MINUTES

Special Health & Wellness Committee Meeting

Wednesday, September 13th, 2023, at 9:00am
3rd Floor Conference Room - City Hall – 212 SW 9th Street

The agenda for the Special meeting was posted on the bulletin board at City Hall in compliance with the Oklahoma Open Meeting Act. Meeting was called to order at 9:00am.

I. Roll Call

Members Present:

Charlotte Brown
Kaitlin Nunley
Christy James
Wade Lewis
Charles Criger
John Schwenk
Heath Want
Chad Meyer
Tanya Organ
Megan Loftis
Ashely Glaze-Lyle
David Wood

Members Absent:

Clayton Houseman**
David Raynor**
Jackie Somerlot**
Kristen Fitzpatrick*

* Excused
** Unexcused

Others Present:

Michelle Crouse

II. Approve Minutes from the Special Meeting on September 13th, 2023.

Heath made motion to approve. Wade made motion to second.

III. Old Business

a. Discuss Health Fair Budget. (Take action as necessary)

Michelle Brought up a budget slightly over last year at 6,000.00. This budget will cover food, drinks, goodie bags and door prizes for those who attend.

Motion made by Christine and second by David.

b. Discuss Health Fair Lunches (Take action as necessary)

Michelle Checked with several local restaurants. The best deal was going with Firehouse Subs again. They offered to do 8in subs in place of the normal 6in and provide chips and a cookie. There will be 350 variety sandwiches ordered to include a veggie option. The total for this is 2,710.00, and that's almost 400.00 cheaper than last year.

Motion made by Christy and Second by Chad.

c. Finalize Time and Date for Health Fair (Take action as necessary)

Charlotte discusses people from other locations only being able to stop by during lunch time. Kaitlin agreed and discussed not having it as an all-day event. Time was set for 11:00am-3:00pm. Food will be delivered by 10:00 for set up, and vendors can come anytime between 8:00am-10:30am.

Motion made by Kaitlin and second by Wade.

d. Schedule shifts for Health Fair (Take action as necessary)

A Sub-Committee was formed. Members Include Kaitlin, Wade, Charles, and Michelle. Tanya and Ashley also offered to help as needed. The Morning set up shift will be Michelle and Charles. The afternoon tear down shift will be Kaitlin and Wade. Michelle will be there most of the day.

No Action needed, as Sub committee was formed.

e. Discuss Health and Wellness Incentive Program updates and possible modifications (Take action as necessary)

Kaitlin discussed the idea of changing the incentive to a bigger pot if not as many people participate. Current participation numbers are around 46 employees as of August. It was discussed to see what numbers are at the next regular meeting. Charlotte discussed mentioning the program at the Directors Meetings. Michelle will send information to Directors and Supervisors. Kaitlin will get with Caitlin and DaLynna for the weekly and monthly newsletter. Kaitlin reminded everyone of the walking groups at Elmer Thomas Park at 5:30 every other Tuesday. Kaitlin also discussed the Pilates exercise groups with Kristen in the Banquet Hall at 6:00pm on alternating Tuesdays.

Motion made by Wade and second by Charles.

f. Discuss Health fair bags and prizes.

Michelle handed out a a list of items to purchase. This included the goodie bags from FASTSIGNS, the items to be put in bags, and the raffle prizes. It was asked to change the Apple Air pods to a different brand for non-apple users. Megan mentioned donations under 100.00 are ok, if over that amount a form must be filled out. Local business for Michelle to reach out to include Lowers, Atwood's, Academy and Dicks.

Motion made by Wade and second by Charles.

IV. Comments/Communication

Next Meeting scheduled for TBD

V. Adjournment

Wade made motion to adjourn at 9:57 am, Charlotte made motion to second.