

Livingston County S.H.A.P.E. Steering Committee

March 10, 2022, 8:15AM, Room 205-208

PRESENT: Kim Ruliffson, PH Specialist, DOH; Lisa Beardsley, Senior PH Educator, DOH; Shauna Mandell, Staff Development Coordinator, DSS; Anne DeMarte, Aging Services Caseworker, OFA; Andrea Callahan, PH Assistant, DOH; Peggy Thomas, Senior Index Clerk, County Clerk/DMV; Bonnie Brown-Lynch, Senior Account Clerk, Treasurer’s Office; Sandy Johnson, Principal Typist, Real Property Tax; Amanda Schultz, Director of Communication, Sheriff’s Office; Kevin Dyke, Sr. PH Sanitarian, DOH; Ashley Scutt, Secretary to County Administrator, Administration; Kate Hill, HR Director, Human Resources

Email Address to use to share resources and information:	kruliffson@co.livingston.ny.us
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TOPIC	FINDINGS/DISCUSSION	ACTION/FOLLOW-UP
WELCOME/INTRODUCTIONS	Welcome and introductions Favorite SHAPE activities were shared by the group and included: <ul style="list-style-type: none"> • Any type of get-togethers as it promotes staff engagement • 5K - people getting together and out of their silos • SHAPE newsletter • Department events such as the chili cook-off • Verbal sharing of SHAPE as it encourages self-care and being healthy to do our best work. 	
ADMINISTRATIVE UPDATES	Returning events per Mr. Coyle: <ul style="list-style-type: none"> • 5K – date forthcoming • Kickball Game Lunch & Learns: <ul style="list-style-type: none"> • 2 sessions nutrition. Discussed and decided on Nutrition 101 (April) and Hydration (June/July) – provided by Lucille Tang at Cornell. <ul style="list-style-type: none"> ○ Name suggestion: “Fresh Start” for the Nutrition 101 session to make it more fun. • 1 on physical activity – Amanda to provide • 1 on mental health – Ian Coyle to provide • Committee requested staggered session times due to varied lunch breaks; and session be recorded and posted. 	<p><i>Kim to follow-up with Lucille on dates and work on marketing.</i></p> <p><i>Amanda Schultz to pick a date in Sept.</i></p> <p><i>Kim to see if Mr. Coyle would pick a date in Nov.</i></p>

	<ul style="list-style-type: none"> ○ Incorporate resources into Lunch & Learns ○ Share EAP options as a way to demonstrate we are meeting the needs requested in the SHAPE survey. <p>SHAPE Survey results from 2021:</p> <ul style="list-style-type: none"> ● Staff like to increase physical activity and meet coworkers ● People like recipe sharing and success stories in the newsletter ● Food events are popular – cooking challenges/competitions <p>Engagement Ideas:</p> <ul style="list-style-type: none"> ● Promote where to get information on SHAPE – website and SHAPE materials needs updating. Kim to check with Travis on new marketing materials. ● Add EAP and HR section in SHAPE newsletter – maybe highlight webinars like one on taxes in March and one on debt around Christmas/holiday time. ● Kate mentioned the Intranet becoming refreshed and more exciting for employees to visit. It includes SHAPE now, but hopefully will be more used in the future. ● Peggy suggested posting SHAPE information on county website and Facebook page. Good recruitment tool and reminder to external and internal audiences that county is a good place to work. ● Discussed a closed Facebook page for County employees but steered away due to admin. needs, staff coming and going, and other factors. ● Diversify events to not just physical health- book club, community garden, knitting group, etc. ● Mentioned brief 5 mins. Of a wellness topic at staff meetings since Lunch and Learns tend to draw the already-engaged-in-wellness employees. <p>Report from Kate Hill: Changes from Personnel office to Human Resources:</p> <ul style="list-style-type: none"> ● Still have Personnel - policy based, more reactive, behind the scenes ● Human Resources is about employee assistance, being proactive, improving workplace culture, serving and being welcoming, and supporting employee needs ● Each department has their own culture - Goal of developing a countywide culture 	<p><i>success stories from SHAPE representatives.</i></p> <p><i>Kim to check with Travis for marketing help.</i> <i>Send a SHAPE rep. to intranet committee</i></p> <p><i>Outreach to Cornell Cooperative Extension for collaboration</i></p> <p><i>Kim to check with Ian about more SHAPE on the web and County Facebook page.</i></p> <p><i>Peggy and Ashley to look into container gardening at Govt. Center. Incorporate gardening into Lunch and Learns- growing herbs, vertical gardens, etc.</i> <i>Outreach to Cornell Cooperative Extension for collaboration</i></p>
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	<ul style="list-style-type: none"> • Offering resources before problems develop • Partnering with department leaders for recruitment – moving to E-Recruit system- customized for each position • New goals: Innovate, Partner, and Serve. When someone is pregnant and wants to understand time off, FMLA, etc. we will help them; not just give them paperwork. • Re-defined and positioned employees to help people; such as a benefits specialist. Showed positions on PowerPoint. • Working on establishing a satellite HR office on Mount Morris campus • Changes to payroll – E-Suite <ul style="list-style-type: none"> ○ Better view of accruals and more relevant information • Partnership with SHAPE <ul style="list-style-type: none"> ○ Promotion of fitness centers ○ Conducting a needs assessment ○ Cross-Promoting health and wellness, EAP, etc. 	
<p>ORGANIZATIONAL NEEDS</p>	<p>Asked about existing Wellness Committees:</p> <ul style="list-style-type: none"> • Sheriff’s Office has peer support group • OFA has positivity committee • DSS had a committee, aiming to bring back since COVID • DOH has a SHAPE committee (including staff at Mental Health as part of their department) • Gov’t Center has committee – mostly other representatives at the meeting <p>Discussed Needs Moving Forward:</p> <ul style="list-style-type: none"> • Improve awareness of SHAPE/wellness committee members • It was discussed that people always call Ashley when events occur to see if they get paid to attend or if they can take it on or off worktime. The group hoped messages could be shared from the top that time is allowed for worksite wellness (within reason, of course) • Discussed adopting a wellness wheel for county – Kim shared an 8-dimensional wellness approach in the email, but didn’t have to discuss. Will bring to Ian and back to group as well in a future meeting. <p>SHAPE Workplan:</p> <ul style="list-style-type: none"> • Priorities: <ul style="list-style-type: none"> ○ Fitness Center updates - Improving safety, access, and 	<p><i>Kim to request members of current Dept. teams to be more transparent to current and new employees.</i></p> <p><i>Kim and Kate to connect on fitness centers – need updating – safety, liability, cleanliness, hours, access, etc. Poster to be pulled off SHAPE website until it is updated.</i></p> <p><i>Kim requesting updates on current SHAPE team members by building.</i></p> <p><i>Kim, Ashley, Kate to visit with Ian about framing messages</i></p>

	<p>liability procedures</p> <ul style="list-style-type: none"> ○ Start slow with walk-through/tabling rather than long sessions for people that don't feel they can participate ○ Get department leaders on same page regarding events and use of work time – work with Ian. ● New logo design – maybe a competition – re-visit at next meeting ● Reviewing workplan to update and establish priorities 	<p><i>about attending health/wellness events.</i></p> <p><i>Peggy willing to help Kim review workplan.</i></p>
REFLECTIONS	<p>Ended with reflections of the meeting. Excited about:</p> <ul style="list-style-type: none"> ● Intranet being improved – being a 1-stop shop ● Lunch & Learns ● Sharing EAP at a future staff meetings ● Future sharing of what we are all doing in our areas ● Would like to survey own office about what people want ● Like the focus of wellness being part of our job – reduce stigma ● Lisa mentioned Mental Health working on an anti-sigma campaign and will share more information. ● Future of cross-promoting events 	
NEXT MEETING	To Be Determined – expected to meet quarterly	<i>Kim to send a request for dates.</i>

