



**COMPTROLLER**  
**Risk Management Division**

- Safety
- Insurance

**WASHOE COUNTY**  
*"Dedicated to Excellence in Public Service"*

1001 E. Ninth Street  
P.O. Box 11130  
Reno, Nevada 89520-0027  
Phone: (775) 328-2665  
Fax: (775)-325-8063

**SAFETY COMMITTEE MEETING MINUTES**  
**COMPTROLLER CONFERENCE ROOM – 2<sup>ND</sup> FLOOR**

**APRIL 21, 2016**

**1:30 PM**

**Call to Order**

Chairperson Ms. Anne Stoll-Thompson called the meeting to order at 1:31pm.

**1. Roll Call**

Lt. Mark Bello	Washoe County Sheriff's Office
Cathy Hill	Washoe County Comptroller and Risk Manager
Mary Kandaras	Legal Counsel for Committee
Joey Orduna Hastings	Assistant County Manager
	entered meeting at 1:41pm
Angela Penny	Washoe County Nurse's Association
Anne Stoll-Thompson	Chairperson and Representative for the Washoe County Employees' Association
Celeste Wallick	Washoe County Risk Analyst

**Public Present**

Nikki Berry	Second Judicial District Court
Doreen Ertell	Washoe County Senior Risk Analyst
Alison Gordon	Washoe County Internal Auditor

**2. Public Comment**

There was no response to the call for public comment.

**3. Approval of minutes from January 21, 2016 meeting**

Ms. Stoll-Thompson made a motion to approve the minutes of the January 21, 2016 meeting, Ms. Wallick moved to approve, Lt. Mark Bello seconded the motion; minutes unanimously approved.

**4. Open Issues**

- A. Review of Washoe County Audit of the Worker's Compensation Program – November 17, 2015  
A review of the audit was performed by Ms. Gordon - Washoe County Internal Auditor

Highlights presented included:

Cost comparisons of Washoe County to other local governments

Peak claims occurred in 2012

Increase in claims due to heart/lung disease

Sheriff's department represent 79% of claims

81% of the 54 long term claims are for heart/lung claims resulting in \$17m in costs

Employee claims are submitted timely, supervisors not submitting their forms within 5 days

Employees time recording for workers compensation claims incorrect

Ms. Wallick offered the following responses to the recommendations detailed in the audit.

Section 2 – Wellness resource information now available to sworn personnel; she will continue to communicate to employees. Ms. Orduna Hastings suggested that Ms. Wallick work with Ms. Ashley Farmer in Human Resources to communicate this information to the INC. Update to be discussed at next meeting.

Section 3 – supervisors and HR Reps will be trained on proper recording and authorization of time categories involving worker's compensation claims and activity.

Section 4 – issue resolved, Comptroller has been hired.

Section 5 – Ms. Gordon suggested, at renewal, Washoe County will build into contract with CCMSI to obtain copy of SSAE 16 report.

Section 6 – Ms. Wallick is working with Technology Services in designing an appropriate database for a case management system.

Section 7 – Website revamping scheduled to begin on April 25, 2016. Update to be discussed at the next meeting.

Workers compensation guide – Ms. Wallick will prepare a workers compensation guide not to be used outside of the committee – this will be reviewed at the next meeting.

There was no further discussion on the internal audit report.

##### **5. Alternative workstations – ball chairs and treadmills**

Committee was canvassed for their thoughts

Risk management's position is that treadmills are too much of a distraction, unstable work surface  
Ms. Kandaras inquired as to where the requests are being processed – through HR, Risk or Department Manager.

Lt. Bello stated the County promotes health and wellbeing – Safety Committee should consider allowing ball chairs – employees to spend their own money based upon an approved equipment list – worth exploring.

Ms. Orduna Hastings will perform more research and recommendations for guidance – acceptable practices in other governmental entities – OSHA guidelines to be reviewed and bring back to the Committee.

##### **6. Changes to County codes Section 65.150 thru 65.190**

Committee was canvassed regarding the appropriate number of members to be on the Safety Committee – Association members to be included – supervisory and nonsupervisory departments  
Two representatives from the Sheriff's office to be determined by their associations'?

Section 65.190 – Code references 7 days – committee questioned as to whether this is working, calendar or business days

Deputy District Attorney Kandaras will prepare code adjustments and present at a future meeting.

**7. Industrial Injury Summary Reports –**

In response to an employee injury, Ms. Orduna Hastings informed the Committee that the trees from Building A have been removed

Ms. Wallick sought input from the Committee on report of claims and incidents

Ms. Kandaras questioned the higher than normal claims from Animal Services

Clarification was sought regarding the accounting for claims – Ms. Wallick explained that 1 claim person per event supports the accounting, not the number of issues in a claim.

No further discussion

**8. Topics for future agendas**

Ball chair determination

Ms. Kandaras to present code changes

Open Meeting Law

Worker's compensation guide

Wellness resource information offered to INC

Website revamping for easier location of information for worker's compensation

County code update

Ms. Orduna Hastings updated the Committee that a no smoking and no vaping policy was passed by the Washoe County Board of Commissioners. Ms. Orduna Hastings and Mr. Dick, Washoe County Health Department Director, to walk the County complex and determine locations as designated smoking areas and sign placement.

**9. Public Comment**

There was no response to the call for public comment.

**10. Meeting adjourned at 2:26pm.**