

Urban Wiseman, LLC

Project Name: NOMI EMPLOYEE WELLNESS AND PEER REVIEW

5/30/2023

STATUS REPORT

Synopsis

Urban Wiseman, LLC., has prepared this document to inform the City of North Miami of the status of the ongoing wellness and peer review project. The project is in an ongoing status. Upon discussion with the human resources department, our team reviewed different components of the project and what would be needed to complete the full scope of services. An adjusted timeline has been discussed to allow for full participation of the employee pool. It is our conclusion that a reasonable timeline to complete this project is 60 days or the first week of August.

PROJECT COMPONENT

STATUS

Survey	The survey of employees will be used to determine employee satisfaction with current benefits and the work environment. At this time questions have been reviewed and additional questions were requested by the human resources director related to benefits. It is important to note that some questions are posed in layman's terms to be translated for technical use. Additional questions have been delivered to HR for review. Once approved, the survey may be completed via phone interview or online. Our goal is to launch survey by June 9th.
Focus Groups	Through various in-person sessions, we have met with a considerable number of employees in various departments such as Police, Library, Public Works, Code Enforcement, Water Utility and Parks and Recreations. These sessions took place at different sites around the city and were vital in getting employees to voice their opinions and concerns. HR director Ms. Woodley participated in a number of these sessions as well. It allowed an opportunity to determine "low hanging fruit" needs that could be addressed relating to employee satisfaction, wellness programs and benefits. Additionally, there are a select few from these sessions that will provide further information for our review and inclusion in our final report.

Individual Consulting	This component of the project allows employees to receive guidance on insurance and ancillary coverage outside of the workplace. This is completely voluntary or upon request and does not affect any worksite coverage. We will remain available to any employee who may want a review of their personal lines of coverage.
Wellness Fair	At this moment we are planning a wellness day for the employees. This is set to take place at the JCC. This will be a full day of activities, workshops, and demonstrations. It will be split into a morning and afternoon session to allow maximum participation. This will be a capstone to this entire project for the employees and allow them to relax and address wellness in all aspects of their lives. We expect this event to take place in the beginning of July .
Detailed Recommendations	Our detailed "white paper" with recommendation and observations should be delivered in by the first week of August . This will compile all the information that was gathered through our sessions and survey. It will be a deep dive into benefits offerings, wellness, and experience.
Our Requests	We appreciate the support of the human resources team so far. We continue to need minimal guidance and timely support to complete this project. It is understood that the wellness day and any live sessions will require access to rooms, JCC and technology resources as well.

Contact Information

Urban Wiseman, LLC
1801 NE 123 Street
SUITE 314
North Miami, FL 33181
McKenzie Fleurimond
Phone: 786-712-4216
Email: mcfleurimond@gmail.com