

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

<b>Facilitator</b>	Yvonne Oliver	<b>Date</b>	March 25, 2019	
<b>Facilitator Signature</b>		<b>Scribe:</b> Ashley Scutt		
<b>Attendees</b>	Yvonne Oliver, Andrea Bailey, Kevin Dyke, Sue Carlock, Jessica Wakefield, Elaine Szoczei			
<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 Report</b>	<p><b>GOVERNMENT CENTER - Sandy</b></p> <ul style="list-style-type: none"> <li>♥ February 1st – Souper Bowl Soup-Off Contest.</li> <li>♥ Observance of National Wear Red Day for Heart Health</li> <li>♥ Valentine’s Day Bagel Breakfast to Benefit the United Way</li> <li>♥ March 1st concluded the Skyscraper Challenge (Winner was the G.O.A.T.s (Administration) Team)</li> <li>♥ Observed Dress in Blue Day for Colon Cancer Awareness (March 1st)</li> <li>♥ March 1st was Employee Appreciation Day – SHAPE provided breakfast snacks and fruit.</li> <li>♥ March 15th United Way 50/50 Raffle</li> <li>♥ Planning United Way Potluck Luncheon in April</li> <li>♥ Planning an Easter Egg Hunt for April</li> <li>♥ Early discussions to start a Garden Club</li> <li>♥ Knit Club continues every Thursday @ 4:15. Planning to participate in World Wide Knit in Public Day again this year – June 8th.</li> </ul> <p><b>HIGHWAY – Elaine</b></p> <ul style="list-style-type: none"> <li>♥ Observed Dress in Blue Day for Colon Cancer Awareness (March 1st)</li> <li>♥ Held a fundraiser for an employee who lost their home to a fire</li> </ul>			

		<ul style="list-style-type: none"> <li>♥ The Gym is still being used on a regular basis.</li> </ul> <p><b>OFA- Sue</b></p> <ul style="list-style-type: none"> <li>♥ Adopted a family vs. doing a gift exchange over the holidays. Everyone really liked it so they have decided to do a service project quarterly.</li> <li>♥ Held a lucky lunch in March. Most of the food items were green and they pulled names for lottery tickets.</li> <li>♥ Dress down Fridays for united way.</li> <li>♥ Doing a BBQ on May 29<sup>th</sup> benefiting the United Way</li> <li>♥ Continuing to celebrate employees milestones; 60<sup>th</sup> birthday celebration and recognized an employee who has been delivering meals for 25 years.</li> <li>♥ Attending trainings on positive thinking/ stress management/ communication.</li> <li>♥ Starting to do exercises that can be done right at their desks.</li> </ul> <p><b>DOH – Yvonne</b></p> <ul style="list-style-type: none"> <li>♥ February 14<sup>th</sup> Souper Bowl Soup-Off Contest.</li> <li>♥ Observed Dress in Blue Day for Colon Cancer Awareness (March 1st)</li> <li>♥ Held a white elephant auction – employees brought in gently used items to re-gift. Employees bought tickets and bid on items.</li> <li>♥ Did a Green themed basket for St. Patrick’s day</li> <li>♥ Collecting Cans, held a Taco Salad lunch, doing dress down Fridays, and a March Madness basketball bracket for the United Way</li> </ul> <p><b>DSS- Jessica</b></p> <ul style="list-style-type: none"> <li>♥ Did a bake sale, doing dress down Fridays, 50/50 raffle benefiting the United Way.</li> <li>♥ Doing a balloon punch on April 12<sup>th</sup></li> </ul>			
2.	<b>2019 Wellness Sessions</b>	<ul style="list-style-type: none"> <li>♥ First session will be April 10<sup>th</sup> with Seth Silver</li> <li>♥ Working on the next session topics. <ul style="list-style-type: none"> <li>○ Thinking of doing sessions on stretching and back safety, sleeping for health, hypertension, diabetes,</li> </ul> </li> </ul>		Yvonne	

		healthy eating and/ or exercise.			
3.	<b>Focus Groups</b>	<ul style="list-style-type: none"> <li>♥ Planning to start employee based focus groups</li> <li>♥ 3 sessions at different locations; Gov't Center, Highway and Mt. Morris Campus (mostly likely at the CNR since staff isn't able to leave the building)</li> <li>♥ Looking to have conversations on what we can do better and what employees are looking for.</li> <li>♥ Plan on using the information to enhance shape initiatives.</li> </ul>		Yvonne	
4.	<b>5K Updates</b>	<ul style="list-style-type: none"> <li>♥ Thursday May 2<sup>nd</sup> (Rain date 5/16)</li> <li>♥ May adjust the route slightly – add a small piece of the new section if its dry enough</li> <li>♥ Received 1 shirt design, hoping to receive more. Deadline is April 5<sup>th</sup>.</li> <li>♥ Next Shape 5k meeting is April 8<sup>th</sup> at 3pm in Mt. Morris</li> </ul>		Yvonne	
5.	<b>New Thoughts</b>	<ul style="list-style-type: none"> <li>♥ Yvonne presented at the March Department Head meeting which went very well.</li> <li>♥ 5/20/19 7PM Tick Talk at the Watershed Education center at Vitale Park <ul style="list-style-type: none"> <li>○ Learn the importance of prevention and how to deter ticks from your home/yard</li> <li>○ Enhance awareness of ticks</li> <li>○ Review possible medical problems/ symptoms and recommended testing/ treatment</li> <li>○ Tick removal/ identification kits will be handed out.</li> </ul> </li> </ul>		Yvonne	
6.	<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>♥ April 22, 2019 at 9am in room 303A</li> </ul> <p>Meeting adjourned at 10:07am</p>			