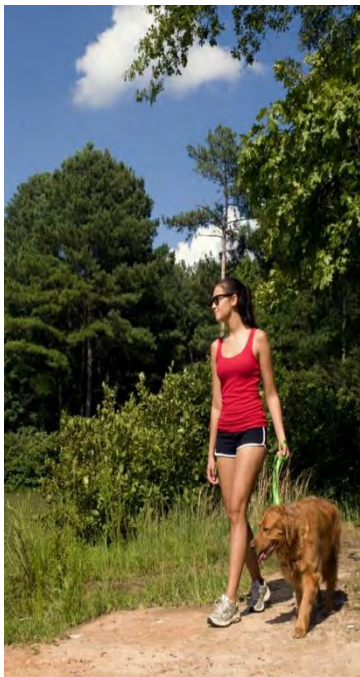
cc: GMEBS Board of Trustees  
Mr. Larry Hanson, GMA Executive Director  
Mr. Michael Faulk, GMA  
Mr. Dan Beck, LGRMS  
Ms. Sherea Robinson, LGRMS-HPS



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# 2018 GMA Health Promotion & Wellbeing Grant Program



The Georgia Municipal Association (GMA) is pleased to announce the renewal of the Health Promotion & Wellbeing Grant Program for 2018, to assist members of GMA's health insurance fund enhance their ability to conduct new or improve existing workplace health promotion and wellness programs. Over \$1,500,000 has been given back to the membership in grant funds since the program began in 2006.

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To be eligible for funding, members must complete the enclosed two-page grant application. If approved, the application becomes the member's agreement to meet all of the grant requirements and to carry out all required health promotion activities as described in the application. All award recipients will receive 50% of the initial grant amount and the remaining grant amount will be distributed after the **Mid-Point Check** has been submitted.

All applicants will be evaluated based on their ability to meet the prescribed criteria, financial need and the ability to demonstrate in-kind support. Grants will be awarded by employee population groups as follows:

- Member with more than 400 employees
- Members with 150 – 400 employees
- Members with less than 150 employees

Should you have any questions about the grant application, please contact Sherea Robinson, Health Promotion Services Manager.

**For More Information...**

**Sherea Robinson**  
Health Promotion  
Services Manager  
Direct: 678.686.6281  
Toll-free: 800.650.3120  
[srobinson@lgrms.com](mailto:srobinson@lgrms.com)  
Fax: 404.377.6594



# 2018 GMA Health Promotion & Wellbeing Grant Application



## Organization Information

Applying organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Number of employees with GMEBS Health Insurance Fund: \_\_\_\_\_

City administrator/manager: \_\_\_\_\_

Phone # \_\_\_\_\_

Designated Health Promotion Champion: \_\_\_\_\_  
\_\_\_\_\_

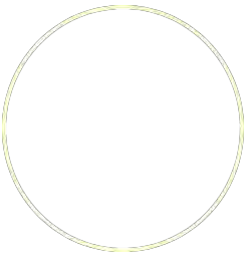
Phone # \_\_\_\_\_

Health Promotion Champion's work role/title: \_\_\_\_\_

E-mail address of designated Health Promotion Champion: \_\_\_\_\_  
\_\_\_\_\_

## Current health promotional activities:

- Has the city provided or have in place any employee health promotion or wellbeing programs/activities? If so, what?
- Does the city support employee participation in well-being programs/activities such as blood drives, Walk for the Cure, Diabetes Walks, March of Dimes, etc.?
- Do you currently have any budgeted funding for health promotion programs/activities? If so, how much?
- Does the city support awarding employees with making positive health improvement changes?
- Did the city receive a GMA Health Promotion Grant in a prior program year? (Yes/No) If yes, applicant must submit a general activity plan of action for 2018 along with this application, in order to be considered for the grant. If no, submit the city's goals and objectives for the employee health and wellbeing program.



Health research has shown that employee health promotion programs have a positive effect on health care expenses over time.

# 2018 GMA Health Promotion & Wellbeing Grant Application

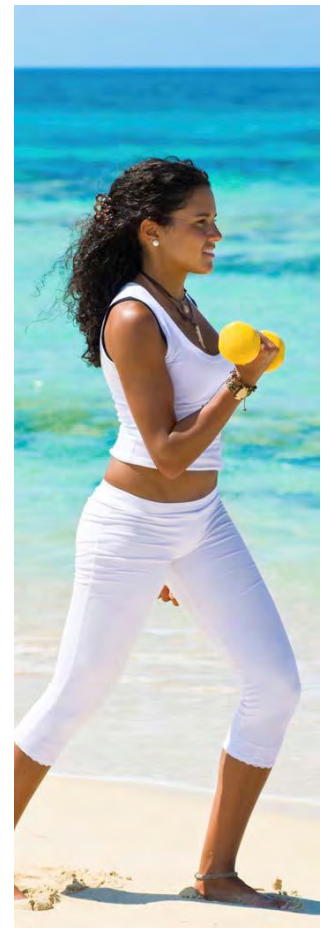
## Conditions to participate:

- Current and continued enrollment in the GMEBS Life and Health Insurance Fund.
- Completed application form must be submitted **by August 06, 2018**  
to: Sherea Robinson, Health Promotion Services Manager  
Local Government Risk Management Services  
3500 Parkway Lane, Suite 110  
Norcross, GA 30092
- Designate a Health Promotion Champion to oversee the city's health promotion & wellbeing programs/activities.

*Signing this application acknowledges agreement to follow through with the planned health promotion programs/activities.*

## Program requirements for approved applicants:

- The designated Health Promotion Champion must attend one of the scheduled LGRMS-HPS *Wellness Champion Training* workshops. The various dates and locations of the workshops will be announced in the letters notifying members of their award.
- City management will:
  - Distribute an initial Grant Press Release to local media and all employees announcing support of the program. The press release will be given to Health Promotion Champions at the *Wellness Champion Training* workshop.
  - Implement at least two communications to employees promoting the *BlueCross BlueShield of Georgia 24NurseLine* and *four other BCBSGa Health communications during the coming year.*
- Work with LGRMS-HPS to provide a health assessment and counseling program using a Health Risk Appraisal with blood pressure screening and health improvement counseling/feedback for all participants. (All data will be confidentially handled by a third party vendor with only group data available to the city and LGRMS-HPS.) LGRMS-HPS will assist award recipients in the use of individual Health Risk Assessments.
- Implement a Workplace Wellness Policy.
- Offer at least two other of several approved health promotion programs to all employees: immunization program (flu shots), self-care training to employees, self-care booklets, cancer screening, CPR/First Aid training, tobacco use reduction program, nutrition-weight programs, stress management programs, etc.
- At the scheduled LGRMS-HPS *Wellness Champion Training* workshop, the designated Health Promotion Champion must complete a Workplace Health Promotion Action Plan to include awareness, communication, prevention programs, behavior change, HIPAA, etc.
- The designated Health Promotion Champion must complete and submit a *Mid-Point Check, Year-End Activity Report, and a Grant Requirement Questionnaire* on the health promotion activities conducted.



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Mayor

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Administrator/Manager

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Designated Health Promotion Champion

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Date



## GMEBS Life and Health Insurance Fund

The Georgia Municipal Employees Benefit System (GMEBS) Life and Health Insurance Fund is a self-insurance fund administered by GMA. The fund's membership consists of 166 local government entities. The membership may choose from several plan designs including a POS and PPO and HMO plans to give members the flexibility to meet the needs of their employees and available financial resources of the employer. The plan designs vary in deductibles, co-pays and percentages paid by the participant/plan. For information about the GMEBS Life and Health Insurance Fund, contact Mr. Michael Faulk at 678.686.6231 or [mfaulk@gmanet.com](mailto:mfaulk@gmanet.com).

## Local Government Risk Management Services

In 1988, GMA and the Association County Commissioners of Georgia (ACCG) jointly created the Local Government Risk Management Services (LGRMS) to provide safety and loss control services to the risk management fund members of GMA and ACCG. In the year 2000, Health Promotion Services (HPS) was added as an additional service to GMA's health insurance members to help increase employee productivity, increase the knowledge on healthy lifestyles and control health care costs.



**LGRMS  
RISK CONTROL  
ACCG | GMA**

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