

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

**SAFETY COMMITTEE  
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: November 10, 2022

Department: Human Resources

Time meeting started 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	Present
Melissa Wyllie, Director of Special Education	Employer	Present
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	Present
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**

*Annette Herbst, Senior Safety & Loss Control Consultant, Encova Insurance*

**IV. Reading and Approval of Minutes**

On a motion by Wyllie seconded by Cornelius and carried, the minutes of the October 13, 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**

**Annual Safety Committee Training**

*Annette Herbst, Senior Safety & Loss Control Consultant, Encova Insurance*

**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**

**VII. Next Meeting** --- Thursday, **December 8, 2022, at 8:30 a.m.**  
Virtual meeting.

**IV. Adjournment** --- On a motion by Wyllie seconded by Fertig and carried, the meeting was adjourned at 9:20 a.m.

Respectfully submitted,  
Donna Volpe