

**Yamhill County Employee Safety Advisory Committee**  
**November 10, 2020 8:15 a.m.**

**Courthouse, Room 32**

Chair: Amy Kemper

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

County Staff: Andrea Paola, Jessica Johnson and Mikalie Moreno

Guests: Molly Nix, Courts

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

1. **Minutes:** October 13, 2020 - Motion made to approve the minutes by Patty Landsiedel, seconded by Rosa Mercado. Unanimously approved.
2. **Unfinished Business -**
  - a. New OSHA guidelines: Mikalie Moreno stated that there are new OSHA compliance guidelines that were to go into effect November 1<sup>st</sup>, but that date has been pushed out until November 16<sup>th</sup>. Mikalie will send out an email explaining the new guidelines and the new form to each department. The new guidelines state that there is to be a COVID-19 Workplace Employee Feedback Form available to employees. The forms can be emailed to Mikalie or dropped off at a drop box outside Mikalie's outside office door at the Accountig building.
  - b. Bylaws: Mikalie will have an update for the committee regarding the bylaws at the next safety committee meeting in January.
  - c. COVID-19 update: Mikalie reminded everyone to continue to make sure employees understand the guidelines regarding social distancing, handwashing/sanitizing, and the use of masks in the workplace. If any supplies are needed in order to fulfill these requirements, please let HR know and they will assist.
3. **New Business –**
  - a. Review of Safety Inspection Areas - Amy Kemper reminded the committee of the importance of safety inspections and to document when buildings are not being inspected. She will send out the list of who is assigned to each building and area as a reminder. There was also a request made to make sure that the areas that have not been inspected recently get done this quarter.
4. **801/Incident/Accident Reports –** Mikalie Moreno reported that there were no slips, trips or falls in October, but there was one property damage and one personal injury claim that resulted in time loss.
5. **Other Business –** None.
6. **Department Reports by ESAC members and others –** Amy Kemper stated there are no safety concerns in Juvenile they are continuing to follow cleaning protocols and taking all necessary precautions; Karen Rogers reported that the Jail is following all cleaning protocols and reminded everyone to clean all high touch surfaces (copy machines, printers, pens, etc.); Elsa Pantoja stated that all HHS offices are closed to the public and employees are quick to quarantine if exposed. Patty Landsiedel stated that the Assessor's office is entering their busy season and they are limiting the public to two people at a time in the office. Jessica Johnson, Rosa Mercado and Molly Nix had no safety concerns to report. Mikalie Moreno reminded everyone of the social distancing guidelines.
7. **Next meeting:** January 12, 2021 – 8:15 a.m. – virtually via MS Teams
8. **Adjournment –** Meeting adjourned at 8:30 a.m.