

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

June 14, 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
Robin Kemp, Commissioners
Jim Snivley, Sheriff
Dawn Baldwin, Communications/EMA
Dennis Smith, Engineer

Kim Herman, Clerk of Courts
Alan L. Dietrich, Juv. Probation
Shelia Reidt, Juv Probation – Intern
Art Chupp, Hillside

Dayna Noble from BWC was also in attendance.

The Minutes from the prior meeting were reviewed, Kim Herman 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 went over the changes she recommended be made on the final draft of the manual.

Jim Snivley moved to approve the changes recommended by Dayna Noble, Seconded by Alan Dietrich and Accepted by everyone.

Dayna commended everyone for the work that was done in regards to the H&S Manual. Also great job on the binder, since it is now half the size of the original.

HEALTH FAIR

- 2011 Health Fair is set for November 3, 2011
- No New updates at this time.

JEANS DAY

- Dates & Organizations for 2011:
 - **July 1, 2011 – Compassion Clinic**
 - Contact person is Jan David
 - **September 2, 2011 – Lion's Club**
 - Money will 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
- We will be received invoice soon to participate for another year, everyone was in favor to continue this for one more year. Once invoice is received, Anne will be sure this is paid.
- These meetings are open for any employee to attend, it is not specific to H&S Committee Members. If you have an employee who is interested in attending, please contact Anne or Robin in the Commissioners office. The H&S Committee will pay for the lunch of one employee to attend. If additional employees do attend then they are welcome to go, they will just be responsible for their meal. We just ask that those who attend bring feedback and information in regards to said luncheon.

STRUCTURE OF H&S COMMITTEE

Do to the fact that when Jim Hicks is not present our meetings, it is impossible for Anne to take the minutes and run the meeting. Therefore, a Chair, Vice-Chair and Secretary will be put in place.

Chair – Jim Hicks

Dennis Smith moved to appoint Jim Hicks as Chair, Seconded by Dawn Baldwin and Accepted by everyone.

Vice -Chair – Dawn Baldwin

Kim Herman moved to appoint Dawn Baldwin as Vice-Chair, Seconded by Dennis Smith and Accepted by everyone.

Secretary – Anne Retcher/Robin Kemp

Dawn Baldwin moved to appoint Anne Retcher/Robin Kemp as Secretary, Seconded by Art Chupp and Accepted by everyone.

Discussion:

Dayna Noble:

Now that the H&S Manual is complete we need to establish health and safety committee goals.

SUGGESTIONS:

Fitness Challenges

Safety Inspections

Schedule Trainings

Tornado & Fire Drills

Safety Awareness Posters

Promote Website

Safety Awareness

After voting on the priority of the above suggestions we have:

1. Schedule Trainings
2. Promote Website
3. Fitness Challenges

Dayna suggested the committee divide up into 3 groups and work on the above. The Chair and Vice-Chair will work on revamping the list of people who should be on the committee. Anne will provide them with the old list at the next meeting.

Right now we have the following on each “goal”:

FITNESS CHALLENGES

Jim Snively
Dawn Baldwin
Art Chupp

SCHEDULE TRAININGS

Kim Herman
Robin Kemp
Dennis Smith

PROMOTE WEBSITE

Anne Retcher
Alan Dietrich

Once the list has been reviewed then we can assign each committee member to one of the goals above.

Dayna will email Anne the Wellness Issue Class.

Meeting adjourned at 10:00 a.m.

Motion made by Robin Kemp
Seconded by Kim Herman

The next meeting will be

TUESDAY JULY 12, 2011 at 9:00 a.m.