

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

Minutes of November 9, 2016

Present: Michelle Cavier/Personnel, Ed Lamb/Department of Finance, Dan Green/HHSA, Michelle Knight/Probation, Norma Chavez/Dept. Child Support Services, Brooks VonBargen, Kandy Boualinthong/PPWA, and Jennifer Peters/Golden State Risk Management.

1. Call to Order:

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

2. Review and Approval of Minutes:

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

3. Incident Analysis Report Review:

The claims review sheet was distributed and reviewed for incidents which occurred between 8/8/16 – 11/7/16.

4. Target Solutions Discussion:

Each department is utilizing Target Solutions for training. New trainings have been added to the mandatory new hire training assignments. Those include NIMS ICS 100 and NIMS IS 700 for all new hires and HIPAA Awareness training for those employees hired by HHSA.

5. Budget Update:

The budget was reviewed and currently has a balance of \$23,747.57.

6. Required Trainings:

Brooks VonBargen stated that Forklift Training had been completed. Betsey Downey/GSRMA provided CPR training for DCSS. The need for Ergonomics training for Supervisors was discussed.

7. Open Forum for safety Concerns and Issues:

Evacuation Drills were discussed. Michelle Knight stated she has a cart supplied with 1st Aide, food, water, glucose tabs and a roster for drill preparation. Dan Green informed the Committee on HHSA drill processes. Overall, the Committee discussed the importance of these drills and the continued efforts to improve the process.

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

There were no LPIP requests this quarter.

9. Next Meeting:

February 8, 2017 @ 11:00 a.m. (LPIP requests due by January 31, 2017)

10. Meeting adjourned: @ 11:40 a.m.