

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

**SAFETY COMMITTEE  
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: July 14, 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	Present
Maureen Werwie, Director of Business Services	Employee	Absent
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	Present
Dan Bishop, Coordinator of Buildings & Grounds	Employee	Present
Dan Gomola, Payroll/HR Specialist	Employee	Absent
Ralph Fertig, Guidance Counselor	Employee	Absent
Donna Volpe, Executive Secretary	Recording Secretary	Non/Voting

**III. Introduction of Visitors**

**IV. Reading and Approval of Minutes**

On a motion by Cornelius seconded by Wyllie and carried, the minutes of the June 9, 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**

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

There were no employee incident reports for review.

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

### **3. Other Business**

- Dan and Cathy will schedule the quarterly safety inspection.
- All staff will be required to complete the Seizure and Alice training
- Safety Care training for Subs
- Discussion of COVID booster
- Cameras for the warehouse doors for notification of deliveries
- Brenda & Donna will present on Workers Compensation filing at the Special Education Supervisor meeting on August 8<sup>th</sup>.
- Waiting for State Police written report on the walk through at the Central office.

**VII. Next Meeting** --- Wednesday, **August 10, 2022 at 7:30a.m.**  
Virtual meeting.

**IV. Adjournment** --- On a motion by Wyllie, seconded by Bishop and carried, the meeting was adjourned at 7:57am.

Respectfully submitted,  
Donna Volpe