

**REGULAR MEETING**  
**WILLIAMS COUNTY HEALTH & SAFETY COMMITTEE**  
May 10, 2011 @ 9:00 a.m.

The Williams County Health & Safety Committee met on the above date in the Training Room of the Williams County Emergency Medical Services Building.

**MEMBERS PRESENT**

Anne Retcher, Commissioners  
Joan Miller, BD of DD  
Kim Shoup, Health Dept  
Dawn Baldwin, Communications/EMA

Dennis Smith, Engineer  
Art Chupp, Hillside  
Kim Herman, Clerk of Courts

The Minutes from the prior meeting were reviewed, Joan Miller moved to accept the minutes as presented, Seconded by Dawn Baldwin and Accepted by everyone.

**ACCIDENT/INCIDENT REPORTS**

Accident/Incident Reports prepared by Robin Kemp were reviewed.

**SAFETY MANUAL REVIEW & UPDATE**

- Dayna Noble is schedule to review the Health & Safety Policy Manual

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

**HEALTH FAIR**

- 2011 Health Fair is set for November 3, 2011

**JEANS DAY**

- Dates & Organizations for 2011:
  - **July 1, 2011 – Compassion Clinic**
    - Contact person is Jan David
  - **September 2, 2011 – Lion's Club**
    - Candy Scribner spoke with Joann and she informed Candy that there is more than one Lion's Club in Williams County. If we do NW Ohio – Regional the money can be earmarked for Williams County.
  - **November 4, 2011 – Cops with Kids**
    - Anne Retcher will contact Chief Arnold at Bryan PD
- The Committee wants to be sure all employees understand each Organization. Information in regards to the above will be sent to all Elected Officials and Department Heads and will be posted on the Health & Safety Committee's website.

**Black Swamp Meeting and Events:**

- Membership is paid until June 30, 2011 (Fiscal Year)
- Below is the schedule for 2011 Meetings

**April 19, 2011**

- Awards Banquet @ 11:50 a.m.
- Dennis Smith was unable to attend.

**May 17, 2011**

- (BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am
- Topic – Hearing Protection, Mary Beth Burton, Audiology Services, Bryan Medical Center
- @ 11:50 a.m.)
- Attending???

**\*June 16, 2011**

- BSSC Quarterly Seminar (Room C200) 9:00am – 11:30am
- Topic – Legal Issues and Safety: Your Rights and Responsibilities, TBD
- Attending???

**June 21, 2011**

- BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am
- Topic – Black Swamp Safety Council Member - Panel Discussion
- Attending???

\*Additional meetings we can attend.

Ask that those who attend bring feedback and information in regards to said luncheon.

\*These are ADDITIONAL meetings that we have the option to attend.

Discussion:

Structure of Health & Safety Committee

- Do we want to put “officers” in place
- Designate someone to take minutes and prepare them and the agenda for each meeting
  - Anne discussed – when Jim is not present at the meetings it is very difficult to run the meeting and take minutes. Therefore, it would be great if we could designate a Chair, Vice-Chair and Secretary. These positions can be rotated on a year, bi-yearly or even quarterly basis.
  - Next meeting vote on Chair, Vice-Chair and Secretary

Meeting adjourned at 9:20 a.m.

Motion made by Dennis Smith

Seconded by Kim Herman

**The next meeting will be**

**TUESDAY JUNE 14, 2011 at 9:00 a.m.**