

Meeting Minutes

Clark County Wellness Committee

Friday, April 12, 2019

10:00 AM

Clark County – Room 305

In Attendance: Tammy, Shawn, Jodi, & Rebecca

Not In Attendance: Kelly R, Ann, Janilee/Kelly M, Theresa

1. Call to Order
 - Call to order at 10:06AM
2. Roll Call
 - (see above for member attendance)
3. Wellness Committee Minutes from January 10, 2019
 - Rebecca makes motion to approve January minutes—Shawn seconds
 - Rebecca will send minutes to Gayle to be posted on the County website
4. Financial Report
 - Rebecca makes motion to not approve March 12, 2019 financial report due to need for further clarification concerning line items → Jodi seconds.
 - Financial report to be reviewed at next Wellness Committee meeting.
5. 2019 Allotted Budget
 - Members in attendance would like more detail regarding this topic from members not in attendance.
 - Rebecca makes motion to table 2019 Allotted Budget until next Wellness Committee meeting → Jodi seconds.
6. CPR Training
 - Members in attendance would like more detail regarding this topic from members not in attendance.
 - Rebecca makes motion to table CPR Training topic until next Wellness Committee meeting → Shawn seconds.
7. Ergonomics Presentation
 - Members in attendance would like more detail regarding this topic from members not in attendance.
 - Rebecca makes motion to table Ergonomics Presentation topic until next Wellness Committee meeting → Tami seconds.
8. Mental Health Presentation Discussion
 - Members in attendance would like more detail regarding this topic from members not in attendance.
 - Rebecca makes motion to table Mental Health Presentation Discussion until next Wellness Committee meeting → Shawn seconds.
9. Environmental Measures
 - Recycling Game
 - Rebecca proposed the Wellness Committee take a more active role in encouraging the Courthouse & other County facilities to become more “environmentally friendly.”
 - Courthouse recycling services are provided through Advanced Disposal-Marshfield.
 - Rebecca contacted Advanced Disposal requesting information on which materials can be recycled through their program ([see e-mail for attachment](#)).
 - For the last 3 months, Rebecca has pulled items out of the coffee shop trash that should have been recycled.
 - Attendees participated in a 10-minute game to identify which items they thought were recyclable ([see e-mail for attachment](#)).
 - Group supports further discussion regarding “environmental friendliness.”

- Harold will be invited to next Committee meeting & asked for his input.
10. Quarterly Planning for Wellness Activities
- Jodi proposed that the first quarter activity be a “plant swap” in which employees can bring in extra seedlings (or plants) & “swap” them with seedlings/plants brought in by other employees.
 - The Wellness Committee envisions that, with permission, the Auditorium can be used for this swap.
 - Only a tarp & table space are needed.
 - Jodi & Rebecca are willing to water & dispose of plants.
 - Shawn will follow-up with permission from HR to have plant swap & to use Auditorium.
 - Shawn will create flyer to promote plant swap.
 - Rebecca will send county e-mail(s) to employees.
 - Shawn makes a motion to approve the plant swap quarterly activity → Tami seconds.
11. IT Wellness Folder Update
- New County website will include employee wellness portion.
12. Miscellaneous Items That May Legally Come Before the Committee
- Rebecca presented proposal on shipping of breastmilk for nursing mothers who are at out-of-state conferences.
 - This is currently not defined in the employee handbook.
 - Topic tabled until next Committee meeting.
13. Agenda for May
- March 12, 2019 Financial Report
 - 2019 Allotted Budget
 - CPR Training
 - Ergonomics Presentation
 - Mental Health Presentation
 - Quarterly Activities
 - Review of Employee Handbook-Policy for Nursing Mothers
 - Discussion Regarding Current Policy, Out-of-State Conferences, & Shipping of Breastmilk
 - Review & Discuss Wellness Committee Bylaws & New Member Drive
 - Purchasing New Fitness Room Equipment
14. Adjourn
- Meeting adjourned at 11:22AM

Action Items:

- **Rebecca** will send approved January minutes to Gayle to be posted on the County website.
- **Rebecca** will invite Harold to next Wellness Committee meeting regarding “environmental friendliness.”
 - “Where do you & your team see extra waste that could be eliminated?”
 - “What are some things we could do as a Courthouse that would not impact your workload?”
- **Shawn** will follow-up with permission from HR have plant swap & to use Auditorium.
- **Shawn** will create flyer to promote plant swap.
- **Rebecca** will send county e-mail(s) out to employees regarding plant swap.

Past Action Items:

- **Kelly M & Janilee** will check to see where the \$41.98 charge came from (under the Financial Report—Cardmember Services).

- **Kelly M.** will give **Theresa** contact information for ergonomics presentation.
- **Ann** will get more information on Amazon gift card(s) incentive(s).
- **Janilee** will mention Wellness Committee membership at next Department Head meeting (member recruitment/sustainability).
- **Theresa** will reach out to MMC.

Next meeting: May 16th 10:00-12:00