**Health & Safety Committee**

**Meeting Minutes**

**Date and Time: 12/5/2019
Meeting Time: 1:00-2:00 pm**

**Meeting Location: L235**

Co-Chairs: Chungwai Chum, Rachel Goodwin

Note Taker: Shuntel Nathaniel (Sabeen Sandhu for 12/05/2019)

Attendance: Chungwai Chum, Ana McClanahan, Donna Jones, Natalie Rodriguez, Caitlin Gilbert, Selwyn Montgomery, Sabeen Sandhu, Rachel Goodwin

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| **Topic** | **Facilitator** | **Discussion** | **Outcomes/Follow Up Actions** |
| 1. Call to Order
 | Chum |  Location moved to L |  Meeting Called to Order at 1:18 PM |
| 1. Approval of Agenda
 | Chum | Adopt the agenda as distributed. |  Approved |
| 1. Approval of Minutes
 | Chum | 10/24/19 Minutes |  Approved |
| 1. ADA Assessment – Goal 4
 | Committee | 10/17/19 ShakeOut & Emergency Evacuation Goal CompletedStryker Chair Training 11/15/19 (Completed)Proposed Date for Spring 02/19/20 during College Hour (12:00 PM)Emergency Supplies on Campus in Inventory 4 Containers w/Emergency Supplies Available (Body Bags, Portable Toilets, Water, Food, etc.) District Health & Safety is in contact with the Red Cross as are an evacuation zoneReviewed November 2016 -2017 ADA ReportOrganized by Building, Item, Category (Priority) What is the best approach to review the report and tackle issues identified…?Ex. Caitlin Gilbert addressed L Building Signage Height IssuesRachel Goodwin addressed door pressuresNeed to Build a Database  | Adjust Goal to Create a Workable Document of ADA Compliance Issues on Campus & UpdatesNatalie Rodriguez w/Generate a Spreadsheet (w/tabs for each building)[Goal – by next meeting on January 30th, 2020]Suggestion: Include ADA and CDC CodeRachel Goodwin will explore if the district Health & Safety Committee received an alternative format Document attempts to address compliance issueDivision of Labor – Each Committee Member takes on a Building(We will assign buildings at our January 30th, 2020 Meeting)Need to Check on Whether The Children’s Center COA’s responsibility Issue w/the Library Elevator – students report the color makes them feel ill and/or angry.Suggested Elevator Beautification Project (Reach out to Drew Burgess)  |
| 1. Medical Incident Report
 | McClanahan | Propose training to PD | Request to Table Item #5Postponed Until Next MeetingChungwai Chum & Rachel Goodwin shared information about MIR forms and an attempt to make them digitalWhen Medical Incidents become Workers Compensation Issues (Usually Risk Management Handles This) |
| 1. Other Items
 | Chum | Last-minute and/or unagendized items to be brought forth by members | Alarms on the Library Doors – low battery issue (not monitored by the sheriff’s office or police services)Last custodian leaves at 11:30 PMUpdate on OSHA Investigation?Substance was not mold, but a dirty screen. Need information on what the health impact of the substance isCould the panels be moldy?  |
| 1. Adjournment
 |   |   |  Next Meeting is scheduled for Thursday, January 30th, 2019 at 1:00 pm |