

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

Facilitator		Yvonne Oliver	Date	August 26, 2019	
Facilitator Signature			Scribe: Ashley Scutt		
Attendees		Yvonne Oliver, Sandy Johnson, Kevin Dyke, Anne DeMarte, Jessica Fronk, Elaine Szoczei, Diane Deane, Jen Rodriguez, Andrea Bailey, Lisa Grosse & Don Maryanski			
Key Points Discussed and Action Items					
Agenda Item		Discussion	Action Items	Owner	Target Date
1.	Activity Report	<p>HIGHWAY</p> <ul style="list-style-type: none"> ♥ Held a department picnic in July that went very well. Paid for entirely by the proceeds from the vending machine. ♥ This summer there has been clam bakes, golf tournaments and there has been discussion of bringing back the department Christmas party. <p>OFA</p> <ul style="list-style-type: none"> ♥ Held an indoor picnic due to weather. ♥ Collected donations for the Theresa house for the quarterly community service project. ♥ Plan to collect donations for Home Away From Home Respite program for the next community service project. ♥ Planning an instantpot class for staff. <p>DSS</p> <ul style="list-style-type: none"> ♥ Held a dress down day fundraiser for Breast Cancer in August. ♥ Had a sugar free week challenge. Participants brought in sugar free snacks to share. ♥ Held a school supply drive, Stuff the Bus, and collected 268 school supply items to give to Catholic Charities. 		Elaine	
				Anne	
				Jessica	

		<p>GOVERNMENT CENTER</p> <ul style="list-style-type: none"> ♥ Didn't have a summer salad soiree this year. ♥ Catholic Charities picked up the school supplies for "Fill the Bus" ♥ Planning to have our End-of-Summer Hot Dog Cookout end of September <p>DOH</p> <ul style="list-style-type: none"> ♥ Had a hot dog picnic for national hot dog day. ♥ Had ice cream with healthy options including sorbet strawberry toppings & frozen yogurt. ♥ Planning an fall themed cookie bake off in September ♥ Friday 8/30/19 the Department of Health will be playing a friendly game of kick ball against Central Services. The loser has to cook lunch. 		Sandy	
2.	2019 Wellness Sessions	<ul style="list-style-type: none"> ♥ Next session will be on plant forward thinking. ♥ The last session was on back health. The session was recorded and posted on the County YouTube channel. ♥ Working on the next session topics. <ul style="list-style-type: none"> ○ Stress management, financial wellness, debt management, healthy holiday spending etc. 		Yvonne	
3.	Focus Groups	<ul style="list-style-type: none"> ♥ Conducted 3 focus groups – only 1 person attended. ♥ Ian will ask questions to participants that attend his quarterly Administration Connection meetings to garner feedback. 		Yvonne	
4.	New Thoughts	<ul style="list-style-type: none"> ♥ When sending out event info, information needs to be clear in the email body, not only in the email attachment. Clear instructions to bring lunch, supplies, paid time off etc. ♥ Provide more flu shot awareness. 		Committee as a whole	
5.	Next Meeting	<ul style="list-style-type: none"> ♥ October 28, 2019 at 9am in room 303A <p>Meeting adjourned at 9:57am</p>	Ashley will not be able to attend – Kevin to do minutes.		