

**Minutes**  
**May 16, 2013**  
**3:00 – 4:00 PM**  
**917 Board Room**  
**Health, Wellness and Safety Committee**

**Present:** John Christiansen, Don Budach, Linda Berg, Val Whitmer, Lynda Hurt, Mary Weiland, Scott Zehnder, Melissa Schaller Brian Lewandowski, Mike Truinski

**Absent:** Joan Asmus, Sayrajayne Maberry, Tracie Randall, Ann Staples, Nicolle Roush, John Borup

**Work Comp Strategic Plan** – Brian Lewandowski reported. 917 is in the state pool currently because of our mod rate. We have overcharges on certain types of claims. Main category is employees missing work due to injury – this drives the experience mod up. After three days out of work, this is considered lost wage time and it is bad for the school district. This happens because of:

1. Late reporting on injuries
2. Lack of communication to employees about the 24-hour notice. Employees must report any injury asap. This is very important.
3. 917 needs an established clinic that staff go to and understand the days needed off. If everyone goes to a different clinic, and they have the same injury, different doctors and clinics have varying ideas about how many days off of work the employee should have. We need to get this all the same.

Some procedures were drafted as to how to best communicate this to staff. And we need to find a place for staff to go when they can return to work but not at their full capacity. There should be jobs available at all sites for these staff. Create a job bank of things to do in each department. Get staff back before 14 days. Put all this in a newsletter to get the information out.

FYI – after six days out claims go up 10%; after 7 days out claims go up 48%.  
Goal is to get zero loss claims times for minor injuries!

**OSHA Update** – Val Whitmer reported. There are 118 first reports of injury and 11 OSHA cases as of May 16, 2013.

**Claritynet Training** – Linda Berg reported. All courses are reset for the 2013-2014 school year. New staff starting now can complete their Claritynet. The renewal period for Claritynet runs from March 1 to March 1. The price stayed the same this year at \$1.75 per course. Linda is checking into another online training course called “SafeSchools.” This is offered through Metro ECSU. Seems to gear more towards school issues rather than larger company issues.

Linda will pass around a link for other supervisors to review and get a price list. We are currently all set for 2013-2014 so if we did change, it would be for the 2014-2015 school year.

### **Calendar**

Calendar dates were set for next year as follows:

September 19, November 14, 2013  
January 16, 2014, March 13, 2014, May 15, 2014

### **Other**

It was mentioned that some areas of DCTC are very hot. Maintenance is aware of the situation.

As an FYI

- Apple Valley site is moving some programs to Cedar School
- Friendly Hills is moving to the Apple Valley site.
- No Pine Bend location
- No PD Works location (combined with TESA Works)
- No McGuire location

Meeting adjourned at 3:35 PM.

**Next Meeting**  
**September 19, 2013**  
**3:00 PM – 917 Board Room**