



**Well-Being Committee Minutes
Education Centre
April 18, 2017 – 1:00 p.m.**

COMMITTEE MEMBERS PRESENT: Brooke Caul, Secretary, Atikokan High School; Marlys Morden, Teacher, North Star Community School; Cecilia Stewart, Teacher, Mine Centre School; Dana George, Educational Support Personnel, Robert Moore School; Mary Jarvis, Teacher, Fort Frances High School; Shari Reynolds, Teacher, Sturgeon Creek School; Heather Schram, Designated Early Childhood Educator, Crossroads School; Shane Bliss, Principal, Sturgeon Creek School; Rebecca Tolen, Educational Support Personnel-Library, Rainy River High School; Wendy Orchard, Teacher, Rainy River High School; Mike McInerney, Occasional Teacher; Shawnee Guimond, Teacher/Long Term Occasional, Donald Young School; Brad Oster, Elementary/Numeracy Coordinator; Sarah Irwin-Gardner, Mental Health Leader; Ann Cox, Human Resources Manager; Heather Campbell, Director of Education; Kathleen Gratton, SBCI (teleconference)

REGRETS: Greg McKay, Custodian, Robert Moore School

STAFF PRESENT: Nancy Taggart, Recording Secretary

GUEST: Cathy Clara, EFAP, Behavioural Sciences Centre

1. **Call to order**

The meeting was called to order by the Director of Education at 1:00 p.m.

2. **Approval of agenda**

A motion to approve the agenda as circulated was moved by Cecilia Stewart and seconded by Brooke Caul.

3. **Disclosure of Conflict of Interest**

There was no conflict of interest disclosed.

4. **Confirmation of Minutes**

The minutes of the Well-Being Committee meeting held on March 22, 2017 were approved by consensus as circulated.

5. **New Business**

a) EFAP Presentation – Cathy Clara, Behavioural Sciences Centre

The Director of Education welcomed Cathy Clara. Cathy Clara gave an overview on the Employee and Family Assistance Program, the services available, who is eligible and how to access the



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program. This program is free of charge to employees and family members.

To book an appointment, there is a toll-free phone number and the person requesting an appointment will be required to identify their employer. Currently, a counsellor travels to Atikokan one day per month and is in Fort Frances three days each month. Counselling can also be received through telephone, Skype, VSee, Ontario Telehealth Network and E-Counselling.

There is now an EFAP icon on the Staff Portal of the RRDSB website which contains information and links to the EFAP calendars and Behavioural Sciences Centre website.

Cathy explained the Program Utilization Report for January to December 2016 which was handed out. The Rainy River District School Board has a low percentage of utilization at 2.16% as opposed to the regional comparison group at 7.69% (see attached).

The Committee discussed ways to make information about EFAP more visible and accessible. Magnets with the EFAP phone number were distributed for members to take back and put up at their schools. Hard copies of the EFAP information will be sent to schools for posting in a designated area of a bulletin board and will be included in the fall mail out from Human Resources to Occasional staff. Information sessions as part of staff meetings will be arranged to provide an overview of EFAP information from Behavioural Sciences Centre early in the fall.

6. Business Arising from the Minutes

a) RRDSB Wellness Action Plan

The draft Wellness Action Plan based on feedback from the last meeting was reviewed by the Committee. The Committee discussed more goals for action and these were added to the plan.

The Committee decided that they would like to go ahead with supporting employees in purchasing a physical fitness or health resources or equipment or a gym membership. The Board can also purchase Fitbits, securing a better price, for staff that are interested. Some of the agreed upon suggestions that the funding could support include:

- gym/fitness class membership
- running shoes
- sports memberships (e.g., golf, curling)
- iPhone or Android Apps related to healthy individual lifestyles (e.g., relaxation apps)
- resources to support healthy eating
- gym equipment (e.g., weights, yoga mats)
- workout DVDs
- equipment to support outdoor activities (e.g., hiking, kayaking)

An adjudication committee would be formed to review any applications outside the agreed upon scope. The Adjudication Committee will be comprised of Marlys Morden, Shane Bliss,



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Brad Oster, Rebecca Tolen and Mike McInerney. The number of applications will be tracked and employees will be encouraged to share their success stories.

Future priorities for the Plan discussed included:

- funding for schools, that supports staff participation in a team-building activity or activities promoting individual healthy lifestyles; this one-time funding would require that all interested staff have the opportunity to participate and that the activity was approved by the work site supervisor/principal.
- support for healthy staff meetings, through principal/vice principal training, and the inclusion of staff well-being as an item on staff meeting agendas.

The Committee agreed to revisit these priorities when they meet again in the fall of 2017.

7. Future Meeting Dates

The next meeting will be held in mid to late September and an email will be sent with date and time.

8. The meeting adjourned at 2:45 p.m.