

Safety Committee

Date of Meeting: 3/20/08

Minutes Prepared By: Kenny Watts

1. Purpose of Meeting (see attached agenda)

See Agenda

2. Attendance at Meeting

<i>Name</i>	<i>Name</i>
Rob Monzon - YDC	Jennifer Hornberger - CYS
Kenny Watts - HSD	Barbara Eubanks – CYS (Satellite)
Kim Baker - HSD	Rob Stephenson – MH/MR (Satellite)
Kelly Brandon - HSD	John Prego – MH/MR
Ken Washbourne – Facilities Management	Maurina Dittenhaffer – Early Intervention
Justin Walker – CYS	Michelle Smith – Information Services
Mary Jane McClusky – Information Services	Mike Wagner - AAA

3. Meeting Notes, Decisions, Issues

- The first half of the meeting was shared with us by Michelle Smith and Mary Jane McCluskey from Information Services regarding Continuity of Government Planning
 - Human Services has been working on it’s plan – first tests will take place in the beginning of May.
 - We should have a meeting with the evacuation leaders prior to this testing
 - If there is ever a need for the COG plans to officially be enacted, information will be posted on the County’s website regarding building closures, etc.
 - There is a power point that will be shared with the members of this committee

- Spoke about the building security that was recently changed.
 - CYs workers have noticed Sheriff’s Deputies monitoring the building. It seems as though they are on 2 hour increments.
 - Haven’t been many concerns yet.
 - Unknown if any children have been taken into custody and if the Judicial Center has been utilized for shelter, pending placements.
 - Justin Walker will keep us informed.
 - No decision has been made about a vehicle being parked at YDC for late Emergencies.

3. Meeting Notes, Decisions, Issues

- Ken Washbourne and facilities management have purchased and placed about 15 area rugs throughout the building in the areas where the carpet can be a safety concern.
- Discussed the “Documentation of Safety Concern” sheet and “Digital Camera Policy”
 - It was discussed that something used to scale an item when being photographed should be purchased.
- We need to discuss and create a policy as to what matters and concerns this committee is to handle.
 - Should also create a chain of command so that all issues are brought to immediate supervisor and handled internally unless it is a concern that could impact the across departments.

April's meeting is cancelled due to the scheduling of a meeting with Emergency Response Leaders.

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Add “notify your immediate supervisor” rule to Outlook response in Safety committee email	Kenny	Immediately	Completed
Create Documentation of safety concern policy	Policy sub-committee	Prior to May 16 th meeting	
Check with Fleet Management about keeping a vehicle at YDC for CYs to use in late hours	Keith W.	Prior to May 16 th meeting	
Schedule meeting with Evacuation Leaders to be educated on Continuity of Government and Response Plan prior to drills	Kenny	By April 30	

5. Next Meeting					
<i>Target Date:</i>	May 16th	<i>Time:</i>	<i>EST</i>	<i>Location:</i>	
		8:30-10:00		1st fl conference room	
<i>Ongoing Objectives:</i>	Undetermined				