

2015 COS Wellness Committee

February 3, 2015 Meeting Minutes

2015 Committee Members in Attendance:

Scott Christiansen (Water Plant)	Meagan O'Neal (Finance)
Jeremy Cleary (Sewer C&M)	Anne Sears (Community Development)
Alex Collazo (Fire)	David Von Canon (Golf)
Sarah Jordan (WWTP)	Betty Seawell, Chairperson (HR)

2015 Committee Members Absent:

Darla Cole (Police)	Steve Little, Adhoc Member, Mark III Benefits
Donna Matthews (PW & Gen Services)	

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

- **Review HR Director's Response to our 2015 Wellness Program Proposal**

1. Lunch-n-Learns – No recommended changes.
2. Physical Fitness Activities – No recommended changes.

Coordinator(s)

- **Update on 1Q2015 Lunch-n-Learns**

1. January 29 – Basic First Aid
Mr. Timothy Simmons with CCH was the presenter; great presentation; we had 15 attendees. Cindy O'Quinn was the door prize winner; prize was a 1st aid kit.
Alex Collazo
2. February – Protect your Heart
Scott is awaiting return call from potential presenter from SMG.
Scott Christiansen

Action Item(s):

- **Scott** to investigate alternate presenter through CCH, Wendy O'Quinn (Community Wellness Coordinator). **Scott** to confirm a date/time and identify communication flyer's bullet points with presenter.
- **Betty** to publish communication approx. 2 weeks prior to lunch-n-learn.

3. March – Raised Bed/Small Lot Gardening
Scott Christiansen
4. April – Get the Most out of Your Doctor Visit
Alex Collazo
5. May – Cancer Awareness
Meagan O'Neal
6. June – Eating Well on a Budget
Meagan O'Neal
7. July -- Dehydration / Watermelon Day
All Committee Members
8. August – Chiropractic Care
Jeremy Cleary
9. September -- Travel Safety or Self-Defense
Darla Cole
10. October -- Saving for your Future
David Von Canon
11. November – Stress Relief or Sleeping Disorders
Sarah Jordan
12. December – Charity / Helping Others
Anne Sears

- **Update on 2015 Activities**

1. February – “Chill Out” Exercise Challenge

David Von Canon

Action Item(s):

- **All Committee Members** encouraged to solicit at least 1 co-worker to join the “Chill-out” challenge that has not participated in previous wellness activities.

2. March – City vs County Basketball Challenge

Betty Seawell & Chase Dodson

Date of challenge is dependent upon availability of gym due to County League games; Challenge will mostly be 3rd week in March.

Action Item(s):

- **Betty** to publish communication 2/4/2015 to solicit City Team players.
- **Committee members** to help solicit players and spectators.
- **Chase Dodson** to assist with team coordination and will serve as the contact person for players to sign up.

3. March – Zumba

Sarah Jordan

Sarah has contacted the Zumba instructor at 1st Baptist Church and has obtained approval for City of Sanford employees to participate in her Monday, Tuesday and/or Thursday Zumba classes as we did last year. The cost is \$1 per class is due at the beginning of each class attended.

Action Item(s):

- **Betty** to create communication and forward to **Sarah** for review; **Betty** to publish by 02/12/2015.

4. March – Line Dancing

Donna Matthews

Action Item(s):

- **Donna** to confirm instructor, location and date/time and forward info to Betty by 02/11/2015.
- **Betty** to publish communication by 02/13/15.

5. March – “Buddy System” Exercise Challenge

David Von Canon

Action Item(s):

- **All Committee Members** encouraged to solicit 1 co-worker to join the “Buddy System” challenge that has not participated in previous wellness activities.

6. April 15 & 23 – Massage Days

Betty Seawell & Sarah Jordan

Dates and therapist have been confirmed and locations reserved.

Action Item(s):

- **Betty** to publish communication for appointment sign up and payment by 04/01/2015 and submit payment/requisition by 04/01/2015 to Finance.

7. April 1-30 – Road Trip Exercise Challenge

David Von Canon

8. May 19 – Health & Wellness Fair

B Seawell/S Christiansen/D Matthews

9. June 1-30 – Dept Cornhole Challenge

David Von Canon & Alex Collazo

10. June 1-30 – Meet @ Greenway Exercise Challenge

David Von Canon

11. June 18 – City vs. County Games Challenge

All Committee Members

12. July – Dept Golf Challenge

David Von Canon

13. July 16 – Dehydration/Fruit Day	All Committee Members
14. August 20 – City vs. County Golf Challenge	David Von Canon
15. August 11 & 19 -- Massage Days	Sarah Jordan
16. August – Buddy System Exercise Challenge	David Von Canon
17. September 23 – Dept Bowling Challenge	Donna Matthews
18. October 1-31 – Meet @ Greenway Exercise Challenge	David Von Canon
19. October 17 – Family Day @ Raven Rock	David Von Canon & Donna Matthews
20. October 8 – Flu Vaccinations	Betty Seawell
21. November 5 – City vs. County Bowling Challenge	Donna Matthews
22. November 5 & 17 – Massage Days	Sarah Jordan
23. December 1-31 – Holiday Team Fitness Challenge	David Von Canon

- **Review Coordinator's 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, April 7, 2015 @ 1:30P** in the City Hall Council Chambers Conf Room. David Von Canon will chair the meeting.