

# Livingston County SHAPE Steering Committee

September 19, 2022  
Government Center, Room 205-208  
10-11:15AM

**PRESENT:** Kim Ruliffson, DOH; Pam Hill, CNR; Ashley McArdle, DSS; Shauna Mandell, DSS; Andrea Callahan, DOH; Katelyn Gelser, HR; Ashley Scutt, Administration; Peggy Thomas, County Clerk; Helen Terry, WFD; Shelby Haynes, CNR; Sandy Johnson, Real Property; Amanda Schultz, Sheriff’s Office; Sara McDonald, Veteran’s Services; Dana Henry, Central Services; Megan Sokolow, Records Management; Anne DeMarte, OFA;

<b>Email Address to use to share resources and information:</b>	<b>kruliffson@co.livingston.ny.us</b>
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TOPIC	FINDINGS/DISCUSSION	ACTION/FOLLOW-UP
<b>WELCOME/INTRODUCTIONS</b>	Introductions and SHAPE overview	
<b>PRACTICE/POLICY/ENVIRONMENTAL CHANGE</b>	<p>Policy:</p> <ul style="list-style-type: none"> <li>• Healthy Meeting Practice/Policy – shared the sample from the Be Well initiative for Livingston County</li> <li>• Hope to spread Healthy Meeting Policy to other organizations</li> <li>• Goal is to provide a healthy option during events with snacks – i.e. if there is cake, also provide fruit</li> <li>• Incorporating stretch breaks into meetings – can bring back idea to departments</li> <li>• Reviewed the current practices in each department/building – mixed, but no other practices/policies at this time</li> </ul> <p>Human Resources:</p> <ul style="list-style-type: none"> <li>• Biometric screenings 49% increase -220 completed screenings and surveys, 6 sign-ups for follow-up coaching</li> <li>• Staff can still sign up for coaching, even if they did not get screened</li> <li>• Amazon gift card was very nice and great incentive</li> <li>• Changes to voluntary benefit plans and high-deductible health plans coming this fall</li> </ul>	<p><i>Katelyn/HR - Plans to host more screenings in Mount Morris and Geneseo next year.</i></p> <p><i>Katelyn (HR) to share more information with Kim for SHAPE e-news</i></p>

	<ul style="list-style-type: none"> <li>• Discussion around part-time eligibility for biometric screenings</li> <li>• No demographic nor personal information was collected by HR for this program except name (for the gift cards) and numbers of participants and number of those that accepted follow-up coaching</li> </ul> <p>Fitness Centers:</p> <ul style="list-style-type: none"> <li>• Employee survey conducted in March/April</li> <li>• Safety/cleanliness modifications and updates in progress</li> <li>• Each facility has its own hours and access – currently on SHAPE website and re-visiting with department heads and SHAPE reps in those buildings</li> <li>• New liability form that covers all centers (except Sheriff’s Office due to more liability) is coming. Reviewed and approved by the County Attorney</li> <li>• Katelyn from HR shared BCBS wellness information, as it was asked about previous discounts with local gyms. Fitness Centers had to accept the program and she knew the site in Geneseo (behind Burger King) did not opt-in for the discount program</li> <li>• Badges can be updated to grant access to Govt. Ctr. for those not working there that want access; per department head approval and laserfiche request form. This facility is open 24-7 with employee badge and for those receiving the additional badge allowance that do not work in the building</li> </ul> <p>New Employee Orientation:</p> <ul style="list-style-type: none"> <li>• Shared DOH SHAPE activities document as a sample</li> <li>• County orientation will be updated – first priority is online applications</li> </ul>	<p><i>Kim (DOH) will be working with Department heads and the SHAPE rep for that building on the first round of updates in the next couple of weeks (DOH, Sheriff’s Office, Govt. Center and Highway Department).</i></p>
<p><b>PROGRAMS</b></p>	<p>SHAPE 5K:</p> <ul style="list-style-type: none"> <li>• 53 people attended – many kids, around 30 employees <ul style="list-style-type: none"> <li>◦ Positive feedback for kid’s medals</li> </ul> </li> <li>• Spent more than was brought in – Mr. Coyle covered the difference</li> <li>• Interest in training advice, running groups, etc.</li> <li>• Advertise more prominently that people can walk during the event</li> <li>• Offer a 1 mile event for those who don’t want to run/walk a full 5K – make it less intimidating</li> <li>• Lots of great feedback and ideas from the survey and planning</li> </ul>	<p><i>Sara (Veteran’s Affairs) – willing to start a pre-mile/5K group in the spring.</i></p>

	<p>team for next year</p> <p>Requests for Mr. Coyle for 2022:</p> <ul style="list-style-type: none"> <li>• Nutrition: Quiche in a Mug and Hydration sessions completed</li> <li>• Survey data will be available and shared soon</li> <li>• Multiple week sessions are more effective in behavior modification – will explore this in the next year.</li> <li>• Physical Activity session with Amanda (Sheriff's) to come.</li> <li>• Mindfulness – Ian to offer 2 sessions – Oct. 13; RSVP to come <ul style="list-style-type: none"> <li>○ 1 in Govt. Center, 10:30-11am</li> <li>○ 1 at Mount Morris Campus, 3-3:30pm</li> </ul> </li> </ul> <p>County BINGO:</p> <ul style="list-style-type: none"> <li>• Very positive response</li> <li>• Approx. 150 participants – about 15% of staff (15-20% is average for these types of events – as compared to school staff and academic staff/faculty participation)</li> </ul> <p>Shareable Programs:</p> <ul style="list-style-type: none"> <li>• Exploring a shared drive for SHAPE</li> </ul>	<p><i>Amanda (Sheriff's) to provide physical activity session.</i></p> <p><i>Andrea (DOH) to put Mindfulness session in SHAPE e-news and share via a poster</i></p> <p><i>Kim (DOH) to send sample survey for feedback</i></p> <p><i>Kim (DOH) working with IT</i></p>
<p><b>DEPARTMENT UPDATES</b></p>	<p>DSS:</p> <ul style="list-style-type: none"> <li>• Started a 6 week yoga program <ul style="list-style-type: none"> <li>○ First week had good attendance – approx 20 people for rest of session</li> <li>○ Cost is \$7 per session</li> </ul> </li> </ul> <p>GOV'T Center:</p> <ul style="list-style-type: none"> <li>• Hidden frogs, butterflies, etc. – 90 hidden, bring in for a prize <ul style="list-style-type: none"> <li>○ Used healthy snacks, sugar free gum (bought in bulk) for prizes</li> </ul> </li> </ul> <p>OFA:</p> <ul style="list-style-type: none"> <li>• Observance calendar for the month – choose national and other types of fun holidays to celebrate</li> </ul> <p>DOH:</p> <ul style="list-style-type: none"> <li>• Watermelon and Jeans Day – to fundraise</li> <li>• Tunnel Tours connecting Mount Morris campus</li> <li>• Very positive feedback from past tours</li> <li>• Requesting to work with Bill Mann to see if possible around Halloween</li> </ul>	<p><i>Kim (DOH) – will see about opening up for employees; not just DOH, if possible.</i></p> <p><i>Public access was suggested (maybe a SHAPE fundraiser) – Would need much more work – safety,</i></p>

		<i>waivers, question about walking by county records docs, etc.</i>
<b>OTHER TOPICS</b>	<p>Other Ideas:</p> <ul style="list-style-type: none"> <li>• Al Lorenz Scavenger Hunt – find nature items</li> <li>• Orienteering at Letchworth State Park</li> <li>• Start a geocache – “Liv. Co. Caching”</li> <li>• Ongoing can/bottle drive for fundraising</li> <li>• SHAPE awards – if you see someone doing something healthy, we can hand out a little sticker/award</li> <li>• Activity challenges – burpee challenge, 30 day squat challenge, 7 minute arm exercises</li> </ul> <p>More potlucks coming up through fall/winter at various departments.  DSS (Shauna) shared this link that they use: <a href="http://www.perfectpotluck.com">www.perfectpotluck.com</a>  Budget request was submitted for SHAPE as there has not been a budget in the past  Annual SHAPE survey – last year’s still in progress, may skip this year in order to give more updates on successes from past feedback  Folks stayed to see the Fitness Center at the Govt. Center</p>	<p><i>Kim to send out contact list of SHAPE reps</i></p> <p><i>Anyone interested in working on these ideas in a small sub-committee or group is welcome to volunteer.</i></p>
<b>NEXT MEETING</b>	TBD – Will be December	<i>Hampton’s Corners location Kim - will contact team a few weeks before to get a date/time that works for the majority</i>

*Respectfully Submitted, Andrea Callahan*

