GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

November 18, 2015

**Present:** Michelle Cavier/Personnel, Jennifer Peters/GSRMA, Tina Brothers/Ag Dept.,Ed Lamb/Department of Finance, Susan Thurman/HHSA, Loren Bouldin/Sheriff’s Office, Dan Green/HHSA, Jody Samons/Coop Extension, Brenda Sites/Department of Finance, Laure Niehues-Roth/Assessor’s, Norma Chavez/Dept. Child Support Services

1. **Call to Order:** Meeting was called to order at 1:30pm by Michelle.
2. **Approval of Minutes:** The minutes for August 12, 2015 meeting were approved as is. All present were in agreement.
3. **Incident Analysis:** The Worker’s Compensation Claims report was distributed and reviewed for incidents that occurred between 8/12/2015 to 11/13/2015. There were some questions regarding claims that were still open that departments thought should be closed. Jennifer Peters, GSRMA told the committee she would look into those and bring back additional information at the next meeting.
4. **Open forum for departmental safety concerns and issues:**

None at this time.

1. **Ergonomic evaluations process update and discussion:** Michelle reviewed the new process as she will be performing the ergonomic evaluations at this point unless there is potential for an industrial injury, it will be Jennifer Peters. Michelle informed the committee the documents are accessible on the county website under the safety section.
2. **Budget Update:** Michelle distributed the updated safety budget report which had a current balance of $35,552.19.
3. **Loss Prevention Incentive Program (LPIP) requests discussion and approval process:** Michelle distributed the Loss Prevention Incentive Program instructions and reviewed it with the committee. Michelle asked the committee if they would like to make any change. At this time the committee was in agreement to leave the process as is. Michelle mentioned that if departments want to utilize safety funds they need to follow the procedures and submit their requests prior to purchasing items otherwise the requests may/could be denied by the Safety Committee.

 The following LPIP requests were approved by the committee:

1. Cooperative Extension- door bell/sensor kit not to exceed the amount of $1,550.00.
2. Sheriff’s Office-three desk chairs not to exceed the amount of $1,155.00.
3. Planning & Public Works Agency-six desk chairs not to exceed the amount of $1,043.94. Approved the Costco price quote.
4. **Other:** Michelle distributed another handout for us to use at safety meetings called, “Preventing Slips, Trips and Falls”. Michelle also mentioned the next deadline to submit LPIP requests will be January 31, 2016.
5. **Next Meeting:** February 10, 2016
6. Meeting adjourned @ 2:15pm.