

Safety Committee

Date of Meeting: 2/29/08

Minutes Prepared By: Kenny Watts

1. Purpose of Meeting (see attached agenda)

See Agenda

2. Attendance at Meeting

Name	Name
Keith Wentz – Risk Management	Jennifer Hornberger - CYS
Kenny Watts - HSD	Steve Wecker - CYS
Kim Baker - HSD	Gillian Foster – MH/MR
Kelly Brandon - HSD	John Prego – MH/MR
Dr. Judith Bassett - HSD	Rodger Johnson – Sheriff’s Department
Justin Walker – CYS	

3. Meeting Notes, Decisions, Issues

Representation from Satellite Offices effective March meeting:

- CYS – Barbara Eubanks
- MH-MR/D&A – Rob Stephenson - East York MH/D&A
- Kristin Lentz - Hanover
- Maurina Dittenhaffer - Early Intervention

- Schaad Detectives will no longer be in patrolling the building between midnight and 8am on weekdays and not at all during the weekend. Sheriff’s deputies will make rounds occasionally.
 - Because of county vehicle keys being inside the building, Keith is going to check with Fleet Management about the possibility of placing a vehicle at YDC to use during late hours.
- CYS is urged to take children in custody during those hours to the Judicial Center where a room has been designated
- A website has been created for the safety committee
 - <http://www.ychsd.org/TeamsProjects/HSSafetyCommittee/tabid/241/Default.aspx>
- An email account has been set up for staff to address their concerns

3. Meeting Notes, Decisions, Issues

- Can locate by searching for “Human Services Safety” in global address list
- First aid kits were discussed. Thought is to have team leaders who are certified in first aid to have access to the first aid kits. It was recommended that a policy and procedure be developed as the County is in need of such and our committee could be the originator.
- Digital camera was purchased – will also need a policy and procedure for use.
 - Document situations, not people with the camera
- Currently there are 2 MH/MR staff and 3 CYS staff that are certified in First Aid and AED and are willing to be first responders.

Those people are: CYS - Jessica Stare, case aide (paramedic) – Government Center
 CYS - Denise Naylor, fiscal supervisor – Government Center
 CYS - Mandy Deaver, caseworker – Government Center
 MH/MR – Kelly Beauchamp – 120 W. Market St. location
 MH/MR – Ellen Carter – East York Satellite office
 MH/MR – Cynthia Dixson – East York Satellite office
 MH/MR – Rob Stephenson – Hanover Satellite office
 MH/MR – Julie Smith – East York Satellite office

- County has initiated a Pandemic Flu Steering Committee, Kenny sits on this
- Still in need of appendices on “how to notify staff in the field” for the Emergency Response Plan from MH/MR, VA, and HSD
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4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Policies for digital camera and first aid kits	Kenny Jen H. Kim B. Gillian F.	First draft by March 20 th meeting	
Invite commissioners to tour the Government Building to see carpet and other concerns	Dr. Bassett	As soon as possible	
Schedule walk-throughs with the dept. representatives and facilities. Make Lt. Johnson aware of these dates	Kenny	Prior to March 20 th meeting	

Send a copy of trainings that sheriff's office offers to employees	Lt. Johnson	As soon as possible
Check with Fleet Management about keeping a vehicle at YDC for CYs to use in late hours	Keith W.	Prior to March 20 th meeting.

5. Next Meeting					
<i>Target Date:</i>	March 20th	<i>Time:</i>	<i>EST</i>	<i>Location:</i>	
		8:30-10:00		1st fl conference room	
<i>Ongoing Objectives:</i>	•				