

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

**SAFETY COMMITTEE
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: May 9, 2024

Department: Human Resources

Time meeting start 8:30 AM

I. Call to Order – Brenda Marino, Chairperson
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	Absent
Kelly Irvine, Occupational Therapist	Employee	Present
Jason Williams Director of Technology	Employee	Present
Brittany Cain, 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 Irvine seconded by Werwie and carried, the minutes of the April 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

- Jason gave a report on the new reception area
- Parking lot issues, bids out for repair, quote to the board this month
- Phone system/intercom
- New building directional signs
- Donna, Safety Committee renewal was accepted for another year
- August meeting will be changed to the 5th
- New Encova (WC) representative – Sal Capone
- In-Service ideas

1. Review of written employee accident investigation reports and breakdown

- No incidents to report

2. Review of safety suggestions.

3. Other Business

VII. Next Meeting --- Thursday, **June 13, 2024, at 8:30 a.m.** Virtual meeting.

IV. Adjournment --- On a motion by Drumm seconded by Werwie and carried, the meeting was adjourned at 8:53 a.m.

Respectfully submitted,
Donna Volpe