**COUNTY OF GLENN SAFETY COMMITTEE MEETING**

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

Minutes of May 11, 2016

**Present:** Linda Durrer/Personnel, Brenda Sites/Department of Finance, Dan Green and Carolyn Ceccon/HHSA, Lt. Bouldin/Sheriff’s Office, Betsy Karle/Coop Extension, Norma Chavez/Dept. Child Support Services, Kristen Pidcock/Air Pollution-Ag, Brooks VonBargen, Kandy Boualinthong, and Ricardo Valdez/PPWA, Michelle Knight/Probation, and Jennifer Peters of Golden State Risk Management

1. **Call to Order:**

Meeting was called to order at 11:03am by Linda Durrer.

1. **Review and Approval of Minutes:**

The minutes for February 10, 2016 meeting were approved without corrections or additions. All present were in agreement.

1. **Incident Analysis Report Review:**

All present reviewed the incident analysis report and were pleased that it was all contained on one page. The Department with the most incidents was the Sheriff’s Department.

1. **Injury and Illness Prevention Program:**

Linda Durrer shared that the Personnel Department is working on an updated version of the IIPP and asked that any Departments with current IIPPs forward copies to Personnel. Jennifer Peters reminded those present that Cal OSHA has an easy to use template for an Injury and Illness Prevention Program.

1. **Open Forum for Departmental Safety Concerns and Issues**

Kristen Pidcock asked if there would be training regarding the use of Pepper Spray. Ms. Peters said that they do not offer such, however, she would contact other employers and inquire about trainings. Ms. Knight suggested Nino Pinocchio from Butte County Probation for Pepper Spray Training.

1. **Target Solutions Training:**

Kandy Boualinthong distributed a handout provided by GSRMA on Target Solutions, reporting it contains a list of what Target Solutions offers. Jennifer Peters explained how Target Solutions works and how to add outside trainings to the Target Solutions individual tracking sheet. The Bi-Annual Sexual Harassment and Ethics training provided by GSRMA for Managers/Supervisors will be held May 12, 2016 at Granzella’s. Reminder to all that Top Safety along with many other required training classes are available via Target Solutions and can be used for tailgate/safety meetings.

1. **Budget Update:**

Kandy Boualinthong distributed the updated safety budget report noting the current balance of $74,825.55. Linda explained that 50% of the Asst. Safety Officer’s salary has not been deducted from the total and $36,000 is a more realistic figure. Michelle Cavier completed the LPIP Application for the $50K with GSRMA. (That amount is included in the budget).

1. **Loss Prevention Incentive Program (LPIP) Requests Discussion and Approval Process:**

 The following LPIP requests were made to the committee:

1. Probation – Carpet replacement and cameras, storage, installation in the total amount of $12,530.10 (The carpet portion of the request amounted to $1621.64).
2. Cooperative Extension – Betsy Karle requested lighting installation for outdoor storage units. The amount of the request was $2479.06.

After some discussion a motion was made by Carolyn Ceccon to request the Probation Department to apply for grant funding and if and when such was received the Safety Committee could match up to $5000. The motion died for lack of a second.

A motion was made by Brenda Sites and seconded by Carolyn Ceccon for the committee to approve funding in the amount of $1621.64 to pay for carpet which is torn and currently held together with duct tape. The committee unanimously approved the motion. (Linda reminded Michelle Knight that she will need to submit a new LPIP request form.

A motion was made by Carolyn Ceccon and seconded by Brenda Sites for the committee to approve funding in the amount of $2479.06. The committee members unanimously approved the motion. Ricardo will schedule the lighting installation.

1. **Next Meeting:**

August 10, 2016 @ 11:00 a.m. (**LPIP requests due by July 31, 2016**)

1. **Meeting adjourned**: @ 11:35 a.m.