

MEETING MINUTES

Clark County Wellness Committee
Thursday, May 30, 2019
10:00 AM
Clark County – Room 305

In Attendance: Tammy Sloniker, Janilee Zvolena, Kelly Mathis, Shawn Ganther, Jodi Krukowski, Theresa Kiel, & Rebecca Rosandick

Not In Attendance: Kelly Reed & Ann Klieforth

Guests: Marjory Sanders & Harold Dillenbeck

1. Call to Order
 - Call to order at 10:02AM
 2. Roll Call
 - (see above for member attendance)
 3. Wellness Committee Minutes from April 12, 2019
 - Tammy makes motion to approve → Shawn seconds
 - Rebecca will send minutes to Gayle to be posted on the County website
 4. Financial Report
 - \$33.15 was spent on first aid bandages
 - \$2,075.00 was spent on a presentation for the Sheriff's Department
 - Total spent according to 05/22/19 invoice: \$2,108.15
 - Rebecca questioned why food costs were not indicated in the financial report → Janilee will look into this & run the report again.
- a) 2019 Allotted Budget
- Wellness dollars were non-lapsing from years prior. As of 12/31/18, the total Wellness Committee balance was \$54,000. It is estimated that the Committee will be sustainable on these funds for 2 more years.
 - 2019 Wellness Committee actual budget: \$25,000
 - \$22,755.04 is still available for 2019. Allotments are as follows:
 - Contracted services (EAP, wellness trainings, presenters, etc.): \$13,900
 - TV services: \$200
 - Printing: \$500
 - Small equipment: \$2,500
 - Miscellaneous office supplies: \$100
 - Food: \$2,630.04
 - Other: \$2,925.00
- b) Wellness Budget Funding Requests
- Historically, professional trainings for individual employees came out of the wellness budget
 - Social Services Department & Sheriff's Department have made additional requests for training funds
 - Personnel oversees budget & has final authority over Wellness Committee (does not need approval for under \$500)

- Wellness Committee proposes that, in the future, any departments/entities requesting funding will first need to complete an application. Applications will then be reviewed & voted on by the Committee.
 - Rebecca will develop a draft application form & present it at the next Committee meeting
- All initiatives & funding requests will first be brought to Wellness Committee before going to Personnel Committee
- i. Hwy Dept – Fatigue & Stress
 - Highway Department is requesting funding for a presenter specifically on this topic. Wellness Committee does not approve their request at this time.

5. Environmental Measures

- Rebecca gave an overview of the recycling game from the 04/12/19 meeting
 - Committee supports increasing awareness for environmental wellness
 - Rebecca will present on recycling awareness at the 06/12/19 department head meeting
- Harold Dillenbeck reported that his department sees a lot of plastics not being properly recycled along with liquids/dirty plastics being thrown in the garbage
 - If the amount of recyclable materials increases, Harold can request a larger dumpster container for the courthouse
 - Harold does not feel that individual departments need recycling containers within their confined area. Multiple bins are already located near the doors & within the halls on all floors.
 - Harold suggested putting flyers by the recycle bins that indicate what materials are recyclable
- Harold suggested encouraging employees to conserve power.
 - Employees often leave lights, fans, & radios on when they are not in the room.
 - Energy bill for the county per month is \$10k-\$13k

6. Purchasing New Fitness Room Equipment

- \$2,500 is still available for small items
- Janilee will look into possibility of selling old equipment
- Shawn will look into prices for an elliptical

7. CPR & AED Training

- Wellness Committee would like to support employee CPR & AED training
 - Looking at offering 2 sessions of Heart Savers → \$40 per person if have 8 or more participants
 - Committee discussed if certain departments would have priority if they are required to be certified. If not, sign-up could be facilitated via shared Excel file & would be open to the first 15-20 people

8. Presentation Topics

- a) Ergonomics:
 - Kelly will follow up with Minute Men regarding a presentation
- b) Mental Health:
 - Social Services requested total of \$3000.00 to support their “Was Mom Wrong?” presentation on 06/19/19, which focuses on employee productivity through health, humor, & happiness

- Janilee will follow-up with Pam to see if others can attend besides Social Services
 - Jennifer from Marshfield Clinic may be able to speak on a number of topics free of charge → interested in depression & anxiety
 - c) Financial Wellness:
 - Kelly proposed to host Financial Peace University/"Millionaires at Work Blueprint" → learning sessions developed by Dave Ramsey
 - Committee is interested in learning more about what implementation of this would look like.
- 9. Worksite Breastfeeding Policy Proposal
 - Rebecca spoke on being a breastfeeding & pumping-friendly worksite. She proposed that Wellness Committee cover the cost of breastmilk shipping for moms who are pumping & are at out-of-state conferences.
 - Cold-storage shipping could range from \$50-\$90
 - Rebecca proposes → Tammy seconds → All members vote yes
 - This may need to be brought before Personnel Committee
 - Breastfeeding/pumping policy may need to be included/expanded on in the Clark County Employee handbook
- 10. Quarterly Planning for Wellness Activities
 - Plant swap
 - Wednesday (06/05/19) to Wednesday (06/12/19)
 - Rebecca will send out e-mail on 05/31/19
 - Since several initiatives were already discussed (see above), planning for quarterly activities has been nixed for now.
- 11. Wellness Committee Bylaws & New Member Drive
 - Brad, Wendy, & Marjory interested in joining
 - Bylaws to be reviewed at next meeting
 - Each member to review in advance of next meeting and be ready to discuss
- 12. IT Wellness Folder Update
 - Work in progress
- 13. Miscellaneous items that may legally come before the committee
 - None.
- 14. Agenda for July 11, 2019
- 15. Adjourn

Action Items:

- **Rebecca** will send approved April minutes to Gayle to be posted on the County website.
- **Janilee** will look into why fruit/vegetables were not included in 05/22/19 financial report → will run report again.
- **Janilee** will circle back with Highway Department & let them know that their request for funding is not approved at this time & that they will need to complete an application in the future
- **Rebecca** will develop draft application form for funding request(s)
- **Rebecca** will present on recycling to department heads on 06/12/19
- **Janilee** will look into possibility of selling old fitness room equipment
- **Shawn** will look into prices for new cardio equipment (elliptical & others)
- **Kelly M** will contact Minute Men regarding ergonomics presentation

- **Janilee** will follow up with Pam to see if others can attend “Was Mom Wrong?” presentation
- **Shawn** will create flyer to promote plant swap.
- **Rebecca** will send county e-mail(s) out to employees regarding plant swap.
- **Rebecca** to give breastfeeding brochure to Janilee
- **All Members** to review Wellness Committee bylaws prior to next meeting