

SHAPE Steering Committee Meeting

Meeting Minutes

Facilitator		Yvonne Oliver	Date	January 29, 2018	
Attendees		Lisa Grosse, Elaine Szoczei, Kevin Dyke, Jennifer Rodriguez, Andrea Bailey, Jamie Kalisnikow, Sandy Johnson, Diane Deane			
Key Points Discussed and Action Items					
Agenda Item		Discussion	Action Items	Owner	Target Date
1.	Approval of minutes	Approved – suggested minor margin and column size change to the minute template to utilize fewer pages when printing minutes.	Adjust template.	Diane to do when scribing minutes today.	1/29/18
2.	Activity Reports	<p>CNR – Jamie</p> <ul style="list-style-type: none"> • Oct – Pumpkin decorating contest, raised approx. \$80 for new Staff Appreciation Committee – SAC • 12 days of Christmas event – challenged different departments to participate using fire retardant poster boards using the themes of the 12 days of Christmas • Valentine’s Basket Raffle – night at the Hampton, 2 movie tix and a \$50 Applebees gift card • United Way Kicking off soon <p>Gov’t Center – Sandy</p> <ul style="list-style-type: none"> • Dec – first annual holiday ornament exchange using the Chinese auction model, went too fast as no one stole! Holiday door decorating • Jan – Skyscraper challenge • Feb 2 Soup-er Bowl contest and Wear Red for Heart Health • Mar 2 Wear Blue for Colon Cancer and Employee Appreciation Day • Knitting club continues – about 5/6 participants each time <p>DSS – Diane</p> <ul style="list-style-type: none"> • Dec - Raised \$609 for dress down charity - CNR residents, 12 Days of Christmas poem and drawing for prizes- Center pieces, 			

		<p>pies, fudge and poinsettia plants, holiday pot luck luncheon</p> <ul style="list-style-type: none"> • Jan – Lottery Tree (football) raised \$219 • Feb 2 Chili Cook Off contest • Puzzles continue in Break rooms <p>DOH – Yvonne</p> <ul style="list-style-type: none"> • Dec – Door decorating contest – used program themes to decorate – very creative results; holiday luncheon and white elephant gift exchange – lots of stealing so very exciting • Jan – flight tracker • Feb 2 Super Bowl luncheon <p>Highway – Elaine</p> <ul style="list-style-type: none"> • Dec – decorated cubicles and doors for the holiday • Had a winner in the flight tracker challenge, some new people using the weight room, purchased a used vending machine and are filling and maintaining it themselves • One staff person participating in the knitting club and shares her experience with others in the office • Superbowl pool 			
3.	Important General flu Information	<p>Jennifer Rodriguez</p> <p>Conference call topic at the end of last week the large influx of the flu in NYS. If anyone has not had a flu shot they should be encouraged to get one. LY during the flu season (Oct – May) 131 people had diagnosed Flu in Livingston County. As of last week there were already 161 confirmed cases. Pharmacists can now give shots to those younger than 18 years old.</p>	<p>*An email to all DH or all County staff providing information and encouraging flu shots</p> <p>*Call Pomco to determine what is covered if an employee utilizes a pharmacy for a flu shot</p>	Jennifer	Diane
4.	Review of Annual	<p>Discussed comments as we went along</p> <p>Numerous comments about healthy recipes. Discussed the possibility</p>	<p>Research ability to place</p>	Yvonne	

	Survey	of creating a link on the SHAPE webpage for recipe sharing in lieu of creating a physical cookbook as was discussed last year.	a link to a recipe page on the webpage		
5.	Workplan for 2018	<p>Wellness event staying in the workplan – change of focus to utilizing and highlighting internal county resources like SHAPE, Workplace Violence, potential Health Risk Assessment incentives, potential Telemedicine initiative, EAP topics. Discussion about the benefit of having a representative from Personnel on the committee to be sure that the wording on messages or advertising going out in regard to a benefit are not in conflict with any CBA.</p> <p>Collecting data on schools that offer exercise options to share as an option</p> <p>Cleaning issues should be directed to Bill Cavalier or Sally Donnelly</p> <p>Updated maps for walking\running routes in county park</p> <p>Reminder to keep track of # participants for each activity</p>	<p>request a Personnel rep participate on the SHAPE committee</p> <p>Avon & Geneseo All other</p> <p>Request from Planning</p>	<p>Yvonne</p> <p>Andrea</p> <p>Elaine</p> <p>Yvonne</p>	
6.	Next Meeting	March 26, 2018 9:00 am Room 303B			