

**Yamhill County Employee Safety Advisory Committee**  
**November 16, 2022, 8:30 a.m.**

**Via Microsoft Teams**

Chair: Rosa Mercado

Voting Members Present: Elsa Pantoja, Steve Sims, Patricia Landsiedel, Brenda Hopper, Derrin Broome, Monica Saunders

County Staff: Jessica Johnson, Megan Marasco

Guests: None

Rosa Mercado called the meeting to order at 8:33 a.m. A quorum is present.

1. **Minutes:** A motion was made by Steve Sims to approve the minutes from the October 26 meeting. It was seconded by Patricia Landsiedel. The motion was unanimously approved.
2. **Unfinished Business:**
  - a. Goal for 2023 – Rosa asked if anyone wanted to suggest new ideas for the 2023 goal or if they wanted to accept the suggestions received during the last meeting. Patty Landsiedel asked if the committee could move forward with the proposed goals. It was decided they will move forward on the goals that have been suggested. *Note added from 10/26/2022 minutes: There was a suggestion to send out quarterly safety flyers and Mikalie volunteered to assist with this. having a booth at community events, and Mikalie mentioned that Winter information will be sent out soon.*
3. **New Business:**
  - a. Safety inspection reports were provided to the committee. Several buildings that had previously been assigned to Keri Hinton for inspection have not been inspected since Keri moved to the Clerk's office. The BOC (Fenton House), Spence House, and Clerk's office specifically. Rosa said she spoke with Gary at Public Health, and he said he would be willing to be a backup for some of these inspections. Elsa volunteered to inspect Planning and Rosa will ask Gary if he will be Elsa's backup. Rosa also reminded all inspectors to let their backup person know if they are not going to be available for inspections.
  - b. December is inspection month. Reports will be due to Kathy by December 15.
4. **801/Incident/Accident Reports:** Mikalie Moreno was not available to report on 801's.
5. **Other Business:** Patricia asked if meetings would continue via Teams or whether in-person meetings might resume. Rosa suggested to see if Room 32 will be available again. Other suggestions were the conference room at the BOC building and the Oak room near the Assessor's office.
6. **Department Reports by ESAC members and others:** Rosa said there were no safety concerns at Family & Youth or Adult Behavioral Health. She said reminders need to be sent out for employees who may be using space heaters in order to remind them of the rules regarding their use. Patricia reported the Assessor's office made it through tax season with no safety issues. Steve said there are currently no new issues in Public Works, but is sure there will be at least 2 801's discussed in the next meeting due to employee injuries. Elsa mentioned there are some safety concerns outside of the Kirby building as there are people camping outside the building. She said they have been in contact with Mikalie and have requested extra lighting around the exterior of the building and they continue to use the buddy system when people are working after dark. Jessica asked everyone to keep in mind to use space heaters on the lowest setting to avoid tripping breakers. She reminded everyone again that only maintenance is authorized to reset breakers. Jessica also asked that people remember to keep electrical panels clear and not to lean items against them. Brenda, Derrin, and Monica all reported no issues in their respective areas.
7. **Next meeting:** January 11, 2023 – 8:30 a.m. – TBD
8. **Adjournment** – Meeting adjourned at 8:51 a.m.