

**Yamhill County Employee Safety Advisory Committee**  
**April 11, 2017 8:15 a.m.**

**Courthouse, Room 32**

Chair: Michelle Mathis

Vice-Chair: Gary Van der Veen

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

Staff: Keri Hinton, Jessica Johnson and Desiree Lundeen.

Guests: Denise Murphy, Courts.

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

1. **Minutes:** February 14, 2017 minutes – Motion made by Woody Little to approve the February minutes. Seconded by Amy Kemper. Unanimously approved.

2. **Unfinished Business –**

- a. Review of the safety inspection summary – most items have been resolved except for the long standing safety concerns still listed under the Courts section.
- b. Chair of the committee – Michelle Mathis explained what the Chair position entails. Woody Little volunteered as interim Chair, Amy Kemper then volunteered to take on the Chair position. Michelle Mathis asked if all committee members were in favor, the committee voted unanimously to appoint Amy Kemper as Chair.

3. **New Business –** none.

4. **801 Reports –** Desiree Lundeen reported that during the timeframe of February 5<sup>th</sup> – March 4<sup>th</sup> there were a range of accidents that occurred during this time period with no time loss.

5. **Other Business –** None.

6. **Department Reports by ESAC members and others –** Woody stated that he recently did a walk through with the Fire Marshall and learned a lot by seeing things through a fresh set of eyes. He encouraged the committee to take advantage of these types of learning opportunities. Michelle also noted that it in the future it would be helpful to make sure that safety inspectors are notified if their area is scheduled for an inspection by an outside source so that they can also observe and learn. Woody also commented on the fact that during the recent power outage people did not seem to have a light source readily available which is something that is easily remedied with flashlights being staged and available and most people have cell phones so that could be an option. Jessica commented on a heater situation that most recently was discovered by Facilities and reminded everyone that heaters cannot be plugged into a power strip but must be plugged directly into a wall outlet, as this is a fire hazard. Catherine stated that Public Works has opened the process for proposals to be submitted for the new Public Works shop/office building. No other safety concerns reported by safety committee members or guests in attendance.

Woody Little and the rest of the committee expressed their appreciation and thanked Michelle for her many years of service on the Safety Committee as well as her years of service working for the county and wished her all the best in her future endeavors.

7. **Next meeting:** May 9, 2017 – 8:15 a.m. - Courthouse, Room 32.

8. **Adjournment –** Meeting adjourned at 8:30 a.m.