

Employee Wellness Program Committee

Monday February 29, 2016

11:00 am-12:00 pm

1080 Emeline Ave, Administrative Conference Room

**MINUTES**

**PRESENT:** Robert Smith, Leticia Preciado, Carol Johnson, Judy Webster, Denise Parodi, Veronica Rodriguez, Will Forest

1. Introductions: Veronica and Will were introduced to the group.
2. Survey Feedback: Suggestions from the previous meeting were incorporated into the survey as new Questions 1, 3, 4 and 16. Committee reviewed this version, made further suggestions which will be incorporated into final version. Shortened introductory message was reviewed by the group. One additional suggestion will be put into final version; "Lack of onsite showers and lockers" will be added as an additional response option to the question about barriers to participating. Any additional comments should be e-mailed to Judy by EOB on Wednesday, March 2 in order to be put in final versions.
3. Survey Construction: Judy will format the survey questions using Survey Monkey and forward to Leticia by Thursday, March 3.
4. Operational Plans: Plans were reviewed by members and suggestions will be incorporated into final versions. Any additional comments should be e-mailed to Judy by EOB on Wednesday, March 2 in order to be put in final version.
5. Next Meeting: Next Committee meeting will be scheduled for April.
6. Adjourned at 11:50 am