

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

**SAFETY COMMITTEE
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: October 9, 2025

Department: Human Resources

Time meeting starts 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 | Employer | Absent |
| Melissa Wyllie, Director of Special Education | Employer | Present |
| Jason Williams, Director of Technology | Employer | Present |
| Stacey DeFiore, Secretary Clerk | Employee | Present |
| Dan Bishop, Coordinator of Buildings & Grounds | Employee | Absent |
| Dan Gomola, Payroll/HR Specialist | Employee | Present |
| Shawn Hedglin, Maintenance Technician | Employee | Absent |
| Dave Zupsic, Director of Educational Services | Employer | Present |
| Melani Marshall, Speech Language Therapist | Employer | Present |
| Donna Volpe, Executive Secretary | Recording Secretary | Non/Voting |

III. Introduction of Visitors

Welcome new member, Melani Marshall.

IV. Reading and Approval of Minutes

On a motion by Zupsic seconded by Wyllie and carried, the minutes of the September 11, 2025, 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 gave an update on the building renovation project.

- Flooring should be completed in November
- Snow removal company will be the same
- New phone system/page button for drills

VII. Safety Coordinator Report: Dr. Zupsic

- Memorandum of Understanding, met with the Director of Safety & Security
- Alice Drill at the central office – October 22nd
- Substance Use Awareness training (Act 55) 1 of 2 mandatory hours
Two hours annually of the following or any combination of the following
Situational Awareness, Behavioral Health Awareness, Suicide and Bulling Awareness, Substance Use Awareness, or Trauma Informed

1. Review of written employee accident investigation reports and breakdown

There were 5 staff incident reports for review.

2. Review of safety suggestions.

3. Other Business

Next Meeting --- Thursday, **November 13, 2025, at 8:30 a.m.** Virtual meeting.

VII. Adjournment --- On a motion by DeFiore seconded by Marshall and carried, the meeting was adjourned at 9:00 a.m.

Respectfully submitted,
Donna Volpe