

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

Facilitator	Yvonne Oliver	Date	January 28, 2019	
Facilitator Signature		Scribe: Ashley Scutt		
Attendees	Yvonne Oliver, Andrea Bailey, Kevin Dyke, Sue Carlock, Sandy Johnson, Jessica Wakefield, Lisa Grosse			
Key Points Discussed and Action Items				
Agenda Item	Discussion	Action Items	Owner	Target Date
1. Activity Report	<p>DOH – Yvonne</p> <ul style="list-style-type: none"> ♥ Department held a fall theme door decorating contest ♥ Had a Departmental holiday luncheon added on to their annual training day. Luncheon included an ornament exchange & ugly Sweater contest. ♥ The Department adopted a family for the holiday ♥ Did MOVEember flight tracker in November ♥ Is holding a Souper Bowl themed lunch for employees before the Super Bowl. ♥ Starting United Way fundraising. <p>OFA- Sue</p> <ul style="list-style-type: none"> ♥ Adopted a family vs. doing a gift exchange. Everyone really liked it. May consider doing it quarterly ♥ Some members of the office are doing 10 minutes of meditation on their breaks. ♥ Starting to see about cross training employees so they are aware of what others do within the Department. ♥ Employees are missing being able to walking outside due to weather. ♥ Had a soup and salad day in November that was very popular ♥ Played holiday Family Feud on lunch that was very fun ♥ Did 12 days of Christmas where employees could win small gifts each day 			

		have it sponsored by SHAPE			
6.	Next Meeting	♥ March 25, 2019 at 9am in room 303A Meeting adjourned at 10:32am			