

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

August 3, 2010 @ 9:00 a.m.

The Williams County Health & Safety Committee met on August 3, 2010 in the Training Room of the Williams County Emergency Medical Services Building.

**MEMBERS PRESENT**

Anne Retcher, Commissioners  
Susan Jackson, J&FS  
Kim Herman, Clerk of Courts  
Patsy Mealer, Recorder  
Joan Miller, Board of DD  
Jennifer Dietsch, Commissioners

Dawn Baldwin, 911/EMA  
Dennis Smith, Engineer's  
Tony Gonzales, Dept of Aging  
Randy Elegeer, Veterans Services  
Jeff Dick, OSU Ext  
Candy Scribner, Health Department

The Minutes from the prior meeting were reviewed, Kim Herman moved to accept the minutes as presented, Seconded by Randy Elegeer and Accepted by everyone.

**JEANS DAY**

First Jeans day July 2, 2010. Organization: American Cancer Society. Amount \$125.00

Second Jeans day is scheduled for September 3, 2010. Organization: Back Pack for Kids in Need (School Supplies)

- Update on locations: Email was sent to all schools.
- Spoke with the Pastor at the Nazarene church – they will be doing supplies but will be done by September. He suggested contacting the elementary schools to provide basic emergency clothing (sweaters, coats, scarves, gloves and hats) this way kids at risk or the ones that don't have will have proper clothing.
- Spoke with Lavern Franz (419-298-7040) with the Free Store in Edgerton. He will be collecting school supplies and would be more than willing to take our donation (money or supplies) despite the fact that school will have already started. He said if needed he would come to our meeting and make the motion! =)

\*After discussing and reviewing the above it was decided to donate supplies to the Free Store in Edgerton

**REPORTS**

Jennifer Dietsch discussed the accident/incident reports.

9 reports for July

- 1 – CORSA Claim (motor vehicle accident) Vehicle was not placed in Park.
- 5 – New Worker Comp Claims
  - 1 – lacerations to fingers
  - 1 – burnt arm
  - 1 – back sprain
  - 1 – burnt hand
- 1 – slip & fall
- 1 – burnt hand
- 1 – trip & fall

Only one of the above was loss time – Rest – Medical Only

Discussed how the amount is dropping this year but will increase the following.  
An explanation on Workers Comp (BWC or Self Insured)

## Group Retro

Tony Gonzales asked what the incentive was for Group Retro.

JD explained if we are claim free – we would be in a different group.

Susan Jackson stated we don't seem to have a lot of claims for a County of our size.

JD said that is true we don't, it is just when we do they are severe. Frequency has drastically dropped, but claims are severe. 2010 was better since we did not have a lot of severe claims.

**GOAL: NO Incidents NO Comp claims, and NO BWC claims.**

**REMINDER: Incident Reports are to be reported to Supervisor by the end of their shift AND reported to the Commissioners' Office WITHIN 24 HOURS!**

## Training

### BWC Safety Inspections

Numerous department were marked out of compliance for workplace violence.

- Training for Workplace Violence 45 minutes to 1 hour.
- JD can do trainings
- Trainings can be done during a staff meeting
- Contact JD if you need this training
- New hires will need walked through the training
- \*\*Training is a one time thing – or as needed

Training Matrix in being created will hopefully have completed in 30-60 days.

Dawn Baldwin asked if the trainings could be posted. Once the matrix is completed employees will hopefully be able to check online when trainings will be held. Be sure to contact JD if interested.

If you find who did trainings years ago – let JD know.

Tina Vandermade – Four County Adamhs Board

Beth Miller – CORSA

Dan McGee – Montpelier PD

## **SAFETY MANUAL REVIEW & UPDATE**

### *REMINDERS:*

- Reporting Forms (Jennifer Dietsch & Dennis Smith)
  - TABLED until manual is complete waiting on the manual to be done
- First Aid Tab (Jim H. & Joan)
  - TABLED until September, 2010
  - Still haven't completed
    - Joan Miller has heard nothing from Jim Hicks
    - Jennifer Dietsch has a mock form going to send to Joan

Ergonomics (Jennifer Dietsch & Dawn Baldwin)

- Started and are up to one page
- Meeting with Craig from BWC after today's meeting
- TABLED until September, 2010

The manual will be presented to the Commissioners once it is completed in its entirety.

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

July 20, 2010 – (Fall Protection) – Tim Jonovich attended said it was very industrial.

August 17, 2010 – (Internet Safety) - Susan Jackson

September 21, 2010 – (Safety & Health Day) – If no one else is interested Patsy Mealer stated she would attend.

Agenda will be sent out with minutes.

### HEALTH FAIR

We need to decide on what we want at the Health Fair.

Candy Scribner has a list:

- Lab
  - Confirmed
- EMS – Blood Pressure
  - Candy will check with them
- Derma Scan – do we want?
  - Shows damage to skin
  - Increases awareness to wear sunscreen
- Fitness Assessment
  - 3 min step test
  - Cardiovascular test
  - Flexibility test
- Glaucoma Screening
  - Dr. Hill?
- Height/Weight & BMI
  - Candy will check with Medical Group
- Table with various Health Information
- American Cancer Society
  - Contact Carla Batt
  - Jennifer Dietsch will provide contact number to Candy)
- Hearing Screening?
  - If wanted need to find a quiet enough room
- Chiropractor
  - Normally out of Montpelier
  - Jeff Dick will contact
- Insurance Company
  - Cindy Mercer normally took care of this
  - Anne Retcher will talk to Cindy
- Local Food Health
  - Anne Retcher will talk to Kathy Davis

- Candy will research as well.
- Food Planning (Breakfast)
  - Marcia Hess and Sue Manley normally took care of this
    - Cereal, Bagels, fruits, coffee & juice
  - Anne Retcher will email Marcia Hauer to find out more information

Memo will be put in payroll checks

- Anne Retcher will ask Cindy Mercer if she would be willing to collect
- List of Registrations need to be sent to hospital 1-2 weeks prior
- Cost – No cost to employees (Commissioners Cover)
- No flu shots at health fair
  - Anne Retcher will be checking with Melissa Bodey to see if flu shots are covered by our insurance.
- Job Assignments
  - Send out with minutes

Meeting adjourned at 10:05 a.m.

Motion made by Jennifer Dietsch

Seconded by Randy Eleger

**The next meeting will be *TUESDAY SEPTEMBER 7, 2010 at 9:00 a.m.***