

**Yamhill County Employee Safety Advisory Committee**  
**August 11, 2020 8:15 a.m.**

**Courthouse, Room 32**

Chair: Amy Kemper

Voting Members Present: Amy Kemper, Brenda Hopper, James Craver, Rosa Mercado, and Karen Rogers

County Staff: Jessica Johnson and Mikalie Moreno

Guests: Denise Murphy, Courts

The Chair called the meeting to order at 8:19 a.m. A quorum is present.

1. **Minutes:** July 14, 2020 - Motion made to approve the minutes by James Craver, seconded by Karen Rogers. Unanimously approved.

2. **Unfinished Business**

- a. Update on By-Laws Project – This project is currently on hold due to ongoing union contract negotiations with YCEA (AFSCME).
- b. COVID-19 updates: Mikalie Moreno noted that with the increase in COVID cases and school starting soon HR anticipates an increase in leave requests from employees. Mikalie also stated that if departments need additional PPE to reach out to HR and they can assist. James Craver asked a question regarding employees riding in the same vehicle. Mikalie will make sure information regarding this is made available at Public Works.

**New Business –**

- a. September Safety Inspection Month - Amy Kemper reminded everyone that September is safety inspection month and to turn in their forms to Keri by September 15<sup>th</sup>. During this time when buildings and areas are not as accessible and folks are working from home, we still need a form documenting why an area is unable to be inspected. Documentation is critical to our permanent OSHA records.
3. **801/Incident/Accident Reports** – Mikalie Moreno reported that there was one 801 in July with no time loss. There were eight incident/accidents in July.
  4. **Other Business** – None.
  6. **Department Reports by ESAC members and others** – Amy stated that Juvenile is following COVID guidelines and protocols; James noted the construction out at Public Works and on Lafayette Ave and reminded everyone to use caution; Brenda stated that in person appointments are starting on the 19<sup>th</sup> at Community Justice; Karen reported that the Sheriff's office and Jail camera project is wrapping up; Rosa noted that telehealth is being utilized as much as possible and clients are by appointment only; Jessica stated that signage is being placed around the county campus; Denise said that the Courts have implemented a reduced schedule; Mikalie announced that it is open enrollment right now and anyone with questions can contact HR and/or schedule an appointment.
  7. **Next meeting:** October 13, 2020 – 8:15 a.m. – virtually via MS Teams
  8. **Adjournment** – Meeting adjourned at 8:36 a.m.

Minutes taken by Amy Kemper and prepared by Keri Hinton