

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

**SAFETY COMMITTEE
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: December 14, 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	Absent
Maureen Werwie, Director of Business Services	Employee	Absent
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	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

IV. Reading and Approval of Minutes

On a motion by Wyllie seconded by Bishop and carried, the minutes of the November 9, 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

VI. New Business

- Brittany Cain, Secretary/Clerk will be our new Safety Committee member replacing Cathy Cornelius.

1. Review of written employee accident investigation reports and breakdown

- There were four (4) incident reports to review.

2. Review of safety suggestions.

3. Other Business

- Reminder: Mandatory Annual Safety Committee Refresher Training, January 11th.
- Jason gave an update on the new phone system.

VII. Next Meeting --- Thursday, **January 11, 2024, at 8:30 a.m.**
Virtual meeting.

IV. Adjournment --- On a motion by Wyllie seconded by Gomola and carried,
the meeting was adjourned at 8:45 a.m.

Respectfully submitted,
Donna Volpe