

**MINUTES**  
**Glenn County Planning & Public Works Agency**  
**Accident Safety Committee**

**Wednesday, October 2, 2013**

Present: Di Aulabaugh	Matt Gomes	Jolene Swanson
Ken Dunn	Ricardo Valdez	Dean Miller
Steve Paillon	Brooks VonBargen	Mardy Thomas
Miguel Vasquez	Marty Hansen	Manny Cesa
Doug Immoos	Jamie Cannon	

1. **Call to Order** Di Aulabaugh, Interim Deputy Director, Planning & Public Works Agency called the Accident Safety Meeting to order at 11:35 a.m., introductions were made.

2. **Minutes**

Matter: Approve Minutes of April 4, 2012.  
Documents: Minutes of April 4, 2012.  
Vote: Unanimous by members present.

3. **Discussion Items**

Matter: a. Get meetings back on track.

Proceedings: a. Mrs. Aulabaugh suggested that members appoint representatives from each department and that we get the meetings back on track on a quarterly basis.

Matter: b. Presentation from Personnel Director Jamie Cannon

Proceedings: b. Mrs. Cannon addressed the need of consistency with reporting and provided information on new Policy/Procedures/Leave available online.

- Safety Committee is working to have all new/updated forms available online by year end.
- Workers Comp Claims - Personnel will work directly with Directors. If an employee has “limitations”, a meeting MUST be held.
- All medical files will now be kept at the Personnel Department instead of within each Agency.
- Injuries are to be reported by employee to Supervisor, followed by contacting Medcor, then contacting Personnel. Personnel will follow up with the Director who will in turn follow up with the Supervisor.
- Personnel will be having a meeting regarding “What Triggers Concern” (ie., conversation, absentee patterns, etc.).
- Doctor Notes need to be specific and state date/s off required and date to return to work.
- Sick leave can be utilized for taking family member to doctor appointments and parent/teacher conferences (FAMILIARIZE YOURSELF WITH MOU POLICY & PROCEEDURES).
- There are “Safety Funds” available for required training through the Loss Prevention Incentive Program Request Form.
- Confirmed that Glenn County will pay for Class “A” license.+

**4. Action Items**

Matter: Department Representatives.

Proceedings: Each department supervisor is requested to appoint a representative to the committee.

**5. Next Meeting**

January 8, 2014, 11:30am – 1:00pm

Meeting adjourned 12:10 p.m.