

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

July 12, 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.

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

**MEMBERS PRESENT**

Anne Retcher, Commissioners	Dawn Baldwin, 911/EMA
Joan Miller, Dept of DD	Kim Herman, Clerk of Courts
Candy Scribner, Health Department	Patti Rockey, Records Department
Dennis Smith, Engineer	

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**

Resolution 11-0312 was passed on 06-23-11 – Adopting the amended Health & Safety Manual for use by all departments in Williams County, Ohio.

Binders: Anne questioned how we wanted to present the Amended Manual to all departments.

- It was asked if we can put them online for each department
- Anne is going to check with Dayna to see if there is any provision stating we have to provide hard copies.
- Can we put on a disk vs. binders?
  - If we do need this done be it burn to a cd or prepare binders, we can utilize the Trust Students
- Patti is going to check to see if there is a Records Retention established for the Health & Safety Committee

**HEALTH FAIR**

- 2011 Health Fair is set for November 3, 2011
- Joan will update the flyer
- Cancer Prevention is working with NW Ohio Komen Foundation and they will have a display and information
- Anne will contact the insurance vendors and make them aware of the Fair
- We will need to work out the deadline/timeframe
- Suggestion was made to put the paper – “Understanding their Blood Work” on the website vs. handing it out this year.

**JEANS DAY**

- Dates & Organizations for 2011:

- **July 1, 2011 – Compassion Clinic – RAISED \$190.27**
    - Contact person is Jan David
  - **September 2, 2011 – Lion’s Club**
    - Money will be earmarked for Williams County.
    - Candy stated that Joann stated they would like a check is this possible? Anne will check with Julie to see if we can do this.
  - **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.
  - The Committee asked if a breakdown of the \$ from various departments. Anne will ask Cindy to see if she has the requested information.

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

<b>July 19</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic –Workers Comp Fraud – Speaker Shawn Fox <b>ROBIN KEMP IS ATTENDING</b>
<b>August 16</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic –Safety Grants Program
<b>September 23</b>	BSSC Monthly Safety Meeting (Voinovich Auditorium) 8:00am - 2:00 pm Topic – Safety & Health Day
<b>October 18</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic – BWC Update – Steve Buehrer
<b>November 15</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic –Sleep Deprivation – Todd Davis <b>COMMUNICATIONS IS INTERESTED IN ATTENDING</b>
<b>December 13</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic – Holiday Banquet

### GOALS

Jim Hicks and Dawn Baldwin will revamp Committee List.

- Susan Jackson & Randy Eleger retired, so Dawn is going to make contact with Pam Johnson (J&FS) and Mary (Veteran’s) to see if they would be interested in attending.
- Dawn said that Tim Jonovich’s name can be removed.
- Suggested that an invitation be put together to be send to each department on attending the Health & Safety Committee.

Work on establishing members for each of the following and then start brainstorming.

### FITNESS CHALLENGES

Jim Snively  
Dawn Baldwin  
Art Chupp  
Candy Scribner

### SCHEUDLE TRAININGS

Kim Herman  
Robin Kemp  
Dennis Smith

### PROMOTE WEBSITE

Anne Retcher  
Alan Dietrich  
Joan Miller

#### Fitness Challenges:

- Dawn found info from Arkansas that will be very helpful.
- Joan said it was a real challenge to get people to participate in years prior.
- Candy stated, that we need to check with Fulton County they have an ongoing program and see what works for them. Candy was going to check she thought she still had a contact for Fulton County.
- Several States have done things state wide.
- The challenge needs to be supported from the top by the Commissioners and Department heads.
- Come up with a plan and also see what works for others.
- Suggestion: Maybe by the Health Fair we have something in place to have a “Kickoff” of the Fitness Challenge at the Health Fair
- We could tie in the Fitness Challenge with Promoting Website by posting results on website.

#### Schedule Training:

- Anne received an email from CORSA on the Top Ten Employment Topics to Train Your Employees On
  - Anne will forward the email to Dennis Smith and Kim Herman.
- It was asked if we could put trainings (videos) on website.

#### Promote Website:

- Post Fun Health Recipes or new activities/exercises

#### Discussion:

- Red Cross called and wanted to know if we wanted to do another blood drive.
  - We are going to hold off and just hold one a year (Springtime)
- August Meeting Doug Newman will be presenting. He will be discussing Group Retro – so that everyone has a better understanding.
  - It was suggested that this meeting be moved to the Commissioners’ Office so that there is more adequate seating.
- Health Department MUMS Sale
  - Candy will email Anne the flyer to be posted on the Webpage.

Meeting adjourned at 10:00 a.m.

Motion made by Kim Herman

Seconded by Joan Miller

**The next meeting will be**

**TUESDAY AUGUST 9, 2011 at 9:00 a.m.**