

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

October 18, 2011 @ 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**

Anne Retcher, Commissioners	Kim Herman, Clerk of Courts
Robin Kemp, Commissioners	Patsy Mealer, Recorder
Joan Miller, Bd of DD	Patti Rockey, Records Center
Kim Shoup, Health Dept	Art Chupp, Hillside
Dennis Smith, Engineer	Jeff Dick, OSU Ext.

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

**ACCIDENT/INCIDENT REPORTS**

Accident/Incident Reports prepared by Robin Kemp were reviewed.

**SAFETY MANUAL REVIEW & UPDATE**

- Anne will create a flyer/notice that the Safety Manual will be on the website
- When the manual is burnt onto the cds, all departments will be notified.
  - To receive the cd, you will need to bring up your current manual and Robin will give you the cd for the old manual.

**HEALTH FAIR**

- 2011 Health Fair is set for November 3, 2011
- Since Candy was unable to be at this meeting, Anne reviewed Candy's email
  - Ear Exam (Mary Beth Shearer) has been confirmed
  - Candi made signs for each of the insurance reps to make sure we have enough tables set up. Concern: didn't know if we would have enough room – so some might have to share a table.
    - Committee doesn't see where this will be a problem
  - Candy will be there on Wednesday at 2:30 to set up
    - Art said that we won't need extra volunteers they should be able to handle the set up.
  - Since the health fair starts at 6:30 a.m. – have the volunteers be there at 6am.
    - Committee agrees
  - Candy will do the thank-yous for the screeners, but she does not have contact info for the ins reps.
    - Anne will send Thank yous to insurance reps
  - The Hospital will offer results online on the day of the health fair if people want to do it that way. They will have instruction sheets on how to access them.

- For Entrance and Welcome, one person is enough. Some years we have not had anyone since registrations is right inside the door.
  - The Commissioners will be there to greet. Commissioner Word & Commissioner Hilkert. Commissioner Davis would be but he is out of town this week.

#### VOLUNTEERS/REPs ATTENDING

- Food: Thom Dawson
- Entrance: Commissioner Word & Commissioner Hilkert
- Registration: Joan Miller/Dawn Baldwin/Elaine Leatherman
- Height/Weight/BMI: CEBCO. Kathryn Knight
- Evaluation Table: Same as Registration Table
- Lab: Hospital
- Hearing Screening: Beth Schweitzer (WCHD)/Mary Beth Burton
- Glaucoma Screening: Jason Saneholtz
- Fitness Assessment: CHWC – Charlene Mitschelen
- Blood Pressure: EMS
- DermaScan: Candy Scribner
- Chiropractor/Spinal Assessment: Dr. Schlade
- American Cancer Society
- CEBCO: Melissa Bodey, Rep
- Delta Dental: Holly Hicks, Rep
- Ohio Deferred Comp: Brent Tabler, Rep
- CCAO: Rep Attending
- Aflac: Laurie Walkowski will have information available
- Great-West Retirement Services: Tonya Stockton, Rep
- Anthem: Rep Attending
- GenFed Credit Union: Matt Timbrook

- The health fair will end at 9am instead of 10am

#### JEANS DAY

- Dates & Organizations for 2011:
  - **November 4, 2011 – Cops with Kids**
    - Chief Arnold at Bryan PD has been contacted
    - Pay-Check inserts will be in October 21, 2011 Checks
- 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.
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#### **Black Swamp Meeting and Events:**

**October 18**

BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am

Topic – BWC Update – Steve Buehrer

**ROBIN IS ATTENDING**

**November 15**

BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am  
Topic – Sleep Deprivation – Todd Davis  
**COMMUNICATIONS ATTENDING**

**December 13**

BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am  
Topic – Holiday Banquet

Meeting adjourned at 9:15 a.m.

Motion made by Jeff Dick

Seconded by Art Chupp and all approved.

**The next meeting will be**

***TUESDAY NOVEMBER 8, 2011 at 9:00 a.m.***