**COUNTY OF GLENN SAFETY COMMITTEE MEETING**

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

Minutes of August 10, 2016

**Present:** Michelle Cavier/Personnel, Brenda Sites/Department of Finance, Dan Green and Susan Thurman/HHSA, Rick Beatty/Probation, Norma Chavez/Dept. Child Support Services, Kristen Pidcock and Tina Brothers/Air Pollution-Ag, Brooks VonBargen, Kandy Boualinthong/PPWA, and Jennifer Peters and Betsey Downey of Golden State Risk Management.

1. **Call to Order:**

Meeting was called to order at 11:02am by Michelle Cavier.

1. **Review and Approval of Minutes:**

The minutes for May 11, 2016 meeting were approved without corrections or additions. All present were in agreement.

1. **Incident Analysis Report Review:**

The claims review sheet was distributed and reviewed for incidents which occurred between 5/10/16 – 8/8/16.

1. **Ergonomics in the Workplace:**

Michelle handed out an Ergonomics pamphlet with tips on how to make your workstation comfortable. If anyone has questions or may need an ergonomics evaluation, please contact Michelle at Personnel.

1. **Budget Update:**

Michelle informed the committee that there has been no change to the safety budget amount of $69,604.85.

1. **Required Trainings:**

Michelle distributed a list to each department stating which employees still needed to complete the NIMS/SEMS trainings. Each department representative was asked to assign the incomplete trainings. Michelle will assign all new employees the NIMS/SEMS trainings upon hire.

1. **Open Forum for safety Concerns and Issues:**

Jennifer informed the committee of the Annual two day GSRMA conference on October 20th and 21st at Rolling Hills and to please register if you plan on attending. Jennifer also wanted to follow up on the use of pepper spray. Her recommendation was that it should first be discussed with Personnel and County Council and possible have a Board adopted policy that would reduce the liability to the County.

Betsey from GSRMA will be conducting a Traffic Control and Flagging training and will contact Michelle with the dates.

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

The following LPIP requests were made to the committee:

1. Child Support Services – Norma Chavez requested to have all DCSS staff attend hands on CPR training by GSRMA for the total amount of $160.00.

A motion was made by Brenda Sites and seconded by Susan Thurman for the committee to approve funding in the amount of $160.00. The committee members unanimously approved the motion.

1. Cooperative Extension – Starryne Lefdal requested reimbursement of two office chairs purchased for new employees due to the fact that the other office chairs were old and did not have the correct support nor were they adjustable. The amount of the request is $399.28.

A motion was made by Brenda Sites and seconded by Tina Brothers for the committee to approve reimbursement in the amount of $399.28 for office chairs. The committee unanimously approved the motion.

1. **Next Meeting:**

November 9, 2016 @ 11:00 a.m. (**LPIP requests due by October 31, 2016**)

1. **Meeting adjourned**: @ 11:27 a.m.