

Midwestern Intermediate Unit IV  
453 Maple Street  
Grove City, PA 16127

**SAFETY COMMITTEE  
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: June 9, 2022

Department: Human Resources

Time meeting started 7:30 AM

**I. Call to Order** – Brenda Marino, Assistant to the Executive Director  
*Virtual Meeting*

**II. Roll Call:**

	<u>Representative</u>	<u>Present/Absent</u>
Brenda Marino, Assistant to the Executive Director	Employer	Present
Bryda Drumm, Social Worker	Employee	Absent
Maureen Werwie, Director of Business Services	Employee	Present
Melissa Wyllie, Director of Special Education	Employer	Present
Kelly Irvine, Occupational Therapist	Employee	Absent
Jason Williams Director of Technology	Employee	Present
Cathy Cornelius, Secretary Clerk	Employee	Absent
Dan Bishop, Coordinator of Buildings & Grounds	Employee	Present
Dan Gomola, Payroll/HR Specialist	Employee	Present
Ralph Fertig, Guidance Counselor	Employee	Absent
Donna Volpe, Executive Secretary	Recording Secretary	Non/Voting

**III. Introduction of Visitors**

Dr. Dave Zupsic, Director of Education Services, Midwestern Intermediate Unit IV

- Dr. Zupsic discussed the Threat Assessment Team and the existing 911 team.

**IV. Reading and Approval of Minutes**

On a motion by Werwie seconded by Wyllie and carried, the minutes of the May 12, 2022, Safety Committee meeting were approved as read.

Copies of the minutes are available on the MIU IV website and distributed to staff by e-mail.

## **V. Discussion of Unfinished Business**

## **VI. New Business**

- Brenda reviewed with the committee some of the highlights of the Safety and Loss Control report from Encova's visit on May 18, 2022.
- Maureen talked about the visit from the State Police regarding internal controls for safety.
- Best Practice week: Alice Training 3 modules and drills
- August 8<sup>th</sup> Supervisor meeting, Donna & Brenda will review WC forms

### **1. Review of written employee accident investigation reports and breakdown**

There were no employee incident reports for review.

### **2. Review of safety suggestions.**

- Dan Bishop discussed looking into new door jams

### **3. Other Business**

**VII. Next Meeting** --- Thursday, **July 14, 2022 at 7:30a.m.**  
Virtual meeting.

**IV. Adjournment** --- On a motion by Werwie, seconded by Cornelius and carried, the meeting was adjourned at 8:05 am.

Respectfully submitted,  
Donna Volpe