

# 2015 COS Wellness Committee

## October 6, 2015 Meeting Agenda

### 2015 Committee Members

Scott Christiansen (Water Plant)	Donna Matthews (PW & Gen Services)
Sarah Jordan (WWTP)	Betty Seawell, Chairperson (HR)
Darla Cole (Police)	Steve Little, Adhoc Member, Mark III Benefits
Alex Collazo (Fire)	Anne Sears (Community Development)
Jeremy Cleary (Sewer C&M)	David Von Canon (Golf)
Meagan O'Neal (Finance)	

The City of Sanford's fourth quarter 2015 Wellness Committee Meeting was held Tuesday, October 6, 2015 @ 3P in the City Hall Council Chambers Conf Room. The following action items (noted in **red** font) and responsibilities were captured:

- |  | <u>Coordinator(s)</u>   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b><u>Update on 3Q2015 Lunch-n-Learns</u></b> <ol style="list-style-type: none"> <li>1. July – Dehydration/Fruit Day –<br/><i>Successful- Every department received a fruit basket and watermelons.</i></li> <li>2. August – Chiropractic Care<br/><i>Cancelled due to presenter availability</i></li> <li>3. September -- Travel Safety or Self-Defense<br/><i>Cancelled due to scheduling</i></li> <li>4. October -- Saving for your Future<br/><i>*Update from David</i></li> <li>5. November – Sleeping Disorders<br/><i>Scheduled for Tuesday, 11/3.</i></li> <li>6. December – Charity / Helping Others<br/><i>*Update from Anne</i></li> </ol> </li> <li>• <b><u>Update on 2015 Activities</u></b> <ol style="list-style-type: none"> <li>1. July 1-31 – Dept Golf Challenge<br/><i>The Finance department was the winner of the challenge.</i></li> <li>2. July 22 – Dehydration/Fruit Day<br/><i>Successful! Every department received a fruit basket and watermelons. We distributed information on staying hydrated.</i></li> <li>3. August 20 – City vs. County Golf Challenge<br/><i>County forfeited challenge due to lack of participation. The City teams had a great time playing golf.</i></li> <li>4. August 11 &amp; 19 -- Massage Days<br/><i>All appointments were filled.</i></li> <li>5. August – Buddy System Exercise Challenge<br/><i>Cancelled due to weather.</i></li> <li>6. September 23 – Dept Bowling Challenge<br/><i>Cancelled due to lack of participation.</i></li> <li>7. October 1-31 – Meet @ Greenway Exercise Challenge</li> <li>8. October 17 – Family Day @ Raven Rock<br/><i>Per Donna, employee interest is low due to time (activity held after work hours).</i></li> <li>9. October 8 – Flu Vaccinations</li> </ol> </li> </ul> | <p>All</p> <p>Jeremy Cleary</p> <p>Darla Cole</p> <p>David Von Canon</p> <p>Sarah Jordan</p> <p>Anne Sears</p><br><p>David Von Canon</p> <p>All Committee Members</p> <p>David Von Canon</p> <p>Sarah Jordan</p> <p>David Von Canon</p> <p>Donna Matthews</p> <p>David Von Canon</p> <p>David Von Canon &amp; Donna Matthews</p> <p>Karen Ragland</p> |

- 10. November 5 – City vs. County Bowling Challenge
- 11. November 5 & 17 – Massage Days
- 12. December 1-31 – Holiday Team Fitness Challenge

Donna Matthews  
Sarah Jordan  
David Von Canon

**Action Item(s):**

- Each **coordinator** to coordinate and confirm date/time for their assigned activity and forward information to Karen once identified.
- **Karen** to publish communication flyer and coordinate sign up and, if needed, submit payment/requisition timely to Finance.

**Reminder -- Coordinator Responsibilities**

**Lunch-n-Learn Coordinator:**

- Identify presenter
- Confirm date/time with presenter
- Outline presentation content with presenter
- Forward bullet points for communication flyer to Karen a minimum of 2 weeks prior to the lunch-n-learn
- Follow up with presenter 3-4 days prior to lunch-n-learn
- **Karen** to reserve conference room & audiovisual equipment, if needed and publish communication flyer 2 weeks prior to lunch-n-learn.

**Activity Coordinator:**

- Identify date/time of activity
- Outline criteria of challenge/event
- Obtain quotes, if needed
- Schedule facility, equipment, etc. needed for the event
- **Karen** to obtain sponsor approval, if needed; submit requisition, if needed; publish communication flyer.

Note: Karen is available to assist coordinators with resources and any issues that the assigned coordinator may need.

Next meeting is scheduled for **Tuesday, December 8, 2015 @ 3:00P** in the City Hall Council Chambers Conf Room.