

2015 COS Wellness Committee

July 7, 2015 Meeting Agenda

2015 Committee Members in Attendance:

Scott Christiansen (Water Plant)	Donna Matthews (PW & Gen Services)
Sarah Jordan (WWTP)	Betty Seawell, Chairperson (HR)

2015 Committee Members Absent:

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 third quarter 2015 Wellness Committee Meeting was held Tuesday, July 7, 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> |
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| <ul style="list-style-type: none"> • <u>Update on 1Q2015 Lunch-n-Learns</u> <ol style="list-style-type: none"> 1. June – Eating Well on a Budget – Cancelled
Unsuccessful in identifying a presenter for the topic. 2. August – Chiropractic Care
Need to identify a presenter and date/time. Suggested resources include Sanford Medical Group, Ammons, Nelson & Nelson. 3. September -- Travel Safety or Self-Defense 4. October -- Saving for your Future 5. November – Stress Relief or Sleeping Disorders 6. December – Charity / Helping Others | <p>Meagan O'Neal</p> <p>Jeremy Cleary</p> <p>Darla Cole</p> <p>David Von Canon</p> <p>Sarah Jordan</p> <p>Anne Sears</p> |

Action Item(s):

- Each **coordinator** to identify a presenter and confirm date/time for their assigned lunch-n-learn and forward information to Betty once identified.
- **Betty** to publish communication approx. 2 weeks prior to lunch-n-learn.

• **Update on 2015 Activities**

- | | |
|--|--------------------------------|
| 1. June 1-30 – Dept Cornhole Challenge -- Cancelled | David Von Canon & Alex Collazo |
| 2. June 1-30 – Meet @ Greenway Exercise Challenge
Low participation due to hot weather. | David Von Canon |
| 3. June 18 – City vs. County Games Challenge - Cancelled
Cancelled due to extremely hot weather. | All Committee Members |
| 4. July 1-31 – Dept Golf Challenge – Cancelled???? | David Von Canon |
| 5. July 22 – Dehydration/Fruit Day
Date was changed from 07/16 to Wednesday, 07/22. Committee members agreed to the same fruit as provided at the 2014 Fruit Day and to utilize the same distribution process as last year (reference meeting handout). | All Committee Members |

Action Item(s):

- **Donna** to obtain quotes from Jackson Brothers and Davenport (now under new

management) and forward information to Betty by Thursday, 07/09/2015.

- **Donna** to reserve assembly room for 07/22/2015 from 9A-10A to assemble baskets.
- **All Committee Members** to help with assembling of baskets and distribution to departments; members to meet at PW Assembly Room at 9A on 07/22 and distribute to assigned departments at 10A.
- **Betty** to publish communication flyer and submit requisition to Finance.

6. August 20 – City vs. County Golf Challenge	David Von Canon
7. August 11 & 19 -- Massage Days	Sarah Jordan
8. August – Buddy System Exercise Challenge	David Von Canon
9. September 23 – Dept Bowling Challenge	Donna Matthews
10. October 1-31 – Meet @ Greenway Exercise Challenge	David Von Canon
11. October 17 – Family Day @ Raven Rock	David Von Canon & Donna Matthews
Per Donna, employee interest is low due to time (activity held after work hours).	
12. October 8 – Flu Vaccinations	Betty Seawell
13. November 5 – City vs. County Bowling Challenge	Donna Matthews
14. November 5 & 17 – Massage Days	Sarah Jordan
15. December 1-31 – Holiday Team Fitness Challenge	David Von Canon

Action Item(s):

- Each **coordinator** to coordinate and confirm date/time for their assigned activity and forward information to Betty once identified.
- **Betty** 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 Betty a minimum of 2 weeks prior to the lunch-n-learn
- Follow up with presenter 3-4 days prior to lunch-n-learn
- **Betty** 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
- **Betty** to obtain sponsor approval, if needed; submit requisition, if needed; publish communication flyer.

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

Next meeting is scheduled for **Tuesday, October 6, 2015 @ 3:00P** in the City Hall Council Chambers Conf Room.