GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

AUGUST 14, 2013 @ 11:00 AM

**Present:** Jamie Gammon – Public Guardian; Norma Chavez – Child Support; Di Aulabaugh – Planning & Public Works; Carolyn Ceccon – Health Services Agency; Dan Green – Human Resource Agency; Brenda Sites – Dept. of Finance; Brian Taylor – Ag Commissioner & Air Pollution; Michelle Cavier – Personnel; Jamie Cannon – Personnel; Jim Miranda – Sheriff’s Office; Jim Ward – Assessor/Clerk Recorder.

1. Call to Order: Meeting was called to order at 11:02 AM by Michelle Cavier.

2. Approval of Agenda: Di motioned to approve the agenda; the motion was seconded by Norma.

3. Approval of Minutes: Jamie C. motioned to approve the minutes of previous meeting; the motion was seconded by Brian.

4. Open forum for departmental safety concerns and issues: Ideas for a Safety Incentive program were discussed. Brenda brought to attention question regarding use of public funds in respect to such programs. She later sited 11.02.06 (Employee and Volunteer Recognition) in the Administrative Policies and Procedures Manual. Carolyn further discussed the possibility of bringing someone in to assess risk to reduce injury/claims. Jamie C. explained the Safety Meeting is the forum for addressing such concerns and identifying risks. It was recommended that the Safety Officer and/or GSRMA do a risk assessment/comprehensive risk assessment. We discussed previous methods ie; Office Safety Inspection form that had been used in the past.

5. Incident Analysis: We reviewed and safety committee members were given backup on incidents which occurred between 7/22/13-8/12/13, which was only one. No further discussion required.

6. Loss Prevention Incentive Program Requests: For the 1st Quarter, Fiscal Year 2013/14, the safety committee received four LPIP funding requests. All safety committee members were given backup to each request and copies of the LPIP request form submitted.

 1. Brian was present on behalf of the Ag Department to answer or address any concerns in regards to their request. The committee unanimously voted to approve the request for $557.56.

 2. Jeannie Rakestraw, Glenn County Public Guardian/Administrator, was present to explain the role of the PG/PA office and the need for Protective Safety Equipment. It was unanimously voted by the committee to approve the request for $319.00.

 3. The request by PPWA and Sheriff’s Office was deferred for further information and discussion. It was decided that no decision be made by the committee at this time.

7. Budget Update: Jamie C. reviewed the Budget Analysis and each member was provided a copy. No further information to provide.

8. Other: Discussion was held on which employees may be required to have CPR Certification and the need for a CPR Training Instructor. Also request was made that the LPIP Request form be revised to include a check mark showing whether the request, if needed, has been through the Facilities Committee. Michelle provided copies of the Top Health and Top Safety handouts to all present to provide for each respective department.

9. Next Meeting: The Safety Committee will hold its next meeting on Wednesday, November 27, 2013 at 11:00 AM in the Glenn County Board of Supervisors conference room.

Adjournment: Jim motioned to adjourn the meeting at 11:50 AM; the motion was seconded by Michelle.