

Yamhill County Employee Safety Advisory Committee
January 8, 2019 8:15 a.m.

Courthouse, Room 32

Chair: Amy Kemper

Vice-Chair: Gary Van der Veen

Voting Members Present: Rosa Mercado, Monica Saunders, Amy Kemper, Karen Rogers, Patty Landsiedel and Gary Van der Veen.

Staff: Justin Hogue, Desiree Lundeen, Jessica Johnson, Stephanie Mansheim and Keri Hinton.

Guests: Alene Jacobs, Courts

The called the meeting to order at 8:15 a.m. A quorum is present.

1. **Minutes:** November 11, 2018. Motion made to approve the minutes by Karen Rogers. Seconded by Gary Van der Veen. Unanimously approved.
2. **Unfinished Business – December safety inspections** – December safety inspections are still being prepared there were some that had not been completed yet.
3. **New Business** –
 - a. E-Maint. Program how to document maintenance related issues once completing a safety inspection. Jessica Johnson stated that maintenance related items that are safety issues should be entered into the e-maint. system. When entering the information in the e-maint. program select safety as the problem type.
 - b. Safety Committee Chair/Vice-Chair – these positions will be discussed at the March meeting and the committee will need to appoint members to these positions for the next year.
 - c. Create a yearly goal and mission statement for the Safety Committee. Stephanie Mansheim will send examples of mission statements to the committee to review to see if the committee would like to pursue this idea. Committee members should send ideas for goals to the Chair and there we will be discussion at the next meeting as to whether the goals should be quarterly, yearly or semi-annual. Slips and falls was an example that was suggested since that seems to be a common theme.
4. **801/Incident/Accident Reports** – Stephanie Mansheim reported that there were 12 accident/incident reports and 5 workmen’s comp. She would like to see more training for driving larger passenger vehicles. She also has some posters from SAIF that she would like to distribute and if the safety committee would like to be involved in spreading the word she is open to that.
5. **Other Business** – None.
6. **Department Reports by ESAC members and others** – Desiree introduced Justin Hogue as the new Business Services Director. No other safety concerns to report by safety committee members, staff, and guests in attendance.
7. **Next meeting:** February 12, 2018 – 8:15 a.m. - Courthouse, Room 32.
8. **Adjournment** – Meeting adjourned at 8:35 a.m.

Minutes prepared by
Keri Hinton