

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

**SAFETY COMMITTEE
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: November 9, 2023

Department: Human Resources

Time meeting start 8:30 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	Absent
Kelly Irvine, Occupational Therapist	Employee	Present
Jason Williams Director of Technology	Employee	Present
Cathy Cornelius, Secretary Clerk	Employee	Present
Dan Bishop, Coordinator of Buildings & Grounds	Employee	Absent
Dan Gomola, Payroll/HR Specialist	Employee	Present
Ralph Fertig, Guidance Counselor	Employee	Present
Donna Volpe, Executive Secretary	Recording Secretary	Non/Voting

III. Introduction of Visitors

IV. Reading and Approval of Minutes

On a motion by Irvine seconded by Drumm and carried, the minutes of the October 12, 2023, 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

- Mandatory Safety Refresher training will be January 11, 2024

VI. New Business

- Jason reported that all employees now have new badges & door access to the Central office.
- Testing for central office paging unit
- External cameras at corners of building
- Door stoppers

1. Review of written employee accident investigation reports and breakdown

- There was one incident report to review.

2. Review of safety suggestions.

3. Other Business

VII. Next Meeting --- Thursday, **December 14, 2023, at 8:30 a.m.**
Virtual meeting.

IV. Adjournment --- On a motion by Fertig seconded by Irvine and carried,
the meeting was adjourned at 8:50 a.m.

Respectfully submitted,
Donna Volpe