



Meeting Agenda

Date: November 15, 2019

Time: 10am-12pm

Meeting Title: November Steering Committee

Location: County Health
Department N. King
St. Birch Room,

To call into meeting: 1-712-770-5505 PIN: 594430

Meeting materials posted on Microsoft Teams

Committee Members	Agency
Katie Wittekind	NAPEBT
Amber Baker	NAPEBT/ FUSD
Jen Moore	FUSD
Ginger Stevens	FUSD
Meg Miller	County
Maggie Arellano	County
Rebekah Meyer	County
Mike Townsend	County
Julie Almond	Vera
Shawna Bowen	Vera

Committee Members	Agency
Rosa M-Logan	CCC
Kim Shaw	CCC
Helena Babiski	CCC
Linda Barker	CCC
Jeanie Confer	CCRS
Jen Caputo	City
Lynn Hill	NAIPTA
Rhonda Cashman	NAIPTA

Roles	
Note Taker	Lynn Hill
Tech Issues	Katie Wittekind

Note: Agenda items may change order on the day of the meeting.

Agenda Item	Purpose
10:00 Intro Activity	To bring group together and build collaboration among team Let us know 1 bad thing and 2 good things that are going on in your life.
10:10 Sub Committee Updates	Awards Banquet, RFP Awards banquet committee – has not met yet RFP for Wellness site – Sub-committee has written the RFP, Katie needs to finish a few areas, will be sent out Jan 15th 2020, proposals will be sent to agencies for review and to vote.
10:15 NAPEBT Board Presentation	Discussion on incentive and budget presentation to board All documents are in Microsoft Teams, Katie reviewed the Incentive Presentation, Annual Budget and current budget – there were no changes. Budget for next year was approved as is.
10:30 Vendors	Discuss marketing vendor termination of contract and next steps <ul style="list-style-type: none"> • Marketing Contract / resignation was accepted, Committee decision to offer Marketing flyers ect... interim to current Administrator and to wait to make final Marketing decision after retreat. Approved: award interim contract to Administrator expanding scope of job duties. • McCall Method Movement Posture Class: Has website & videos (mccall method website) 6 wk class for \$300. Per Meg: excellent resource in community, had a friend that used her services and he is doing great. Per Katie: we do have money if we want to adopt her as a vendor. Committee: do a trial for 90 days, measure participation/agencies go to class/Jan 2020 – Approved. • David McCain – Communicating with the Heart – discussion on participation and noted that he has out of date information and several people were turned off at the attitude he presented at the Health Fair, Committee requested that Katie cancel contract with only this vendor. Approved. • Discussion followed this that Katie and Shawna could provide this kind of class for the trust entities. Katie and Shawna will get together a list of the topics they are happy to provide.
10:40 Welcoa ReCap	To review takeaways from the conference and discuss suggestions TABLED
11:10 Vera	To review challenge, updates, and discuss integration ideas for sugar challenge Challenge exceeded the original goal - \$1364 – new flyer in Teams, Sugar Challenge – VERA is on board and will work with staff to check in with clients and encourage participation, Shawana would like to do a group coaching around the Sugar Challenge, she needs to work out the details and will get info to Katie for marketing. Will have numbers from the Health Fair this next week, there were very few empty spots or people who canceled. Katie made the \$1000 donation from the trust to Victim Witness this last week.
11:30 Health Fair	Debrief and discuss purpose of event for future. Shawna would like to see the County have the ability to sign up

	<p>groups/people for the AWC at the Fair. Maggie- not have benefit vendors there as they cannot discuss specifics. Meg – Health Dept can do food demos Shawna – Health vendors there is value to putting faces to what benefit they do Jeanie – attendees enjoy the event, though is getting boring, does feel it is valuable to entities and employees. Will put together a sub-committee to come up with some new ideas (Maggie, Shawna, Erin for Accommodation schools) to start in July 2020. Committee felt it would be a good idea for a post–event survey, grab people on the way out and put in small pool for prize. Food truck was good for the vendors so the had something to eat.</p>
<p>11:30 Agency Updates</p>	<p>To update entire committee on current and upcoming agency events Jeanie – has an assistant that will be coming to future meetings when she is not available, her name is Erin. Meg – would like Katie to attend the next County wellness meeting to go over how to communicate marketing information – if anyone else would like this at their meeting please contact Katie.</p>
<p>11:50 Task List Review & Up Next Month</p>	<p>To review tasks for next month and upcoming events</p> <ul style="list-style-type: none"> ➤ Katie - will send Doodle for Rosa and Linda to pick date/time for Awards Banquet Meeting ➤ Katie – offer interim contract to Administrator for Marketing. ➤ Katie – offer 90 day trial to McCall Method Posture class ➤ Katie – meet with David McCall and cancel contract ➤ Katie and Shawna put together a curriculum to communicate what topics they can offer the trust entities ➤ Katie – contact IT for log in issues to Teams – Jeanie requires a code, rose sent email with the error she keeps getting ➤ Shawna – get Katie details on Sugar Challenge group coaching for Dec marketing. ➤ Katie – will work with a sub-committee to come up with some new ideas (Maggie, Shawna, Erin Accommodation Schools) will contact in July for committee ➤ Katie will add post event survey to task list for Health Fair ➤ Katie – to attend County wellness meeting to discuss “How to communicate marketing for the events, etc...”

NEXT MEETING DATE: December 13th at 10am, County Health Dept. Birch Room

Old Task Items	Person	By When?
Wellness Wheel event flyer is getting created for agencies	Shawna	When Possible
Welcoa recap at next meeting	Jen C.	At Dec meeting
Let Katie and Amber know if you'd like meeting facilitation event training for employees	All Agencies	1 month notice
Get Ginger meeting facilitation training guide	Amber	When possible
Record connect webinar for site	Katie	December
Make a sign for books to be rented	Shawna	When possible
Create new folder called "resources" and add gratitude pdf files	Meg	When Ready

