

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

**SAFETY COMMITTEE
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: February 8, 2024

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	Present
Melissa Wyllie, Director of Special Education	Employer	Present
Kelly Irvine, Occupational Therapist	Employee	Present
Jason Williams Director of Technology	Employee	Present
Brittany Cain, 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

- Welcome Brittany Cain, new member replacing Cathy Cornelius

IV. Reading and Approval of Minutes

On a motion by Werwie seconded by Bishop and carried, the minutes of the January 11, 2024, 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

- The committee had 4 incident reports to review.

2. Review of safety suggestions.

3. Other Business

- Annual MIU IV In-service planning
- Robbin Gaines, Client Advocate, Encova WC Insurance provider, is retiring. She has served the IU for many years and will be missed.

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

IV. Adjournment --- On a motion by Drumm seconded by Wyllie and carried, the meeting was adjourned at 8:44 a.m.

Respectfully submitted,
Donna Volpe