

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

**SAFETY COMMITTEE  
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: April 11, 2024

Department: Human Resources

Time meeting start 8:30 AM

**I. Call to Order** – Melissa Wyllie, Director of Special Education in the Brenda Marino.  
*Virtual Meeting*

**II. Roll Call:**

	<u>Representative</u>	<u>Present/Absent</u>
Brenda Marino, Assistant to the Executive Director	Employer	Absent
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	Absent
Dan Gomola, Payroll/HR Specialist	Employee	Absent
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 Fertig seconded by Werwie and carried, the minutes of the March 14, 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**

- Jason Williams reported that a wheelchair has been ordered for the central office building.
- The lobby project (reception area) is moving along, windows from Warren Glass

### **1. Review of written employee accident investigation reports and breakdown**

- The committee had 4 incident reports to review.

### **2. Review of safety suggestions.**

- Alice Training in all sites, IU days will be scheduled.
- New protocol for entering the building- July.

### **3. Other Business**

- Any suggestions for In-Service?

**VII. Next Meeting** --- Thursday, **May 9, 2024, at 8:30 a.m.** Virtual meeting.

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

Respectfully submitted,  
Donna Volpe