

SANGAMON COUNTY WORKPLACE SAFETY BOARD
MARCH 29, 2011

Members Present: Clyde Bunch, Brad Burnett, Mark Kinnaman, Paul Palazzolo, Kevin Steelman, Colleen Swaim

Members Absent: Tim Krell, Mike Long, David Mendenhall, Robert Salmon

Others Present: Jim Grohne, Denise McCrady, Joni Ryan, Charlie Stratton

Paul Palazzolo called the meeting to order at 1:40 p.m.

A copy of the By-Laws of the Sangamon County Workplace Safety Board was handed out to all attendees. J. Grohne answered questions regarding what type of information could be given to the committee members (Article IV, Section 3). A motion to accept the By-Laws as written was made by C. Bunch and seconded by B. Burnett. Motion carried (5-0).

P. Palazzolo asked for nominations for the position of Chairman. A motion was made by B. Burnett to nominate K. Steelman as chairman and seconded by C. Bunch. Motion carried (5-0).

A motion was made by K. Steelman to nominate M. Kinnaman as Secretary and seconded by C. Bunch. Motion carried (5-0).

K. Steelman appointed C. Bunch as Vice-Chairman.

J. Ryan, R.N. from MMCS explained her role in the Workman's Compensation process. When a Form 45 First Report of Injury is completed, Ms. Ryan, along with IPRF, is notified of the injury. At that time, contact is made with the injured employee. If it is a no-loss time case, Ms. Ryan follows up with the employee telephonically. If it is a lost time case, Ms. Ryan meets with the employee, attends medical/therapy appointments and works closely with the IPRF Claims Specialist.

It was decided among the Board members to set the meeting schedule to the last Tuesday of the month at 1:30 p.m. The Board will schedule the County Board Office Conference Room as the meeting place.

The first ten cases were given to the Board members. These cases were the first ten reports of injuries for 2011. J. Grohne suggested that talking with the supervisor of the injured employee prior to requesting the injured employee to come before the Board. C. Stratton will draft two contact letters, one to the supervisor and one to the employee, reiterating that the position of this Board is not to decide cases, but to investigate what happened and to prevent the same type of injury from happening in the future. Once letters have been prepared, they will be sent to K. Steelman and J. Grohne for review. After reviewing the ten cases, K. Steelman suggested that further investigation be completed on #4, #7, and #9.

A motion to adjourn was made by C. Bunch. Motion carried (5-0).