

Minutes
Glenn County
Safety Committee Meeting
June 27, 2019

Present:

Michelle Cavier-Personnel, Tina Brothers-COB/GS, Samantha Skelly-Ag/Air, Jennifer Brown-Ag/Air, Robert Johnson-HHSA, Michelle Knight-Probation, Laura Niehues-Assessor, Betsey Downey-GSRMA, Stephen Wood-GSRMA, Sarah Stupey-HHSA, Mohammed Qureshi-Public Works

1. CALL TO ORDER

Michelle Cavier confirmed a quorum and called the meeting to order at 11:03 am.

2. REVIEW AND APPROVE MEETING MINUTES OF FEBRUARY 13, 2019

On motion by Tina Brothers, seconded by Bob Johnson, to approve the minutes of February 13, 2019. All present agreed.

3. INCIDENT ANALYSIS REPORT REVIEW

The Workers Compensation Claims Report was distributed and reviewed for incidents that occurred during February 12, 2019 through May 6, 2019. Michelle Cavier encouraged all departments to document all incidents in case a claim needed submitted in the future. Betsey informed the group that incidents not documented would probably be denied.

4. DEPARTMENTAL SAFETY RESPONSIBILITIES

Michelle Cavier requested that all staff members be re-assigned the Office Ergonomics training within Target Solutions. Each person present shared their safety responsibilities and procedures within their department. She also asked us to make sure we have an Emergency Action Plan set in place.

5. BUDGET UPDATE

The Budget Analysis Report was distributed and reviewed. The ending budget balance as of April 16, 2019 is \$16,793.34.

6. OPEN FORUM FOR SAFETY CONCERN AND ISSUES

Michelle Cavier distributed the OSHA Incident Investigations: A Guide for Employees document that she felt would be a great tool for departments to use. She also distributed the Departmental Safety Liaison Matrix List and asked that we review and let her know if there are any changes.

7. RMAP REQUESTS DISCUSSION AND APPROVAL PROCESS

The Public Works Agency submitted a request for a sit/stand up desk for \$268.11. On motion of Michelle Knight, seconded by Bob Johnson, to approve the request. All present agreed.

8. NEXT MEETING

The next meeting is scheduled for August 14, 2019 and RMAP Requests are due by July 31, 2019.

Meeting adjourned at 11:59 am.