

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

**SAFETY COMMITTEE  
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: November 14, 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	Employer	Present
Melissa Wyllie, Director of Special Education	Employer	Present
Kelly Irvine, Occupational Therapist	Employee	Present
Jason Williams Director of Technology	Employer	Present
Stacey DeFiore, 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
Shawn Hedglin, Maintenance Technician	Employee	Present
Donna Volpe, Executive Secretary	Recording Secretary	Non/Voting

**III. Introduction of Visitors**

**IV. Reading and Approval of Minutes**

On a motion by Werwie seconded by Bishop and carried, the minutes of the October 10, 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**

- Enhanced Alice Drill at the central office on November 13<sup>th</sup>, conducted by Bryda Drum and Ken Holzer.
  1. Bryda was pleased with the overall training.
  2. Melissa has created a list of areas of concern in the building.
  3. Shawn Hedglin commented on the importance of situational awareness
  4. Close blinds and turn light out during lockdown
  5. Office Go-To- Buckets
- Dan Bishop – Fire Drill Inspection, November 27<sup>th</sup>
- Jason Williams – PCCD Grant
  1. Light Poles, bulbs, paint block, cones are up until the repair
  2. Automatic doors
  3. Room signs
  4. Take down reserved parking signs
  5. State Police checklist
  6. Maple St. parking lot barrier
- Building Safety Inspection next month
- Stacey gave an update on the new reception area and asked for any suggestions

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

- There were 3 incident reports for review.

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

### **3. Other Business**

**Next Meeting** --- Thursday, **December 12, 2024, at 8:30 a.m.** Virtual meeting.

**VII. Adjournment** --- On a motion by Werwie seconded by DeFiore and carried, the meeting was adjourned at 9:15 a.m.

Respectfully submitted,  
Donna Volpe