

**Minutes**  
**November 4, 2009**  
**3:00 – 4:00 PM**  
**DCTC Board Room**  
**Health, Wellness and Safety Committee**

**Present:** Val Whitmer, Linda Berg, Lynda Hurt, John Christiansen, Melissa Schaller, Mary Weiland, Scott Zehnder, Ann Staples, Patricia Cozad, Joan Asmus, Dan Hurley

**Absent:** Tracie Randall, Terri Trexler, Mike Zickrick

Tom Gross – Riverport Insurance Services reported on workers compensation and claims. Some things to remember: reports everything as soon as possible; avoid fines; get people back to work with duties within their restriction.

**Safety, OSHA update** – Val Whitmer reported on First Reports of Injury. Last year at this time we had 29 first reports of injury....this year it is 71. Four more OSHA from last year also.

**Annual Classroom Checklists Update** – still waiting to receive some checklists back from all the sites.

**Claritynet Update** – Currently there are still about 78 staff needing to complete their Claritynet courses.

**Wellness Activities**

- BUCCA Fundraiser – Approximately \$68 dollars was donated from our fundraiser. BUCCA donated 20% of each bill for that evening.
- Holiday Social – Everyone was trying to find a location that would keep prices down and where we could use Patty Labeau’s catering service. The date will be in January.
- Flu Shots – This went very smoothly. 78 staff received the flu shots.
- The HINI vaccination clinic for November 19, 2009, was cancelled due to the vaccine not being available yet.

**Building Specific Issues**

- Make sure we are doing all the required fire drills, lock downs and tornado drills. Last week the fire drill had a lot of confusion because the front entrance was closed.
- New sprinkler heads were installed at Apple Valley IDEA.

**Change Meeting Date:** Change the May 5, 2010, meeting to May 12 because of Staff Recognition on May 5.

Meeting adjourned at 3:59 PM.

**Next Meeting**  
**Wednesday, January 6, 2010**  
**3:00 PM – DCTC Board Room**