

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

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| Facilitator | Kevin Dyke | Date | January 27, 2020 | |
| Facilitator Signature | | Scribe: Ashley Scutt | | |
| Attendees | Kevin Dyke, Elaine Szoczei, Andrea Bailey, Sandy Johnson, Anne DeMarte | | | |
| Key Points Discussed and Action Items | | | | |
| Agenda Item | Discussion | Action Items | Owner | Target Date |
| 1. Activity Report | <p>GOVERNMENT CENTER - Sandy</p> <ul style="list-style-type: none"> ♥ Did an ornament exchange in December ♥ Did a door decorating contest ♥ Placed artificial trees on each floor and staff decorated. Trees looked beautiful and they have received a lot of positive feedback. ♥ The Friday before Christmas they had an ugly sweater day ♥ Did a Happy New Year welcome back snacks in the basement for employees ♥ Souper Bowl themed lunch for employees the Friday before the Super Bowl. ♥ United Way fundraising will be kick off soon. <p>HIGHWAY – Elaine</p> <ul style="list-style-type: none"> ♥ Quiet- nothing to report. <p>OFA- Anne</p> <ul style="list-style-type: none"> ♥ Collected pet food for delivered meal clients ♥ Adopted a family Catholic Charities ♥ In October they had an instant pot demo ♥ Yoga at noon ♥ Had a sleep presentation by Yvonne ♥ Some members are using a mood light. | | | |

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| | | <p>DOH – Kevin</p> <ul style="list-style-type: none"> ♥ Had a euchre tournament. ♥ Be the Giving and Thanksgiving. Collected food and hygiene products related to Thanksgiving. Very well received. Donated to the hygiene bank and food pantry ♥ Did a giving tree from Catholic Charities ♥ Had a door decorating contest ♥ Holiday luncheon including games. ♥ Had a fruit and vegetable challenge. Each department had their own day to make a fruit and vegetable spread to help boost everyone’s chances to hit their goal. | | | |
| 2. | Annual Survey Review | <ul style="list-style-type: none"> ♥ More positive comments ♥ Add employee location to the survey so we know which campus they work at ♥ Mental Health feels left out | | Kevin | |
| 3. | Wellness Sessions | <ul style="list-style-type: none"> ♥ Meal prepping/planning session was held on Friday – Evaluations are being collected. The second offering is on 1/31 in Mt. Morris. | | Kevin | |
| 4. | Staff Challenges/ Competitions | <ul style="list-style-type: none"> ♥ Fruit /Vegetable Challenge ♥ Water Challenge | | Kevin | |
| 5. | 5k Planning | <ul style="list-style-type: none"> ♥ Yvonne will send out information to set up the 5k committee meeting dates. | | Kevin | |
| 6. | New Thoughts | <ul style="list-style-type: none"> ♥ See if gyms/ insurance companies could offer discount to employees. ♥ Look into having an Air Fryer Demo ♥ See about creating a Facebook Group for employees | | Kevin | |
| 7. | Next Meeting | <ul style="list-style-type: none"> ♥ March 23, 2020 at 9am in room 303A <p>Meeting adjourned at 10:06am</p> | | | |