

# WOODY'S WORLD

CONTINUOUS IMPROVEMENT IS NOT A NEW CONCEPT!

“ IF YOU DO WHAT  
YOU ALWAYS DID, YOU'LL  
ALWAYS GET WHAT  
YOU ALWAYS GOT.

- HENRY FORD

## FREE HEALTHCARE- WHAT?!

KATIE WHITMOYER, HR PROFESSIONAL



QUALITY &  
CONSISTENCY  
ARE A TEAM  
EFFORT

Who doesn't like free stuff?! Ok, well there are certain situations where free isn't always necessarily best, but in the case of some of the benefits associated with WPG's medical plan, often times, "free" is a great thing! In today's world, it is more essential than ever for participants in the WPG medical insurance plan (and everyone in general) to be responsible, smart consumers of healthcare. It not only helps you as the participant to save money on out-of-pocket healthcare expenses, but it also helps the company to be able to keep health insurance premiums down for everyone. Of course, every situation is different, and only you can decide what facility and course of action is most appropriate for each individual scenario. If none of the resources discussed below are appropriate for your healthcare situation, WPG encourages plan participants to use their judgement as to what is right and necessary for their care and treatment. Please keep in mind, however, that in the majority of cases, primary and specialty care at any facility and by any

practitioner other than those associated with the resources mentioned in this article, will come with additional out of pocket costs to the participant- such as deductibles, and co-pays.

The following is information to help you be the best healthcare consumer you can be with these resources included **FREE to you** as part of your medical insurance coverage:



### MiCare Clinic:

Wood's Powr-Grip has partnered with MiCare LLC to sponsor a primary care clinic that exclusively serves Wood's Powr-Grip and Laurel Public Schools medical insurance plan participants, and their spouses and dependents. This clinic is conveniently located right in here in Laurel, and is open to see patients 4 days each week. The

providers at the MiCare clinic can provide essentially all of the primary care services that are available at most other primary care clinics- and the best part- it is all **free of charge to you, the participant!** MiCare can also provide nearly any lab work prescribed by any practitioner (MiCare or not) to you at no charge. That means, if you routinely pay for lab work elsewhere, you are able to have your prescribing practitioner send the lab work prescription to MiCare where they will draw the sample (**FREE to you**), and send the results to the original prescribing practitioner. When WPG employees and their spouses and dependents who are on the medical insurance plan take advantage of this benefit, and use the MiCare clinic for their primary care and lab work needs, it not only saves you money by not having any deductible or co-pay to worry about, but it helps WPG to be able to keep health insurance premiums minimal for our plan participants.

continued on page 2



## SEPTEMBER BIRTHDAYS

Wade Schmier	1
Darin Eggert	3
Steven Hiller	4
Morgan Yates	7
Dustin Dozhier	8
Barry Wood	14
James Marchand	15
Lisa Hagel	16
Dan Currier	19
Pauline Salveson	19
Curtis Hartman	22
Millissa Langve	27
Callie Bailey	28
Sean Erickson	29

## OCTOBER BIRTHDAYS

Mary Wallace	1
Byron LaRue	3
Daniel Schlecty	4
Alex Poore	9
Nathan Frickel	13
Kelsie Dolman	14
Stacy Lawver	19
Isaac Manders	19
Angela Brennan	29



# FREE HEALTHCARE (CONTINUED)

## WELLVIA

WellVia (Telemedicine Service): Of course there are times like the weekend, or the middle of the night, when you are unable to get in to see your primary care provider, or simply can't get in to see them as their schedule is booked- but you need to talk to a medical practitioner **NOW**. That's where WellVia comes in. WPG employees who are enrolled in our medical insurance plan have access to the WellVia telemedicine service for the types of situations mentioned above (and more). WellVia is very often the easiest, most convenient starting point for employees and their spouses and dependents when they aren't feeling 100%. It simply involves picking up a phone, speaking to a Patient Care Coordinator to describe your health information, receiving a call back within an average of less than 20 minutes from a board certified doctor, and depending on the conversation you have with the doctor, potentially getting a prescription or treatment plan developed right over the phone- no office visit or waiting room involved! Again, maybe the best part of the deal- **the**

**consultation and experience is free of charge to the medical insurance plan member!**



miRX (Pharmaceutical Services): Similar to the MiCare clinic and WellVia access services, participants in the WPG medical insurance plan also have access to an exclusive pharmacy service- miRX. When WPG employees, spouses and dependents, who are enrolled in the medical insurance plan, choose to get their prescriptions through the miRX pharmacy rather than a hospital or retail pharmacy, they will get those prescriptions either **FREE or at a discounted rate** than what they would pay elsewhere. The pharmacy itself is located in Billings where prescriptions can be physically picked up, same as a traditional pharmacy, or they are also able to set up maintenance prescriptions to be mailed right to your house, without you even having to worry about calling in a refill request.



CareLink (Case Management): As discussed already, navigating the world of healthcare can be overwhelming, confusing and become very expensive. Our medical insurance plan comes with a case management program called CareLink. CareLink offers their services for medical insurance plan members to be able to connect with a liaison from EBMS who will help them navigate all that comes with hospital admissions, surgeries, chronic disease management, emergency room visits, and so on. If you, or your spouse or dependents, experience any of the scenarios mentioned above, or if you are feeling lost amongst treatments and/or medical bills, give CareLink a call and let them be your advocate and help guide you in the development of care plans, interpreting medical bills, and maintenance of your health.

*Please utilize this information to help you become the best healthcare consumer you can be. If you have any questions or concerns about healthcare facilities, providers, or the healthcare plan in general, stop by the Human Resources offices, or call our third party plan administrator, EBMS.*

## OFFICE SUPPLIES

KELSIE DOLMAN, ADMINISTRATIVE ASSISTANT

Office supplies are now incorporated into the Kan-Ban system. Allison McDonald was kind enough to create Kan-Ban cards for all of the office supplies that are stocked in the front office. I'm still in the process of getting all of the cards attached to the supplies. If you do see a red card and the supply quantity is down to the trigger point that is printed on the card, please turn the card into me so that I can reorder. If you have any questions or haven't been trained about Kan-Ban don't hesitate to ask. If you happen to remember please let me know if you get a new printer, I'm trying to keep the cards that are attached updated so you know exactly which one you need.



# FROM THE OFFICE

BRENDA LAWVER, PAYROLL & OFFICE SUPPORT COORDINATOR

***If you aren't sure, don't hesitate to ask the question!! Questions are always encouraged. It is very probable someone else has the same question. Here are answers to the most asked questions that I've been asked and also a couple things to remember.***

## FREQUENTLY ASKED QUESTIONS:

### **Can I make up my missed time anytime during the two week pay period?**

No. First, any schedule deviation must be approved in advance by your supervisor. Second, the time you work must occur during the same work week as the time you missed. A work week starts on Sunday and ends the following Saturday.

### **Can I use AWOP if I have vacation or personal leave available?**

Not as a general rule. "AWOP will be granted on a very limited basis and is intended as the exception and not the rule". Please see pages 29 & 30 in your employee handbook for more details.

### **When can I sign up for the 401K?**

You become eligible on your year anniversary, if you have worked at least 1000 hrs in the past year and are 21 years of age. Once you have become eligible, you can start contributing the first pay period of the following month. You can update your contribution the first pay period of any month. You can get signed up at [www.netbenefits.com](http://www.netbenefits.com) or contact Tarra Grazley-Pfister at TTTG Financial Services at 406-256-6112 or [tarra@ttgfinancial.com](mailto:tarra@ttgfinancial.com). Please see Kelcie Lohof's article

on page 7 for information on getting started.

### **When does my pay raise go into effect?**

Your pay raise will go into effect the first full pay period after your anniversary date. If your anniversary date is August 9<sup>th</sup>, your raise would go into effect on August 19<sup>th</sup> and be on your Sept 7<sup>th</sup> paycheck.

### **How early can I punch in so the clock doesn't round down?**

You can punch in 7 minutes before the quarter hour (e.g. 5:53, 6:08, 6:23, 6:38, etc.)

### **Who do I need to inform about my address change if I move?**

You can let either Human Resources or Payroll know. We will ask you to sign a Payroll Change Notice form and update your address in all the necessary areas.

### **When do I need to let Payroll know about changes that effect my pay check (changes to direct deposit accounts, W-4 withholdings, address changes, etc.)?**

You'll need to inform payroll of any changes by the last Friday of every pay period. Payroll is processed and submitted to the bank the Monday or Tuesday morning of each new pay period.



## THINGS TO REMEMBER:

### **Holiday Pay Reminder**

Even though it feels like summer has just started, there are only a few weeks until Labor Day! Thanksgiving and Christmas shutdown aren't too far behind. Remember, ***"if you are absent for any part of your last scheduled shift before a holiday, or first scheduled shift after a holiday, for any reason other than approved paid company leave, you will not receive holiday pay"*** (if you were scheduled to work). Please keep this in mind when scheduling time off.

### **Wedding Day**

- ☒ Date
- ☒ Dress
- ☒ Flowers
- ☒ Cake

... so many things to plan for your special day! Don't forget to let payroll know or mark your schedule deviation form. ***"As a wedding gift from WPG, any employee married after completion of the probation period will be given one paid wedding holiday."***

### **Schedule Deviation Forms**

If planning on using any personal leave or vacation in the current week, please try to get the schedule deviation forms turned into payroll as soon as possible. If an employee is leaving during their work shift, please make sure they complete a schedule deviation form before they leave the building. If the supervisor wants to hold onto it until the employee gets back so they can fill in the time, that is fine. At least ***get one started before they leave*** because quite often you both get busy and it gets forgotten.



**If you didn't meet one of the 4 four goals last year and had a plan of improvement for that goal, now would be a good time to really kick that plan into gear so you show some improvement this year.**

### **BLOOD DRAW**

Wednesday, August 29<sup>th</sup>

### **ONSITE HRA**

Tuesday, September 11<sup>th</sup>

### **ONSITE FOLLOW-UP**

Tuesday/Wednesday  
October 2<sup>nd</sup> and 3<sup>rd</sup>

### **Program Deadline**

Friday, November 9<sup>th</sup>



**"DON'T EVER BE AFRAID TO ASK ANY QUESTION."**

**RICHARD EYRE**



## NEW EMPLOYEES



**AVERY CARLSON**  
Process Engineering



**SEAN MCCLEARY**  
Molder



**JOSHUA RIWAI-COUCH**  
Central Store

## MUSTANGS GAME/BBQ

KATIE WHITMOYER, HR PROFESSIONAL

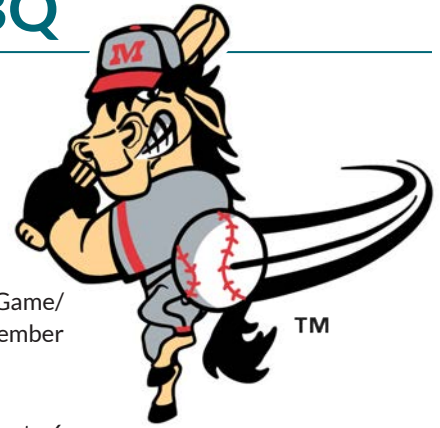
Unfortunately (or fortunately- have you seen how green everything is still in July?!) our original date for the WPG day at the Billings Mustangs game got rained out back in June. Because of the timing of the rain-out, and the way the scheduling works for these events, we have rescheduled this night to Wednesday, September 5! Hopefully the weather will be a little more cooperative, and maybe even a nice temperature! As previously, we will be setting a sign-up sheet at the reception desk mid-August, so listen for that announcement and make

sure that you get you and your family signed up for tickets and a meal.

**DATE:** The Mustangs Game/BBQ is Wednesday, September 5, 2018

**TIME:** The gates open at 6 p.m. and that is when the BBQ will start. The game itself is scheduled for 7:05 p.m.

**LOCATION:** As in past years we will be in the Pavilion area in the northwest corner of Dehler Park.



**SIGN-UP SHEET:** The Mustangs Game/BBQ sign-up sheet will be located at Reception sometime around mid-August. Listen for announcements in Huddle Meetings.

## WPG UPDATES

SUBMITTED BY BRYAN WOOD, PRESIDENT & CEO

Wow what a whirlwind sales stretch we had in March through May. Here is a little data to give you better perspective on what those 12 weeks looked like.

- 9 of those 12 weeks our weekly sales were above our weekly sales average.
- This resulted in us increasing our 26 week average by \$21,000, from approximately \$342,000 at the beginning of March to \$363,000 at the end of May.
- Our actual average weekly sales output for those 12 weeks was \$412,000.
- Our total sales for those 12 weeks were around \$4,951,000.
- If we had a full year of sales at

that level we would have close to \$20,000,000 in sales for the year.

What makes these figures even more impressive is we were able to handle this spike in sales with little or no impact to our lead times. Historically if we saw a spike in sales of that magnitude it would have resulted in extended lead times and many missed ship dates. It got a little bumpy and we did have some missed ship dates, primarily through the middle of May, but fortunately most of them were only by a couple days. Of course the other thing that factored into this is the month of May is it was a record sales month for us. Our previous record for sales in a month was \$1,774,000. Our May sales were \$1,777,000.

We are now in what is normally our busiest time of the year. The last couple of years we have had good sales in June and last year we had record sales in July. Unfortunately that wasn't the case this year. June sales were respectable at about \$1,583,000; but July produced our lowest sales of the year at only \$1,291,000. I guess that is a kind of to be expected after such robust sales the previous 3 months. However it sounds like construction in general is very strong at the moment and everyone is really busy. That being the case I'm still optimistic that we will experience some growth this year, but it might be fairly modest. We are also seeing a little more inflation in our material costs than in past years so that is starting to drive our cost up. We are look at implementing a price increase later in the year, but it is still going to be hard to keep up with material cost increases. The efficiency efforts that everyone that everyone are participating in will hopefully help us offset this.

# RECORD BREAKER

# BOND'S BITS

GARY BOND, PRODUCT ENGINEERING MANAGER

Product Engineering has been busy but not necessarily many flashy stories recently.

Chad and I graduated from LEAN bronze training along with others in the company.

Keith has been dealing with various counter-balancers from customers and our lease units getting damaged in use and in shipping, updating the design and some orders for new ones. This is an example of how a product line can build over time. Initially it is one customer has a unique need. Then we add it to the web site. Slowly customer demand grows, we continue to improve the design with each iteration and the demand continues to grow. Not all new product launches are smash hits or total busts. Some are slow and steady.

That leads to the MR24. A new one entered the lease fleet, and I think we are still leasing the older

design as well. They are getting a fair amount of use and interest, and that will likely lead to sales.

California Proposition 65 has been a significant source of work for product engineering, even though other people have been involved in many aspects of this project. California has specific laws regarding sales of products, and they have a lot of consumers, so it is important for us to comply with those laws and support our dealers to comply with them, avoid expensive lawsuits and loss of sales. To comply we identified two chemicals that need to be identified. We are putting a card in hand cups with the instructions, and labeling the outside of shipping boxes. The inspection tag for lifters will have a warning on it, and those boxes will get a label on the outside as well. Marketing has added information to the web site and sent out notifications to dealers. It has been a whirlwind process and we are trying to get the information into work orders and on drawings.

To address customer requests, we now offer a load test service. It didn't take off immediately, but as we got the information out, it has been getting popular. We are up to 4 in a 3 week period. We are setting up a new procedure for doing it with some electronic



forms to move it thru the process. Frame inspectors will be the ones doing the work, but the test wall will see increased use.

We have been struggling with new issues that pop up with the new Intelli-Grip® technology. Part of implementing LEAN manufacturing is to not ignore issues or mess with it until it works, but to stop when we have issues, find the root cause and find a solution. We have been trying to do this with some of these Intelli-Grip® issues. Things that seem to be intermittent problems are being closely checked and solutions tested. We want to avoid having things that appear to work here, not work when they get to the customer. Long-term solutions are being worked on with redesign from the electrical engineering department, but in the meantime, we hope we are finding changes in processes to eliminate the issues.

Kelly is working on updating the design of the MT2 lifters to use the Intelli-Grip® system. A prototype will be coming out soon.



## MESSES

There have been repeated reports of bathrooms being left in disgusting condition—feces, urine, nasal discharge.

There have also been repeated instances of people leaving open containers and uncleaned messes in refrigerators.

Please have some self-respect and respect for others.

- DO NOT MAKE MESSES IN THE FIRST PLACE.
- DO NOT CREATE SITUATIONS THAT WILL LEAD TO MESSES, LIKE LEAVING OPEN CONTAINERS IN REFRIGERATORS.
- IF YOU DO MAKE A MESS, WHERE EVER THAT MAY BE, PLEASE IMMEDIATELY CLEAN UP AFTER YOURSELF.

## NEW EMPLOYEES



ANDREW MCGANN  
Night Shift



JOSEPH FITZPATRICK  
Machinery Assembly



JAMES ZACHARY  
Night Shift

## UPCOMING EVENTS



### WELNESS BLOOD DRAW

Wednesday, August 29<sup>th</sup>

### LABOR DAY HOLIDAY

Monday, September 3<sup>rd</sup>

### MUSTANGS GAME BBQ

Wednesday, September 5<sup>th</sup>

### WOODY OPEN GOLF CLASSIC

Saturday, September 22<sup>nd</sup>

### UNITED BLOOD SERVICES BLOOD DRIVE

Thursday, November 15<sup>th</sup>

### THANKSGIVING HOLIDAY

Thursday-Friday,  
November 22<sup>nd</sup>-23<sup>rd</sup>

### CHRISTMAS/ ANNUAL SHUTDOWN

Monday - Tuesday,  
December 22, 2018 -  
January 1, 2019

DONATE  
BLOOD



## LOCATION! LOCATION! LOCATION! KNOWING CAN SAVE LIVES

KAITLYN NICHOLAS, WRITER

The AED defibrillator, first aid kit, and safety data sheets have a new home outside the HR offices across from the production floor open entrance.

- An AED checks the heart rhythm of someone in cardiac arrest and sends an electric shock to restore their normal heart rhythm.
- The first aid kit contains all of the essentials needed to deal with minor scrapes and injuries. (All contents of the first aid kit are listed underneath the top cover flap.)
- The safety data sheets instructs you how to use any



materials you're about to work with and the risks involved. These sheets should be looked at before working with any new substances and also explain what type of treatment is needed if someone is accidentally exposed to the material.

Swing by this new safety station to be sure you know where everything is. The posters



above the supplies offer helpful information that will make our workplace safer. If an accident happens, every second counts!

## WOODY OPEN 2018

KATIE WHITMOYER, HR PROFESSIONAL

**LOCATION:** Stillwater Golf Course, Columbus, MT

**DATE:** September 22, 2018  
Estimated Tee Time: 9:00 a.m.  
Shotgun Start

Everyone tees off from an assigned starting hole. Please arrive by 8:30 a.m. at the latest to get assigned tee, etc.

**FORMAT:** Scramble- everyone drives, pick the best shot from there on in.

Four main rules to the tournament:

1. HAVE FUN!
2. Actual employees will have first preference when it comes to filling available spots
3. Family and Friends of WPG employees must have at least one WPG employee on their team (foursome). Preferably we are looking for teams where the majority of the players are WPG employees, however teams of one WPG employee and three non-employees MAY be

okay, depending on how many employees wish to play.

4. Once everyone who is interested has signed up, preference will be given to employees in filling available spots. Groups who do not have an employee with them will be assigned an employee or two who have signed up as individuals or as pairs.

Although WPG picks up the majority of the cost for the tournament, costs to participants will be the same this year as they were last year (YAHOO!):

**\$17.00 per employee**

**\$27.00 per non-employee**

You will be asked to pay these entry fees in advance of the tournament to HR. Checks will be accepted, but cash is preferred so that it is easier to pay off group winners and flag prizes immediately at the tournament.



Although there may be some changes as the event nears and things are organized, we anticipate an event similar to last year (including the beautiful weather!). The amount of prize money is designed to give people a chance in one way or another to win back their entry fee (most of it)- so they end up with a free round of golf, some friendly competition, a couple of free drinks, some free food, and most of all some good FUN!!

Sign up sheet is located in the breakroom on the tall tables below the television.

**DEADLINE TO SIGN UP:** Friday, September 7, 2017. As a convenience for those working on organizing the event, signing up early would be very much appreciated.



# GETTING STARTED WITH YOUR 401K AT WOOD'S POWR-GRIP

KELCIE LOHOF, STAFF ACCOUNTANT

## 1. You are eligible for the Plan:

### a. If you are a full time employee:

- You are at least 21 years old; and,
- You have completed one year of service.

### b. If you are a part-time employee:

- You are at least 21 years old; and,
- You have completed one year of service and have worked at least 1000 hours during that year of service.

### c. And you are not:

- Covered by a collective bargaining agreement;
- A leased employee;
- A nonresident alien who does not receive any U.S. sources of earned income from your Employer;
- Employees who are not classified as employees of the employer's payroll system (including, without limitation, individuals employed by temporary help firms, technical help firms, staffing firms, professional employer organizations and other staffing firms.)
- A temporary or seasonal employee. A temporary or seasonal employee is one who is employed full-time or part-time for a specific job assignment or limited duration, or during certain periods of time depending upon the demand of work as determined by WPG.

## 2. Once you're eligible, call or email our financial advisor, Tarra Grazely-Pfister at TTG Financial to discuss the options for setting up your investment portfolio.

## 3. Once you have your investment portfolio set up,



talk to Brenda Lawver (Payroll Specialist) about filling out a "Payroll Change Notice" form. This form will indicate how much of your paycheck you would like invested into your 401k account. The amount

Investopedia defines vesting as the **"process by which an employee accrues non-forfeitable rights over employer contributions made to the employee's qualified retirement plan account"**.

In simpler words, the company match is not 100% guaranteed until after six years of contributing. If an employee were to quit after 1.5 years of contributing, they would receive no match. Vesting doesn't start until after 2 years (20%), and caps out at 6 years, with an extra 20% becoming vested each year.

invested can be either a flat amount or a percentage of your total, and this can be changed as often as the first pay period of each month if desired. The current WPG 401k match is 50% up to 6% of your salary. Below are some examples of the company match:

- If you invest 6% of your check, WPG will match 3%
- If you invest 10% of your check, WPG will match 3%

- If you invest 2% of your check, WPG will match 1%
- Dollar amounts can be a little tougher to determine how to maximize your company match. Let's use an example of a bi-weekly paycheck of \$500.

- If you invest \$30 of your check, that would be the same as 6%, therefore, WPG would match \$15
- If you invest \$10 of your check, WPG would match \$5
- If you invest \$50 of your check, WPG would only match \$15 which is the 3% maximum match
- WPG does not do a match on overtime hours or bonuses.

## 4. When am I vested?

- You are always 100% vested in your employee deferral account, your rollover account, and any earnings.
- Employer contributions and earnings are vested as follows:

Years of Service for Vesting	Percentage Vested
Less than 2	0
2	20
3	40
4	60
5	80
6	100

- Once you get your account set up and active, you will need to fill out a beneficiary form and return to Brenda Lawver or Kelcie Lohof in the accounting department to keep in your 401k file.

We're  
**HIRING**

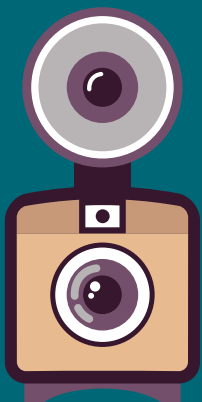
- 1 Full-Time Night Production Technician-Machining
- 1 Full-Time Night Production Technician
- 1 Full-Time Technical Writer
- 2 Full-Time Production Technicians-Hand Cup Assembly
- 1 Full-Time Molder
- 1 Full-Time Production Technician-Machining

# 2018 PHOTO CONTEST ENTRIES

STACY LAWVER, GRAPHIC DESIGN AND VISUAL PRODUCTION



Thank you to everyone who participated in the Photo Contest! Congratulations to Sharon Krug, Angela Brennan, and Justin Smith for their winning entries!



2018 marks WPG's 9<sup>th</sup> Annual Employee Photo Contest. I originally stated that we had a record number of entries (134), but after going again over past contest totals I found that 2016 was actually our best year with 144 entries. Nonetheless, I'm very excited about the quality of the entries this year. I say it every

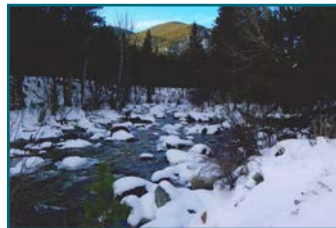
year, but you outdid yourselves again with the remarkable photos submitted.

We are going to try something new this year and add our entries from the landscape and animal categories to our social media pages to let others vote. There will be a special prize for the

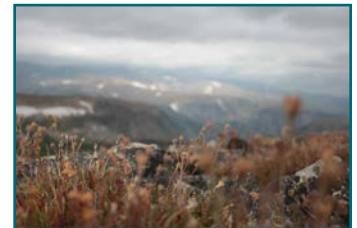
2 online winners. Thank you again to all who participated and congratulations to our winners! Now start working on shots for next years' contest. Photos will be due Monday, July 8<sup>th</sup>. **REMEMBER** you can turn in your photos anytime between now and July 8<sup>th</sup>.



BRENDA LAWVER



ISAAC MANDERS



KAITLYN NICHOLAS



ANGELA BRENNAN



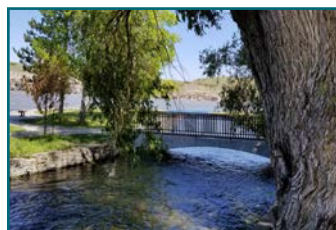
LACEY THOMPSON



HOLLY SCHWARM



AVERY CARLSON



ASPEN RYDER



SHARON KRUG



JOSHUA EICKHOFF



BARRY WOOD



KAITLYN NICHOLAS



SHARON KRUG



BYRON LARUE



CHAD MCNEESE





ISAAC MANDERS



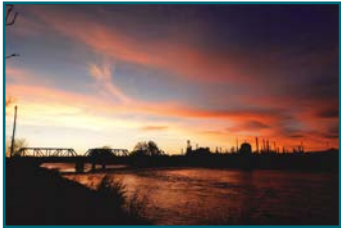
LACEY THOMPSON



BARRY WOOD



ASPEN RYDER



ISAAC MANDERS



ALLISON MACDONALD



KELCIE LOHAF



GARY BOND



ASPEN RYDER



CHAD MCNEESE



CHAD MCNEESE



GARY BOND



KAITLYN NICHOLAS



JOSHUA EICKHOFF



PATTI FYFE



BRENDA LAWVER



MIKE LONGBOTTOM



LACEY THOMPSON



ROBIN ALLEN



ROBIN ALLEN



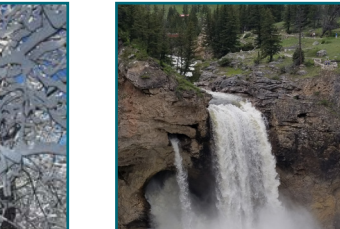
DANIEL MEUCHEL



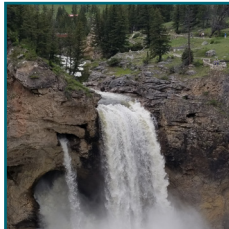
JOSHUA EICKHOFF



MIKE LONGBOTTOM



MIKE LONGBOTTOM



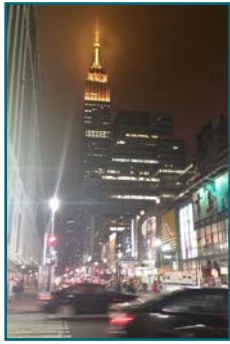
JUSTIN SMITH







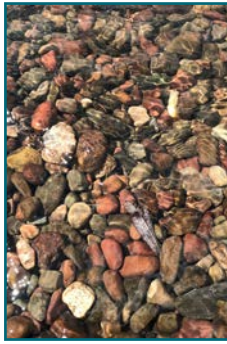
PAULINE SALVESON



ANGELA BRENNAN



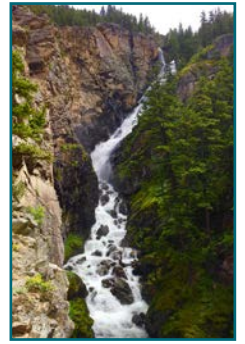
CALLIE BAILEY



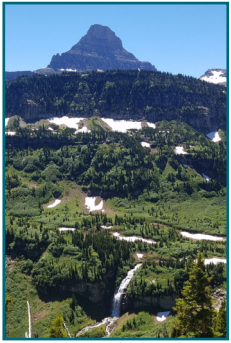
CALLIE BAILEY



HOLLY SCHWARM



CURTIS HARTMAN



JUSTIN SMITH



DANIEL MEUCHEL



KELCIE LOHAF



GARY BOND



ANGELA BRENNAN



ALLISON MACDONALD



HOLLY SCHWARM



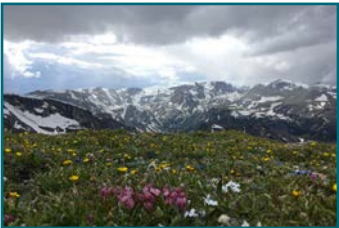
ROBIN ALLEN



JUSTIN SMITH



ANGELA BRENNAN



DANIEL MEUCHEL



KELLY KOONTZ



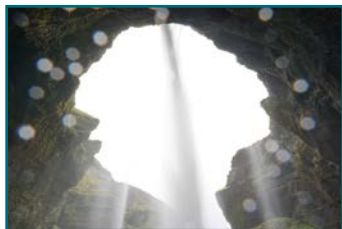
KELLY KOONTZ



KELCIE LOHAF



CALLIE BAILEY



KELLY KOONTZ



PATTI FYFE



PATTI FYFE



KELCIE LOHAF



DEE JAY WEB



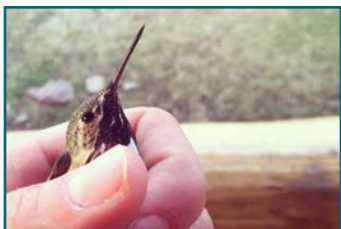
LEE ANN WOOD



SHARON KRUG







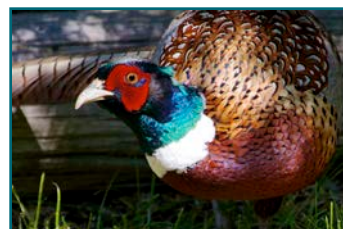
KAITLYN NICHOLAS



ANGELA BRENNAN



BARRY WOOD



SHARON KRUG



BARRY WOOD



KAITLYN NICHOLAS



DANIEL MEUCHEL



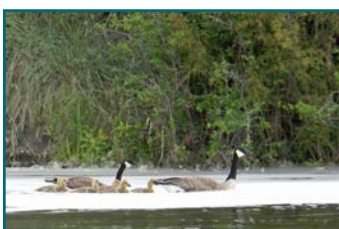
KELCIE LOHAF



GARY BOND



BYRON LARUE



BRENDA LAWVER



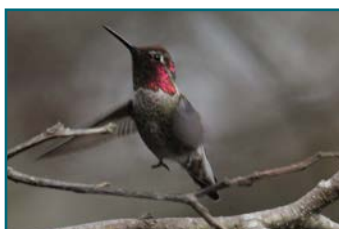
ANGELA BRENNAN



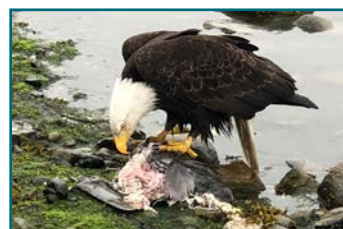
KAITLYN NICHOLAS



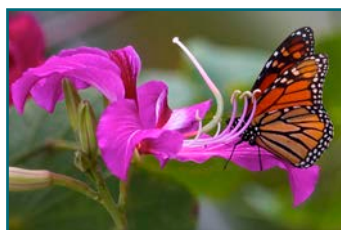
ALLISON MACDONALD



GARY BOND



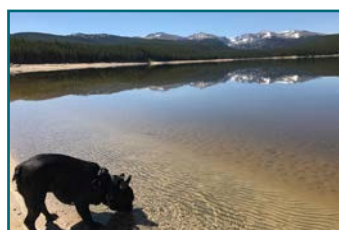
ROBIN ALLEN



SHARON KRUG



GARY BOND



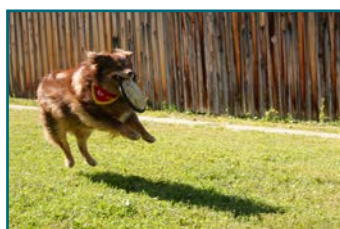
LACEY THOMPSON



ROBIN ALLEN



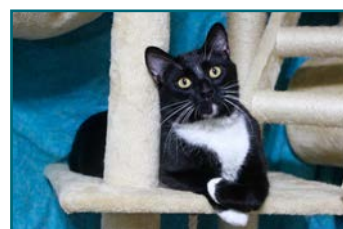
MIKE LONGBOTTOM



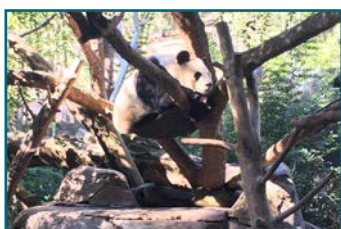
HOLLY SCHWARM



MIKE LONGBOTTOM



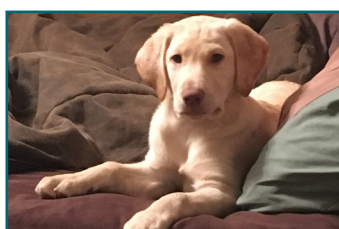
HOLLY SCHWARM



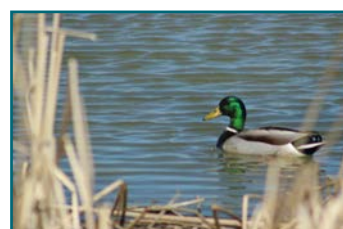
KELCIE LOHAF



KELCIE LOHAF



ROBIN ALLEN

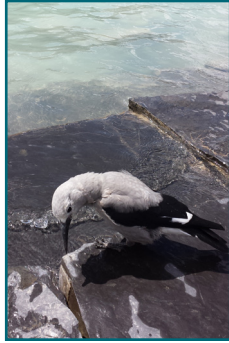


LEE ANN WOOD

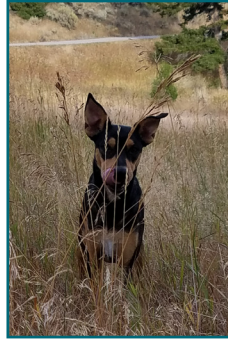




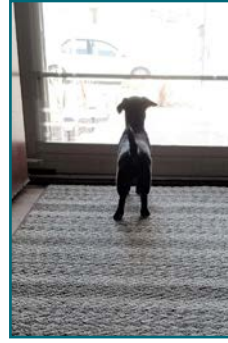
LEE ANN WOOD



JOSHUA EICKHOFF



MIKE LONGBOTTOM



ASPEN RYDER



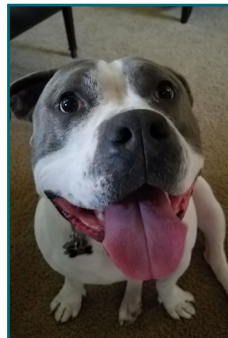
PAULINE SALVESON



CURTIS HARTMAN



DANIEL MEUCHEL



BARRY WOOD



LACEY THOMPSON



LACEY THOMPSON



HOLLY SCHWARM



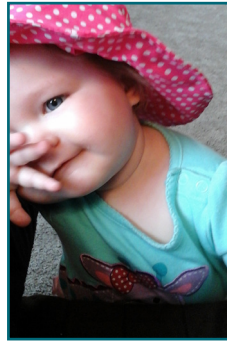
BARRY WOOD



SHARON KRUG



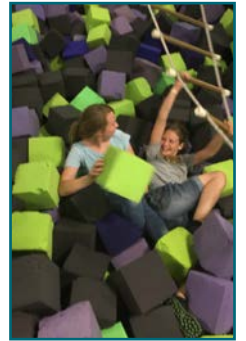
LACEY THOMPSON



PATTIE FYFE



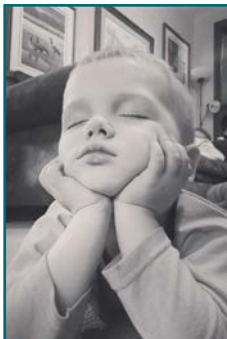
KELLY KOONTZ



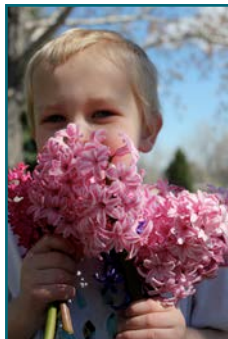
LEE ANN WOOD



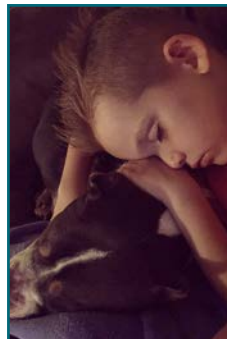
JUSTIN SMITH



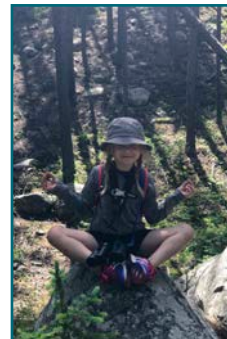
ROBIN ALLEN



HOLLY SCHWARM



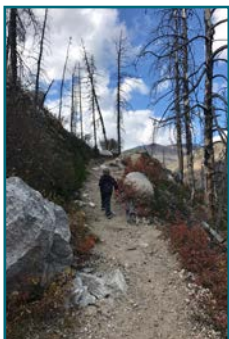
ROBIN ALLEN



CALLIE BAILEY



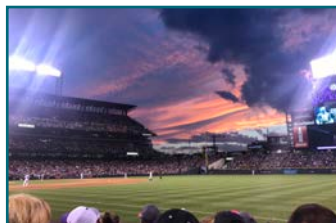
HOLLY SCHWARM



LACEY THOMPSON



KAITLYN NICHOLAS



ALLISON MACDONALD



HOLLY SCHWARM







KAITLYN NICHOLAS



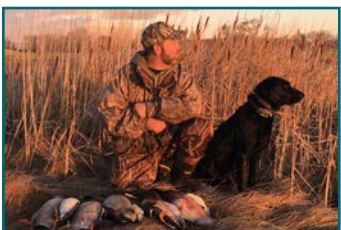
KAITLYN NICHOLAS



LACEY THOMPSON



SHARON KRUG



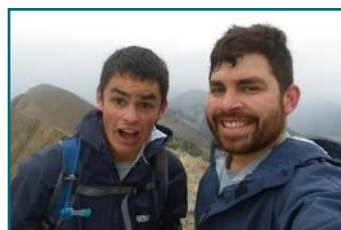
ROBIN ALLEN



SHARON KRUG



JUSTIN SMITH



DANIEL MEUCHEL



DANIEL MEUCHEL



ALLISON MACDONALD



DANIEL MEUCHEL

**FREE!**



**Make Your Sports Physical Appointment TODAY!**

**Visit [ebms.com](http://ebms.com) or [miCareclinic.com](http://miCareclinic.com)**

**or call**

**1-866-888-8035**



***\*For Health Plan Members Only***

# Wood's Powr-Grip

## 2018 Health Fair for ALL Employees & all spouses on the medical plan!



**Thursday, September 11<sup>th</sup>**

■ On this day, miCare will be on-site to assist with Health Risk Questionnaire completions from 9:00 am – 1:00 pm. We'll be able to trouble-shoot any log on issues at this time (i.e. passwords, usernames, etc.). You need to sign up in order to receive assistance – please see Don for sign-up sheet.

■ For those employees/covered spouses who are using blood work from an outside provider, you'll need to obtain your results and bring them with you on this day so they can be entered into the Health Risk Questionnaire (or you may enter them on your own if you don't need assistance with accessing the Health Risk Questionnaire by logging in to **embs.com**, selecting **miHealth Manager** and scrolling to **My Health Risk Questionnaire**).

### 2018 REQUIREMENTS TO RECEIVE REDUCED PREMIUM RATE IN 2019: (SEE BELOW FOR SPECIFICS)

1. Have blood drawn at Health Fair or send results from provider's office to:  
(a) Fax: 406.869.5531; (b) email: [healthimpact@ebms.com](mailto:healthimpact@ebms.com);  
OR Mail: EBMS, Inc., Attention: Wellness Department  
2075 Overland Avenue  
Billings, MT 59102
2. Complete Health Risk Questionnaire.
3. Upon receipt of letter, follow-up with (1) miCare OR (2) EBMS Wellness Coach by November 9<sup>th</sup>, 2018
4. Meet 3 out of 4 health goals

Blood Pressure.....<140/90  
Cholesterol (LDL).....<160  
Body Mass Index.....<30  
Tobacco Use.....None

### Wednesday, August 29<sup>th</sup>

- Blood draws will be held at WPG from 6:00 am – 10:00 am in the Break Room.
- Please see Don in H.R. for sign-up sheet. Full blood draws will be held, which will require 12 hours of fasting so please schedule your appointment accordingly. Please drink a lot of water in the previous 24 hours.
- For those employees/covered spouses who have had blood drawn between 1/1/18 and 8/29/18 and wish to use these results, you may do so; a re-draw at the Health Fair won't be necessary.

**miCare**   
Health Center

2075 Overland Avenue  
Billings, MT 59102

P 406.245.3575  
T 866.888.8035  
F 406.652.5380

[www.ebms.com](http://www.ebms.com)



# WELLNESS PROGRAM

DON HAYES, HUMAN RESOURCE MANAGER

The blood draw for the premium discount on health insurance is on **Wednesday, August 29, 2018**, here at WPG.

The signup sheet is now at the receptionist desk. The sign up times are from 6 a.m. to 10:50 a.m. **You must fast for the 12 hours immediately preceding the time your blood is drawn.**

The deadline to sign up for the blood draw is **Friday, August 24.**

REMINDER: If your spouse is going to be covered then your spouse must also meet all of the criteria which includes the blood draw in order for you to get a discount on the premium.

## OPTIONS:

Employees and spouses can sign up for the blood draw being held here.

If you are currently on the WPG Plan you have access to the miCare Clinic here in Laurel and can make an appointment to get blood drawn there. Remember it must include a test for nicotine/tobacco use.

If you or your spouse have had the appropriate blood work done at another facility (must include the nicotine/tobacco use test) sometime this calendar year you can use that blood work.

But for all of the deadlines to workout please **get your blood work done on or before Wednesday, August 29, 2018.**

## CRITERIA:

PROVIDER: Wood's Powr-Grip currently offers an outcome based wellness program to its health plan participants. This includes both employees and spouses on the medical plan. Part of this program requires participants to meet the following health goals in order to receive a reduction in their monthly premium rates.

Health Category	Goal
Tobacco Use	None
Blood Pressure	below 140/90
Body Mass Index (BMI)	under 30
LDL Cholesterol	below 160

**You must meet three out of the 4 goals.** If you do not meet 3 out of 4 goals you must work with a healthcare provider to define a healthy and reasonable plan to meet the goals within any category in which you are not in compliance.

If you are on the WPG plan you have access to free health care at miCare to help you meet any

of these goals. If miCare can't do it, here is the coverage available under the Plan.

**Diabetes Education** – 100%, no deductible applies.

**Nutritional Counseling** – 100%, no deductible applies – limit of 4 visits per calendar year.

**Obesity Interventions**– Covered charges include non-surgical physician-directed intensive, multicomponent behavioral interventions for weigh management for covered persons age 18 years or older with a body mass index (BMI) of 30 Kg/m2 or higher. Does not include surgery, nutritional supplements, gym memberships, or costs for participating in commercial weight loss programs like Weight Watchers and Jenny Craig. 100%, no deductible for up to 26 visits in a calendar year.

**Tobacco/Nicotine Cessation** – 100%, no deductible for up to 4 visits per calendar year.

Exercise alone can help with every goal. Toward that end, WPG has arranged for discount admission cards for exercising at Locomotive Fitness.

**Bottom line:** WPG provides help at no cost or very little cost to you for every goal you are asked to meet.

locomotion  
fitness  
center

## HOURS OF OPERATION:

MON: 5:30AM-9PM  
TUES: 5:30AM-9PM  
WED: 5:30AM-9PM  
THUR: 5:30AM-9PM  
FRI: 5:30AM-8PM  
SAT: 8AM - 6PM  
SUN: 8AM - 6PM

406-628-8387  
122 1<sup>st</sup> Avenue  
South  
Laurel, MT

the greatest wealth is



Wood's Powr-Grip employees are able to purchase passes to the Laurel Locomotion Fitness Center. The passes are **\$10 for 10 sessions**, and can be purchased at the fitness center.

## Standardized Immunization Schedule — source CDC.gov

### 0-6 yrs

Birth	1 mo.	2 mo.	4 mo.	6 mo.	12 mo.	15 mo.	18 mo.	19-23 mo.	4-6 yr
Hep B									
	RV	RV	RV						
	DTaP	DTaP	DTaP						DTaP
	Hib	Hib	Hib						
	PCV	PCV	PCV						
	IPV	IPV							IPV
				Influenza (flu)			Influenza (flu) yearly		Influenza (flu) yearly
									MMR
									Varicella
					Hep A		Hep A		

### 7-18 yrs

7-8 yrs	9-10 yrs	11-12 yrs	13-15 yrs	16-18 yrs
Influenza (flu) yearly	Influenza (flu) yearly	Influenza (flu) yearly	Influenza (flu) yearly	Influenza (flu) yearly
		DTaP		
		HPV		
		MenACWY		MenACWY booster

### 19-65+ yrs

19-21 yrs	22-26 yrs	27-59 yr	60-64 yrs	65+ yrs
Influenza (flu) yearly	Influenza (flu) yearly	Influenza (flu) yearly	Influenza (flu) yearly	Influenza (flu) yearly
Td/Tdap (every 10 years)	Td/Tdap (every 10 years)	Td/Tdap (every 10 years)	Td/Tdap (every 10 years)	Td/Tdap (every 10 years)
HPV if not given at age 11-12 (men & women)	HPV if not given at age 11-12 (women only)		Shingles	Shingles
				PCV13
				PPSV23

Disease	Vaccine	Disease spread by
Chicken Pox	Varicella	Air, Direct Contact
Haemophilus influenzae type b	Hib	Air, Direct Contact
Hepatitis A	Hep A- 2 shot series 6 to 18 mo. apart	Direct Contact, contaminated food or water
Hepatitis B	Hep B	Contact with blood or fluids
Human Papillomavirus – Major cause of cervical cancer and genital warts	HPV – 2 shot series if given ages 11-12. 3 shot series if given age 15 or older	Sexual contact
Influenza (Flu)	Flu Vaccine	Air, Direct Contact
Measles	MMR	Air, Direct Contact
Mumps	MMR	Air, Direct Contact
Pertussis (Whooping Cough)	DTaP	Air, Direct Contact
Polio	IPV	Air, Direct Contact, through the mouth
Pneumococcal	PCV	Air, Direct Contact
Rotavirus	RV	Through the mouth
Rubella	MMR	Air, Direct Contact
Shingles	Shingles	Chicken Pox exposure
Tetanus	DTaP	Exposure through cuts in skin

For more information visit [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or visit with your pediatrician or primary care physician. Visit [www.sclhs.org](http://www.sclhs.org) to find a pediatrician or primary care physician near you.

For vaccines recommended for children with certain health or lifestyle conditions that put them at risk for serious diseases, see vaccine-specific recommendations at [www.cdc.gov/vaccines/pubs/ACIP-list.htm](http://www.cdc.gov/vaccines/pubs/ACIP-list.htm).

If you are traveling outside the United States, you may need additional vaccines. Ask your healthcare provider about which vaccines you may need at least 6 weeks before you travel.



# 2019 HOLIDAY CLOSURE & SHUTDOWN SCHEDULE

**JANUARY 1**

**TUESDAY**

**NEW YEAR'S DAY**

**APRIL 19**

**FRIDAY**

**GOOD FRIDAY**

**MAY 27**

**MONDAY**

**MEMORIAL DAY**

**JULY 4, 5**

**THURSDAY-FRIDAY**

**INDEPENDENCE DAY**

**SEPTEMBER 2**

**MONDAY**

**LABOR DAY**

**NOVEMBER 28-29**

**THURSDAY-FRIDAY**

**THANKSGIVING**

## **DECEMBER 25, 2019 (WEDNESDAY) - JANUARY 1, 2020 (WEDNESDAY) WINTER SHUTDOWN**

[Note: The last day of work before Winter Shutdown will be Tuesday, December 24, 2019. Off 8 days - Wednesday, December 25, 2019 through Wednesday, January 1, 2020. Return to work on Thursday, January 2, 2020.]

### **HOLIDAY CLOSURES**

If an employee is scheduled to work on a posted holiday, they will receive the day off and the paid holiday benefit for that day. If an employee is not scheduled to work on a posted holiday, they will not receive the paid holiday benefit.

All full-time employees who are employed as of January 1, 2019 and work the entire calendar year of 2019 will receive 80-hours of paid holiday for 2019. Reduced-hour full-time employees, regular part time employees, and employees who have not worked the entire year, will receive a proportional number of holiday hours based on their scheduled work hours in 2019.

### **WINTER SHUTDOWN**

The number of paid holiday hours an employee will receive during the winter shutdown will be determined by the number of paid holiday hours they received prior to the shutdown. Each employee will be paid the balance of any eligible hours of paid holiday remaining for the year, during the shutdown, taking into account their full-time, reduced full-time, or proportional part-time status.

Vacation or Personal Leave may be used to cover any non-paid days/hours during the winter shutdown. Employees who do not have sufficient paid leave must take the remaining days/hours as approved time without pay.

#### **MO - FR 8-HOUR DAYS**

(8-days of Holidays before shutdown)  
2-days 2019 HOLIDAYS during shutdown  
(Wed.-Thurs., 12/25 - 12/26)  
3-days UNPAID during shutdown  
(Fr.12/27, Mon. 12/30, Tues. 12/31)  
Use 1 2020 Holiday, Wed. 1/1/20

#### **MO-TH 10-HOUR DAYS**

(5-days of Holidays before shutdown)  
3-days 2019 HOLIDAYS during shutdown  
(Wed.-Thurs., 12/25 - 12/26; Mon 12/30)  
1-day UNPAID during shutdown  
(Tues. 12/31)  
Use 1 2020 Holiday, Wed. 1/1/20

#### **TU-FR 10-HOUR DAYS**

(6-days of Holidays before shutdown)  
2-days 2019 HOLIDAYS during shutdown  
(Wed.-Thurs. - 12/25-12/26)  
2-days UNPAID during shutdown  
(Fri 12/27; Tues. 12/31)  
Use 1 2020 Holiday, Wed. 1/1/20