

**COAST UNIFIED SCHOOL DISTRICT  
SAFETY COMMITTEE MEETING MINUTES  
September 21, 2021**

Meeting called to order at 3:34pm

**MEMBERS PRESENT:**

Christie Cosme, Annie Lachance, Jan Boughter, Emily Takahashi, Mike Bruffey  
Annie Lachance lead the meeting in Don's absence.

**MINUTES**

Members reviewed the minutes of the May 18, 2021 meeting. The minutes were approved as presented by member vote. Christie Cosme motioned to approve and Annie seconded.

**BUDGET REPORT**

Annie Lachance gave the following budget report:

	<u>BEGINNING</u> <u>BALANCE</u>	<u>CURRENT</u> <u>BUDGET</u>	<u>EXPENSE</u>	<u>ENCUMBERED</u>	<u>ENDING</u> <u>BALANCE</u>
Grant Fund - 0066	\$-6.20	\$0.00	\$0.00	\$0.00	\$-6.20
Premium Rebate - 0071	\$3,448.59	\$4,000.00	\$0.00	\$0.00	\$7,448.59
District Match – 0072	\$5,046.26	\$4,000.00	\$0.00	\$0.00	\$9,046.26
Credit Funds - 0073	\$3,226.25	\$2,000.00	\$0.00	\$0.00	\$5,266.25
Disc. Funds – 0073-0074	\$-413.07	\$2,000.00	\$86.74	\$0.00	\$1,500.19
<b>Balances</b>	<b>\$11,341.83</b>	<b>\$12,000.00</b>	<b>\$86.74</b>	<b>\$0.00</b>	<b>\$23,255.09</b>

**Budget Expenditures**

Current Expenses	Adjustable Height Chair / J. Bales	0073-0074	\$86.74
Encumbrances			

**OLD BUSINESS**

There was no Old Business to report.

**NEW BUSINESS**

Annie presented the 2021/22 Safety Committee Calendar. Jan motioned to approve and Annie seconded. 2021/22 Safety Committee Calendar approved. Annie discussed the SIPE Grant Program and let everyone know that our application deadline is December 1 and that all funding requests are due by November 1.

**FUNDING REQUESTS**

Annie reported that the only funding request received was from Lupe Aguilar for an Ergonomic Office Chair totaling \$119.99. Christie motioned to approve, Jan seconded. Request approved.

### **SAFETY INCENTIVE PROGRAM**

Annie Lachance reported that the Safety Topic for August was Outdoor Worker Hazards and Christie Cosme was the winner. The Safety Topic for September was Nurse Triage Hotline / Reporting Accidents and Courtney Hartzell was the winner. There were no nominations received for Caught in the Act or Safety Concerns / Suggestions.

### **ACCIDENTS OR NEAR HIT MISSES**

Nothing reported.

### **EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS**

Nothing reported.

### **HAZARD IDENTIFICATION, EVALUATION, AND CONTROL**

Annie asked committee members for input from their sites. She explained that we need to get back on track with this now that we have returned to in person services. Emily Takahashi mentioned that she had cords that needed to be secured and covered. Mike Bruffey recommended the Velcro style covers.

### **SAFETY TRAINING AND EDUCATION**

Annie reported that all district employees were required to complete the annual trainings and that there was a CPR recertification class held on September 1, 2021.

The meeting adjourned at 3:51pm.

Christie Cosme  
Asst. Safety Coordinator