

**REGULAR MEETING**  
**WILLIAMS COUNTY HEALTH & SAFETY COMMITTEE**

September 18, 2012 @ 9:00 a.m.

The Williams County Health & Safety Committee met on the above date at the Williams County Emergency Medical Services Building.

**CHAIR: Jim Hicks**  
**VICE CHAIR: Dawn Baldwin**  
**SECRETARY: Anne Retcher/Robin Kemp**

**MEMBERS PRESENT**

Robin Kemp, Commissioners	Kim Herman, Clerk of Courts
Anne Retcher, Commissioners	Dennis Smith, Engineer's Office
Candy Scribner, Health Dept	Kim Shoup, Health Dept.
Art Chupp, Hillside	Pam Johnson, J&FS
Patti Rockey, Records	Steve Towns, Sheriff
Alan Dietrich, Juvenile Probation	Dawn Baldwin, Communications

The Minutes from the prior meeting were reviewed. Kim Herman moved to accept the minutes as presented, seconded by Patti Rockey, and accepted by everyone.

**ACCIDENT/INCIDENT REPORTS**

Accident/Incident Reports prepared by Robin Kemp were reviewed.  
August – 2 Incidents – 0 BWC Claims

**JEANS DAY**

- March 30, 2012 – Autism Awareness – **Donated: \$80.00**
- June 29, 2012 – Hospice – **Donated \$35.00**
- August 31, 2012 – Alzheimer Awareness – payroll inserts to Cindy – **Donated \$75.00**
- November 2, 2012 – Christmas for Kids.

A discussion was held concerning a display at the Health Fair for the Christmas for Kids Jeans Day in order to promote the campaign and hopefully bring in more donations. A discussion was held about possibly putting up a Christmas tree where the refreshments are. Patti Rockey then suggested putting up stockings for donations to be placed in. Patti indicated she will pick up some stockings. A question was then asked whether signs should be prepared and hung up. Art Chupp indicated he will check for appropriate spots for the signs. Pam Johnson suggested garland with ribbon saying “Christmas for Kids”. Pam will provide the garland and ribbon. Dawn Baldwin will work on a banner to be hung as well. It was noted that any donations made for the Christmas for Kids campaign will be matched by Mix 98.1 radio station.

**HEALTH FAIR:**

Date: November 1, 2012

Time: 7am – 9am

Prices: Blood Panel - \$35.00; A1C - \$11; PSA - \$16.00 – Everything else is the same.

A discussion was held about the flyers for this year's Health Fair and whether someone wanted to volunteer to make copies to be distributed. A discussion was held on whether the copies needed to be in color. A suggestion was then made to email the flyers to all department heads/elected officials to distribute to employees in an effort to keep costs down. A suggestion was also made to place the flyer on the website. It was also decided to put just a small slip in with the paychecks as a reminder for the Health Fair. Anne and Robin will take care of emailing the flyer and preparing the reminder slip.

The set up for the Health Fair will be done the afternoon before at around 2:00 p.m. Candy advised that the lab set up is taken care of and that she has confirmed Dr. Schlade, the YMCA, Eye & Ear Screenings and the CHWC fitness assessment. She has attempted to contact massage therapists to come in but has had no luck with that at this time. Patti Rockey indicated she can talk with someone who may possibly be interested. Anne will contact the rest of the representatives about coming in. A question was raised about possibly making more signs and/or making the signs more visible as there were comments from last year that the signs were not visible enough. Candy will work on either making more signs or making the existing signs more visible.

At this point there is a need for 2 volunteers for the food, 1 greeter, 2 for the registration table, evaluations, etc. Kim Herman advised that Elaine Leatherman would be available and Dawn Baldwin volunteered as well.

As far as the food and preparation is concerned, Art indicated that Thom Dawson has taken care of that in the past and Art will check with him about doing that again this year.

#### TRAINING UPDATE:

Robin updated everyone on the status of the 1<sup>st</sup> Aid/CPR/AED testing and advised that there are three (3) sessions scheduled: September 19 & 20, October 2 & 3, and October 9 & 10.

- Fire Safety
  - FD will do an extinguisher training
  - Will look at doing an annual training
  - Cost – Refill extinguishers
  - Tabled for now until Tornado safety issues are resolved.
- HazCom Standard Training
  - Dennis Smith advised that the HazCom standard has been revised and will probably need to provide updated training that can be done in-house. That will not need to be done until some time in 2013.

Robin gave a wellness update and advised that the grant application for 2013 will be due in December. She also advised that for 2013 the administration portion and half of the general grant funds will be disbursed up front and the remaining half of the general funds will be disbursed after receipt of reimbursement requests.

## **Black Swamp Meeting and Events:**

- October 16** BCSS Monthly Safety Luncheon (Voinovich Auditorium) 11:50 am  
Topic – Universal Waste
- November 20** **ATTENDING: Kim Shoup**  
BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am  
Topic – OSHA Recordkeeping
- December 11** **ATTENDING: Robin Kemp**  
BSSC Monthly Safety Luncheon (Voinovich Auditorium) 12:00pm  
Topic – Holiday Banquet.  
**ATTENDING: Dennis Smith**

### OTHER TOPICS FOR DISCUSSION:

A quick overview/update on sub-committees was provided for Steve Towns who is new to the committee.

Meeting adjourned at 9:32 a.m.

Motion made by Patti Rickey

Seconded by Anne Retcher and all approved.

**The next meeting will be**

***TUESDAY OCTOBER 16, 2012 at 9:00 a.m.***