

**Yamhill County Employee Safety Advisory Committee**  
**May 12, 2020 8:15 a.m.**

**Courthouse, Room 32**

Chair: Amy Kemper

Voting Members Present: Amy Kemper, Brenda Hopper, Monica Saunders, Elsa Pantoja, Patty Landsiedel, Karen Rogers, and Rosa Mercado

County Staff: Jessica Johnson, Andrea Paolo, Keri Hinton and Mikalie Moreno

Guests: None

The Chair called the meeting to order at 8:17 a.m. A quorum is present.

1. **Minutes:** February 11, 2020 - Motion made to approve the minutes by Patty Landsiedel, seconded by Elsa Pantoja. Unanimously approved.
2. **Unfinished Business**
  - a. Update on By-Laws Project - Mikalie Moreno stated that the project is on hold until after the YCEA union contract negotiations are completed. Due to the current situation that we are in with COVID-19 her focus has been on that and she continues to focus on training and education for employees and making sure that information is available to all employees. The committee discussed the need for training and education regarding COVID-19 and the safety protocols that should be followed in the workplace. Mikalie stated that posters have been hung in high traffic areas and break rooms regarding COVID-19 and if anyone needs additional information or posters to let her know.
  - b. Goal(s) for 2020 – Amy Kemper presented information regarding the top 5 safety and health violations in 2019 which is what she used to come up with the suggested goal for 2020. The goal recommended to the committee is to: Educate all employee's regarding workplace health and safety by: providing information regarding the employee and the County's responsibility for workplace health and safety; and provide information on how to report workplace health and safety issues within the employee's department and to the County. A motion was made by Karen Rogers to approve the goal as stated, seconded by Rosa Mercado. Unanimously approved.

**New Business –**

- a. COVID-19 and Safety Committee meetings - Amy Kemper explained that OSHA has loosened some of their requirements during this pandemic regarding safety committees and how they should operate during this time. OSHA recommends that safety committee meetings continue to happen if feasible under the physical distancing requirements, but that inspections are not required if it is not feasible. Amy stated that if you are unable to complete any inspections assigned to you please continue to turn in a form with this information to Keri so that it is documented and placed into the record for OSHA. The committee will continue to meet via MS Teams until the Governor's orders have been lifted. June is an inspection month so there will not be a meeting in June we will resume meeting again via MS Teams in July.
  - b. Safety Committee positions renewal – Amy stated that a few members terms expired in March. We have heard back from most of the members that they have agreed to continue serving on the committee.
  - c. June is a safety inspection month please have inspections completed and turned in by June 15<sup>th</sup> to Keri Hinton. If you are unable to complete an inspection, please send your form with that information noted on it.
3. **801/Incident/Accident Reports** – Mikalie Moreno stated that her report includes February, March and April with one 801 in Mar with no time loss. There were four accidents/incidents in February, six in March, and seven in April.

4. **Other Business** – None.
  
6. **Department Reports by ESAC members and others** – Patty Landsiedel reported that the Assessor’s office is working remotely, and it has been going well for them. Brenda Hopper reported that Community Justice has staff rotating shifts in the office and working remotely and that is going well. Elsa Pantoja stated that everything is going well at the Kirby building and they have a social distancing officer. No other safety concerns were reported by safety committee members, and staff in attendance.
  
7. **Next meeting:** July 14, 2020 – 8:15 a.m. – virtually via MS Teams
  
8. **Adjournment** – Meeting adjourned at 8:40 a.m.

Minutes prepared by  
Keri Hinton