GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

May 21, 2015

**Present:** Michelle Cavier/Personnel, Laura Niehues/Assessor, Jennifer Peters/GSRMA, Erin Marshall, Jolene Swanson and Maria Ehorn/PPWA, Jamie Gammon/Public Guardian, Brian Taylor/Ag Dept., Lt. Jim Miranda/Sheriff’s Office, Linda Durrer/Personnel

1. **Call to Order:**  Meeting was called to order at 11:02 by Michelle.
2. **Approval of Minutes:** Brian moved to approve the minutes for February 11, 2015; the motion was seconded by Jolene.
3. **Incident Analysis:** The claims review sheet was distributed and reviewed for incidents which occurred between 2/5/15-5/19/15.
4. **Open forum for departmental safety concerns and issues:** Michelle introduced Linda Durrer, Interim Personnel Director. Michelle informed the committee of two Defensive Drivers training classes scheduled. Members discussed if the county was responsible for insurance coverage on rental cars when an employee is traveling for work purposes. Jennifer will be looking into this. Members also discussed the process of insurance cards for county owned vehicles, Jennifer will be looking into the process of getting the new cards to the county and if a new card is required.

Linda informed the committee she will be working with Michelle to update the county Injury and Illness Prevention Program handbook.

1. **Budget Update**: Budget analysis papers were distributed. Current budget remains $27,367.00. Michelle mentioned the GSRMA Board approved the county for $50,000.00 from the Loss Prevention Incentive Program. The county was the only applicant to be awarded the full amount. Jennifer will be attending the Board of Supervisors meeting on June 2, 2015 to inform the Board of the award.
2. **Loss Prevention Incentive Program (LPIP) requests:** The committee approved the LPIP request submitted from the Department of Finance for the purchase of 3 Office chairs. The committee requested Department of Finance contact surplus regarding an available office floor mat before purchasing one. The committee requested additional information regarding the LPIP request from the Department of Child Support Services for 3 Roller Mouse Pros.
3. **Other:** Jennifer mentioned the GSRMA Annual training day is scheduled for October 22, 2015 at Rolling Hills Casino. And all LPIP requests must be submitted to Michelle Cavier by July 31, 2015.
4. **Next Meeting:** August 12, 2015 @ 11:00am.

Meeting adjourned @ 11:36am