

**LIVINGSTON COUNTY  
DEPARTMENT OF HEALTH  
SHAPE MEETING  
Meeting Minutes**

<b>Facilitator</b>	Yvonne Oliver	<b>Date</b>	November 27, 2017	
<b>Facilitator Signature</b>		<b>Scribe:</b> Melissa Savino		
<b>Attendees</b>	Lisa Grosse, Lisa Beardsley, Diane Deane, Elaine Szoczei, Sandy Johnson, Jennifer Rodriguez,			
<b>Key Points Discussed and Action Items</b>				
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items</b>	<b>Owner</b>	<b>Target Date</b>
1 <b>Activity Reports</b>	<p><b>DOH</b></p> <ul style="list-style-type: none"> <li>♥ Working on plans for December</li> <li>♥ Collection for Mr. Yendell's retirement</li> <li>♥ Turkey Trot – encourage staff to walk equivalent of a mile for drawing for Wegman's gift card – 57 employees participated</li> <li>♥ Will get walking maps from Planning and distribute.</li> </ul> <p>Coming up –</p> <ul style="list-style-type: none"> <li>♥ Environmental Health Staff door decorating contest</li> <li>♥ White elephant Swap – bring one and take one, steal or pick</li> <li>♥ Craft Sale. Staff or family members pay \$10 to set up a table. 9am-3pm in DOH 2<sup>nd</sup> floor conference room. Hats, scarves, Avon, handmade soaps, some pottery. Money raised will be donated to sponsor a family.</li> <li>♥ Ugly sweater day</li> <li>♥ Souper Bowl luncheon – everybody makes a soup.</li> </ul>		Yvonne	

		<p><b>GOVERNMENT CENTER</b></p> <ul style="list-style-type: none"> <li>♥ Knitting Club in October – may be another round starting</li> <li>♥ Halloween Trick or Treating – 3 schools – Geneseo, Mt. Morris &amp; York – approximately 160 kids.</li> <li>♥ Thanksgiving Food Drive with courthouse people.</li> <li>♥ World Series cookout and dogs from dog control – one was adopted!!</li> <li>♥ No shave November</li> <li>♥ Gobblers Gotcha</li> <li>♥ Holiday Tag Party</li> <li>♥ Holiday Ornament exchange December 4<sup>th</sup></li> <li>♥ Gift card holder class – date/info TBD</li> <li>♥ Annual holiday Door decorating</li> <li>♥ Fundraiser for Noyes.</li> </ul> <p><b>HIGHWAY</b></p> <ul style="list-style-type: none"> <li>♥ Office staff meeting</li> <li>♥ Flight tracker</li> <li>♥ Decorating last Friday</li> </ul> <p><b>DSS</b></p> <ul style="list-style-type: none"> <li>♥ Dress down day – every month with 5 Fridays – fundraiser. December is for a gift certificate for the CNR to give to residents without much family.</li> <li>♥ Food drive to benefit different pantry each month – this month is Nunda Food Pantry</li> <li>♥ Halloween – best decorated break room, best treat and best scarecrow.</li> <li>♥ Puzzle contest on International Peace Day – piece of puzzle – whoever put together fastest won</li> </ul>		Sandy	
				Elaine	
				Diane	

		<ul style="list-style-type: none"> <li>♥ Book plate labels – read to your child initiative</li> <li>♥ \$479 raised from dress down for Santa Workshop in Dansville.</li> <li>♥ December Plans - Rice Krispy Treat creation party/contest (like Peep Show with Rice Krispies). 15 minutes – make something and judge from there (supply gloves)</li> </ul>			
2	<b>Evaluations &amp; Workplan</b>	<ul style="list-style-type: none"> <li>♥ Workplan for 2018 <ul style="list-style-type: none"> <li>- Objectives</li> <li>- Areas of Focus</li> <li>- Improvements</li> </ul> </li> <li>♥ Considerations regarding 5K, Stress Management and Wellness Event</li> <li>♥ Successes and areas of improvement</li> <li>♥ Stress Management Classes <ul style="list-style-type: none"> <li>- Stress Management piece was good and more classes. Tools were very helpful.</li> <li>- Offer again</li> <li>- 25 people between locations</li> </ul> </li> <li>♥ 5K <ul style="list-style-type: none"> <li>- Continue doing or change up?</li> <li>- Start and end behind DSS</li> <li>- Different route?</li> <li>- Have event closer to finish line</li> </ul> </li> <li>♥ Wellness Fair <ul style="list-style-type: none"> <li>- Vendors extremely difficult to solicit</li> <li>- Flu shots nice to offer</li> <li>- Over 90 in attendance</li> <li>- Employees and booth fees?</li> <li>- Use money collected from booths for baskets?</li> <li>- More employee driven</li> <li>- Over 40% of all DSS people use a day or more of sick time per month –</li> </ul> </li> </ul>		Yvonne and committee	

		<p>make linkages about staying healthy and the benefits</p> <ul style="list-style-type: none"> <li>- Highway – usually nobody attends because it is in the middle of the day, Should be one at HWY geared toward them</li> <li>- Some EMS attendees</li> <li>- More options for flu shots. Movement is for Health Departments not to do it – drive toward PCP and drugstore. Mobile clinic? Not necessarily wellness event? Survey of employees?</li> <li>- Yvonne will get data for flu vaccine. We will leave Wellness event on workplan and revisit.</li> </ul> <p>♥ Goals with objectives:</p> <ol style="list-style-type: none"> <li>1. <b>Increase employee engagement</b> – increase awareness, new employees, health happenings newsletter, etc.</li> <li>2. <b>Build supportive work environment with policies.</b> Government Center does a good job. Minimum of 3 county-wide initiatives (5K, stress workshop, wellness event) and gather feedback.</li> <li>3. <b>Enhance effectiveness.</b> Suggestion box. Speak with your staff. Do internal surveys. Who promotes SHAPE and events within your department?</li> </ol>			
3	<b>Fitness Class</b>	<p>♥ Tried to set up but cannot find anyone available. If you know of anyone let Yvonne know. We have the space would like to pursue and promote.</p>			
4	<b>New Thoughts</b>	<p>♥ Life hacks</p>			

5	<b>Next Meeting</b>  <b>Adjournment</b>	<b>♥ January 29, 2017 at 9am in Room 303B</b>  <b>9:47 am</b>			
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