

Yamhill County Employee Safety Advisory Committee
January 12, 2016 8:15 a.m.

Courthouse, Room 32

Chair: Scott Paasch, excused

Vice-Chair: Gary Van der Veen, acting as Chair

Voting Members Present: Candace Bernard, Woody Little, Blanca Marquez, Michelle Mathis,

Staff: Keri Hinton, Ken Huffer, and Jessica Johnson.

Guests: Denise Murphy, Courts; and Shawn Glidden, HHS.

Meeting called to order at 8:15 a.m. A quorum is present.

1. **Minutes**: Consideration of approval of minutes:

- a. October 13, 2015; and
- b. November 10, 2015.

Motion made by Woody Little to approve all of the minutes listed. Michelle Mathis seconded the motion. The motion passed all members voted unanimously.

2. **Unfinished Business** – None

3. **New Business** –

- a. Quarterly inspection summary for the 4th quarter of 2015 – no further discussion
- b. Updated ESAC roster – it was noted that Shawn Glidden is replacing Roma Fuerst and Keri Hinton will follow up on making sure the appointment is submitted to the Board of Commissioners to finalize the appointment.
- c. Updated ESAC Inspection areas – it was found that the HHS office in Newberg is not on the list and that led to some discussion regarding whether the Veteran’s office should be included now that they have moved to a leased building. *[tabled until further review]*

4. **801 Reports** – Ken Huffer presented the 801 reports and there were three incidents to report. Incidents recently involved a Sheriff’s office vehicle accident, a fall at HHS, and a shoulder injury at the Sheriff’s office. No time loss was reported for the first two incidents. Information is still being gathered regarding the last incident since it just happened.

5. **Other Business** – None

6. **Department Reports by ESAC members and others** – No additional safety concerns to report from the ESAC members; Denise Murphy stated that the 2015-17 Court Security and Preparedness Plan has been finalized. (Note: Information pertaining to the November 10, 2015 agenda item referring to “anthrax exposure” is addressed in the final plan. Scott Paasch will distribute to committee members once he has received the final draft.) Devon Mode, Sue Lamb, and Catherine Lindberg via email – no concerns to report.

7. **Next meeting**: February 9, 2016 – 8:15 a.m. - Courthouse, Room 32.

8. **Adjournment** – Meeting adjourned at 8:26 a.m.