

**Yamhill County Employee Safety Advisory Committee**  
**January 10, 2017 8:15 a.m.**

**Courthouse, Room 32**

Chair: Michelle Mathis

Vice-Chair: Gary Van der Veen

Voting Members Present: Candice Bernard, Shawn Glidden, Michelle Mathis, Amy Kemper, Woody Little, Blanca Marquez and Gary Van der Veen.

Staff: Keri Hinton, Jessica Johnson and Desiree Lundeen.

Guests: None.

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

1. **Minutes:** November 8, 2016 minutes – Motion made by Woody Little to approve the November minutes. Seconded by Amy Kemper. Unanimously approved.

2. **Unfinished Business –**

- a. Heaters – This was a focus in the last quarterly inspections and any heaters found that were not safe were removed or the issue was addressed.
- b. Any more incidents in the parking garage? – Does not appear to be any new incidents.
- c. New chair for the committee. – Michelle asked if there were any volunteers for 2017, none at this time.

3. **New Business –**

- a. 2017 ESAC meeting schedule was distributed by email.
- b. December 2016 quarterly inspection summary - Michelle had a question regarding the carpet in Rm 135. Maintenance did look into the situation and the carpet is no longer under warranty, it will need to be replaced completely since it cannot be stretched and re-glued. Jessica pointed out that the Juvenile Dept. issue listed on the report had not been reported to Maintenance yet. Candace inquired as to what the requirements would be for having a range stove in an employee break room. Jessica stated that there could be fire code requirements and possible permits may be required.

4. **801 Reports** – Desiree Lundeen reported that there were no new incidents in the month of December. Desiree stated that 2016 was a good year and there was an overall reduction of 801 incidents in 2016.

5. **Other Business** – None.

6. **Department Reports by ESAC members and others** – Jessica, Blanca, Shawn, Amy, Gary, Candice, Woody, Michelle, and Keri had no safety concerns to report. Desiree commented on what a good job Facilities has been doing during this cold weather and thanked them for keeping us all safe.

7. **Next meeting:** February 14, 2017 – 8:15 a.m. - Courthouse, Room 32.

8. **Adjournment** – Meeting adjourned at 8:24 a.m.