

COUNTY OF GLENN SAFETY COMMITTEE MEETING
BOARD OF SUPERVISORS CONFERENCE ROOM
MEMORIAL HALL BUILDING

Minutes of February 8, 2017

Present: Michelle Cavier/Personnel, Ed Lamb/Department of Finance, Loren Bouldin/Probation, Norma Chavez/Dept. Child Support Services, Brooks VonBargen/PPWA, Jennifer Peters/Golden State Risk Management, Tracy Long/Recorder-Assessor-Elections, Samantha Skelly/Agriculture, Carolyn Ceccon, Dan Green/HHSA.

1. Call to Order:

Meeting was called to order at 11:03am by Michelle Cavier.

2. Review and Approval of Minutes:

The minutes for November 9, 2016 meeting were approved without corrections or additions. All present were in agreement. **M/S: E. Lamb/B. VonBargen.**

3. Incident Analysis Report Review:

The claims review sheet was distributed and reviewed for incidents which occurred between 11/7/16 – 2/3/17.

4. New Laws and Regulations:

Michelle Cavier completed OSHA 300 & 300A forms for the County departments, and is distributing the forms to be posted in their respective sites.

5. Budget Update:

The budget was reviewed and currently has a balance of \$23,547.57. \$200.00 has been allocated for CSOOC membership dues.

6. Open Forum for safety Concerns and Issues:

Michelle Cavier distributed the Glenn County Department Safety Liaison Matrix, as well as a list of overdue AB1825/Ethics trainings. Procedures for removing or transferring equipment purchased with LPIP/emergency funds was discussed, and a form may be needed to facilitate the procedure. Dept. of Child Support Services (DCSS) has a \$500.00 reporting threshold for asset inventory, rather than the \$5,000.00 requirement for other departments.

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

Request from Office of Clerk-Recorder for two (2) chairs, total cost \$314.58, request approved.

M/S: C. Ceccon/B. VonBargen.

8. Next Meeting:

May 10, 2017 @ 11:00 a.m. (LPIP requests due by April 30, 2017)

9. Meeting adjourned: @ 11:35 a.m.