

**The University of Tennessee Space Institute
Employee Relations Committee Meeting
September 15, 2021, 8:30 a.m. CST
By Zoom**

Invited Members:

2021 ERC committee: Tonya Battles, Laura Horton, Kathlene Franklin, Ryan Winton

ERC Chairperson: Patricia Burks-Jelks **SGA Representative:** James Chism

Recorders: Pam Ledford & Molly West

Absent: Pam Ledford & James Chism

MINUTES

- 1) **2021 UTSI Annual Fall Family Picnic “Fall Festival” Status- CANCELLED**
- Due to the current status of the pandemic and the various COVID variants, UTSI has decided to cancel the September 24th fall family picnic. We plan to revisit the possibility of rescheduling the event to a date in the spring. Further information will follow in the coming months.

- 2) **Status of 2021 Holiday Activities-** Revisit at next ERC meeting in October:
 - a. Virtual Christmas get together?
 - b. Tree Lighting/Decorating Party?
 - c. Charity Drives from 2019 below - Canceled in 2020 due to Pandemic
Annual Food Drive – Good Samaritan of Franklin County?
Tullahoma Animal Shelter Pet Drive?
Tullahoma Fire Department Toy Drive?
 - d. 4th Annual Door Decorating Contest – Continue the tradition? (Canceled in 2020 due to Pandemic)

- 3) **Miscellaneous Items:**
 - **Onsite Biometric Screening – September 28, 2021, 7:30-11:30 am in room H-111**
 - To schedule an onsite screening appointment: Please access <https://my.questforhealth.com> and using the registration key SOT, or by contacting the Quest Diagnostics Service Center at 855.623.9355. You will need your Caremark ID number found on the Caremark prescription ID card. If you need assistance, please contact Pam Ledford at pledford@utsi.edu or call 931-393-7504.

 - **Wellness Program** - Participants can earn up to \$250 a year by completing certain wellness activities (if eligible)! Each participant will be able to earn the maximum \$250 per person (\$500 annual maximum). ActiveHealth (wellness vendor) sends completion information to UT on the 15th of every month and the incentive payments appear on your paycheck. For more information on how to enroll, go to <https://www.tn.gov/partnersforhealth/other-benefits/wellness-program.html>.

 - **Annual Benefit Enrollment Period** - October 1-15, 2021. Watch your mail this summer and fall for more information on your 2022 insurance benefits.

- **ParTNers for Health homepage** – <https://www.tn.gov/partnersforhealth.html> - click the yellow band for updated health benefit info - Coronavirus Benefits Information from Partners for Health.
- 4) Special called October ERC meeting, holiday activity planning: Wednesday, October 20, 2021, 8:30 a.m.
 - 5) Regular November ERC Meeting: Wednesday, November 20, 2021, 8:30 a.m.

The 2021 ERC representatives are:

Building and Grounds Maintenance, Skilled Trades, and Food Services

Kathlene Franklin, MS-18, ext. 37298

Tonya Battles, MS-18, ext. 37298

Secretarial and Clerical and Technical Services

Laura Horton, MS-19, ext.37462

Ryan Winton, MS-22, ext. 37254

Chairperson

Patricia Burks-Jelks, MS-11, ext. 37226