



Livingston County SHAPE Steering Committee

December 6, 2022, Highway Department, 9-10:15am

Attendance:

	Name	Dept./Building		Name	Dept./Building
✓	Kim Ruliffson	Dept. of Health (DOH)	✓	Kevin Dyke	Dept. of Health
✓	Pammi Hill	Ctr. for Nursing and Rehab (CNR)			
	Shauna Mandell	Dept. of Social Services (DSS)		Ashley Mandell	Dept. of Social Services
✓	Katelyn Gelser	Govt. Center - Human Resources		Ashley Scutt	Govt. Center - County Purchasing
✓	Helen Terry	Govt. Center - Workforce Dev.	✓	Peggy Thomas	Govt. Center - DMV/County Clerk
	James Kemnitz	Govt. Center - Public Defender's Office		Bonnie Brown-Lynch	Govt. Center - Treasurer's Office
✓	Elaine Szoczei	Highway Dept.			
✓	Dana Henry	Central Services/Historian/Records	✓	Megan Sokolow	Central Services, Historian, Records
	Sara McDonald	Veteran's Services	✓	Holly Watson	Central Services, Historian, Records
	Anne DeMarte	Office for the Aging (OFA)	✓	Monica Jarzyna	Office for the Aging
	Leslie Magee	Emerg. Management and EMS			
✓	Amanda Schultz	County Sheriff's Office (LCSO)	12	Total	

Minute Taker: Amanda Schultz

TOPIC	DISCUSSION	ACTION/FOLLOW-UP
Welcome/Introductions	<ul style="list-style-type: none"> Shelby from the CNR has stepped down. Pam (from the CNR) continues to be with us on the committee. Sandy from the Government Center stepped down. Katelyn from HR has taken her place. Many festive happening shared by the departments for the season 	CNR – recruit back-up rep
County Updates	<ul style="list-style-type: none"> Kim submitted a budget to Ian and it was accepted. \$50,000.00 will be granted in 2023 for us to use for SHAPE; a portion is dedicated to Kim’s time/salary (1 day a week). SHAPE will be funded by County, but housed at DOH (you will see DOH logos for accreditation purposes) Much of the funding was budgeted for updating of the gym spaces used by county employees (per feedback from the spring survey). Submitted budget was shared around the table. 	

	<ul style="list-style-type: none"> • The CNR and DSS do not have gyms areas, monies were budgeted to get spaces started and to help OFA with space. More visits with Directors to take place. • Monica shared that the “relaxation room” in OFA doesn’t have chairs (that were once there). Need to explore. • SHAPE Shared Drive: <ul style="list-style-type: none"> ○ Kim reported that she worked with the ITS department to set up a shared drive for the SHAPE committee members. It is ready and there are two options to access – she will send the email. ○ This will hold all of the information/handouts that we are doing in the committee and that we can borrow from each other. • HR Report: <ul style="list-style-type: none"> ○ Katelyn shared that open enrollment for health insurance is over. A total of 28 people sign-up for the High Deductible plan. ○ Ian approved to expand our benefits to include more wellness programs from HR, such as biometric screenings: <ul style="list-style-type: none"> ▪ Moving dates to May of 2023 instead of July (to avoid vacations) ▪ PT employees will be eligible to participate ▪ BCBS Excellus offering 4 wellness programs – 2 in spring and fall (both in-person and virtual) on wellness topics (back safety, weight management, mindfulness, and revive (mind/body)). ○ There will be other one-day events - more to come. ○ March 3, 2023 is Employee Appreciation Day, so keep an eye out for events. • Training and Development: <ul style="list-style-type: none"> ○ Jackie Woollett was unable to attend, so Kim gave updates. ○ Jackie recently sent out a survey in regards to training needs. She received valuable feedback from this and is planning to have monthly and quarterly training calendars. Some departments reps shared that they did not know about this nor see a survey. • Fitness Centers: <ul style="list-style-type: none"> ○ Kim reported that she is working with HR, Bill Mann, and Shannon Hillier (county attorney) on final waivers and process. ○ There will most likely be two waivers – one universal and one specifically for the Sheriff’s Office because of the extensive security that needs to be in place before entry. ○ A Laserfische form was explored to sign and store waivers, but some employees do not have access to Laserfische. Will have to work with HR about this. 	<ul style="list-style-type: none"> • <i>Monica to get with Kim to give her information in regards to the grant funding for yoga mats</i> • <i>Kim to send out invitation to join the shared drive</i> • <i>Kim to tell Jackie that not everyone is receiving her emails</i>
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	<ul style="list-style-type: none"> ○ Kim is still in need for a liaison for the Government Center gym area (as the Shape Rep and Director of the other buildings will meet to move forward with safety, cleanliness, waivers, etc.) 	
End of the Year Review	<ul style="list-style-type: none"> ● We didn't complete the review of the 2022 workplan in the meeting but the highlights we reviewed included that: <ul style="list-style-type: none"> ○ Each building is now represented on SHAPE ○ Wellness teams are established in larger departments/buildings. ○ Working with HR is beneficial and will continue. The addition of Training & Professional Development (Jackie Woollett) will help too. ○ Survey for 2022. We sent out a survey at the end of 2021 for staff feedback and decided to work on leadership feedback/sharing for 2023 with a plan to share successes with staff (such as after the Sept. Bingo event) and then the next employee survey. <ul style="list-style-type: none"> ▪ Consensus was for SHAPE specific feedback biennially moving forward ▪ Be more specific on what we are looking for in the survey ▪ Talked a lot about peer support – that it was lowest ranking (from the Bingo survey as compared to Dept. Leadership and Admin. Support). Realized change is happening with new employees being more open and interested in health and wellness endeavors. ▪ Team-building exercises may encourage the peer-to-peer support. Bingo seemed to help. Department heads are becoming supportive which should encourage the change. ● Injury Prevention discussion: <ul style="list-style-type: none"> ○ Talked at length about injury prevention and training that could possibly take place ○ Many departments have this mandatory training annually including CNR and Highway Dept. ○ There are developments around the county that are making it safer for employees, such as a rail for the Govt. Center employee entrance. 	<ul style="list-style-type: none"> ● <i>Going to pass along to Jackie about peer support training opportunities</i> ● <i>We all need to look at the End of the Year review and give edits to Kim by the end of the month so that she can get the report to Ian.</i> ● <i>Kim to share about a desire for more team-building & cross-dept. get-to-know each other opportunities with Jackie, as well as a desire for more back-safety & general safety sessions as we age, for our backs, ergonomics at desks, etc. Could see what is currently being used and expand to all county employees.</i>
Future Planning	<ul style="list-style-type: none"> ▪ We briefly looked at the rainbow document (County SHAPE 2023) draft, but need to return to this. It has many different ideas proposed for 2023 based on feedback (such as Jan. bingo, May get moving/walking challenge, 1K/5K –June 8th, proposed flu/COVID clinics, two volunteer activities, mindfulness, BSBS programs from HR, etc. We will re-visit. 	