

**MINUTES OF
SAFETY/ WELLNESS COMMITTEE MEETING
held September 10, 2020 at 10:00 a.m.
Safety/Wellness Conference Room**

1. Members and others present:

Dave Cubbison	Emergency Management Services
Josh Lang	Commissioner
Deb Baughman	Commissioner
Gretchen Martin	Veterans Affairs
Allison Martin	Tax Assessment
Sabrina Appel-McMillen	Planning Department
Makayla Bollman	Human Resources
Toni Amick	District Attorney's Office
Wayne Emerick	Sheriff
Annette Jones	UPMC Wellness Account Manager
Johanna Pratt	Reed Wertz & Roadman
Tim Weaverling	Reed Wertz & Roadman

Members not present:

Barry Dallara	Commissioner
Jean Clites	Domestic Relations
Jennifer Whitesell	Reed Wertz & Roadman

2. Minutes. The minutes of the July 9, 2020 meeting were approved.

3. Old Business

a. **Old Safety Issues on County Property.**

(i) Security Vulnerability Assessment:

We are waiting on the final reports from the security contractor regarding the Courthouse complex and MDJ offices. A sub-committee will be formed to discuss recommendations. Plans will also be made to educate people on the new policies.

(ii) Pigeon Problem:

Now that the parking garage is nearing completion the ultrasonic machine will be ordered to safely keep the pigeons away from the garage and the Courthouse. Two machines will be purchased.

(iii) Parking Garage Completion:

The parking garage should be completed in the next week. The wall exiting the top floor of the garage has been cut down for better sight when exiting the garage. The smoking hut will also be installed and "no smoking" signs will be put up around the building. Information will be sent out to all department heads when this will take effect and ask for their input

4. **New Safety Issues on County Property.**

(i) Weight Limit on Garage:

With the garage being completed it was brought up that we should have a weight limit on vehicles being parked in the garage. This will help to maintain the garage from repairs for a longer period.

(ii) Covid 19

Commissioner Baughman informed the group that the Commissioners have just signed a contract to have Judy Coutts come into the Building and assess our use of space to see how we can better utilize areas, so we are in compliance with the Covid 19 guidelines.

(iii) IT Security

Commissioner Lang spoke of the county transitioning from PC Works to RBA Data Solutions for our Managed Services IT Consultant and would be handling IT Security and with this change we will have an IT person right here on campus to help when needed. The County will also be looking at conducting an IT Security Assessment in the future.

b. **"Take a Healthy Step Program"**.

We have 197 eligible members that can take advantage of getting 2 extra paid days off work. Below are the statistics to date:

Step 1 Completers = 16 (Completing Questionnaire & Wellness visit to doctor)

Step 2 Completers = 06 (Earning 550 Take a Healthy Sep points)

Members completing the My Health Questionnaire = 10

Members completing 1 preventive exam = 47

Members not completing any activity = 118

c. **Lunch & Learn.**

Due to Covid 19 we are unable to hold Lunch & Learns in person so UPMC has made it possible to do virtual Lunch & Learns. We had our first one on Sept. 9,2020. It was Weigh to Wellness and Annette updated me after the meeting that we had 7 people participate. Those 7 people have earned 50 Take a Healthy Step points towards their 2nd paid day off work. We will have 3 more Lunch & Learns till the end of the year and they are as follows:

Less Stress – Wednesday, October 7,2020

Stress and Overeating – Thursday, November 12,2020

Importance of Sleep – Wednesday, December 9,2020

5. New Business.

a. **Commissioner Josh Lang.**

CCAP was asked to give an update on the amount of grant money still available for 2020 (we did not get the report by the time of the meeting).

CCAP is increasing the amount of money available for the 2021 grants so our county should receive up to \$70,000.00 in grant money to be used for safety and security. We are hoping to use this money to make the changes recommended by the contractors the Commissioners hired for the security assessment.

b. **Annette Jones, UPMC Wellness Account Manager.**

Annette supplied all the information given above for the Take a Healthy Step and the Lunch and Learns.

c. **Kathleen McGarvey, UPMC Account Manager.**

Johanna informed us that we have a new UPMC Account Manager and her name is Kathleen McGarvey, she is out of the Pittsburgh office.

d. **Johanna Pratt/Tim Weaverling, Reed, Wertz & Roadman.**

Johanna will be giving our HR Department information on getting a free flu shot from your Doctor's office, participating urgent care center, or any convenient local pharmacy** including Giant Eagle and Rite Aid when you show your member ID card.

e. **Employee Accidents.**

We had 2 Accidents to report since our last meeting.

The meeting adjourned at 11:30 am. The next regular meeting of the Committee is scheduled for Thursday, **November 12th at 10:00 a.m.** in the Safety/Wellness Conference Room.