



WASHOE COUNTY
COMPTROLLER'S DEPARTMENT

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SAFETY COMMITTEE MEETING MINUTES
COMPTROLLER CONFERENCE ROOM – 2ND FLOOR
MEETING HELD VIA TEAMS

January 21, 2021

1:30 PM

Call to Order

Deputy Melinda Vander-Heyden called the meeting to order at 1:31pm.

1. Roll Call

Deputy Melinda Vander-Heyden	Washoe County Sheriff's Deputy Association
Anne Stoll-Thompson	WCEA representative
Celeste Wallick	Safety Analyst
Cathy Hill	Washoe County Comptroller and Risk Manager
Victoria Nicolson-Hornblower	Washoe County Nurse's Association
Wade Carner	Legal Counsel for Committee
Ben West	Washoe County Manager's Office
Captain Marc Bello	Washoe County Sheriff's Supervisory Deputies Association

Not present

Patrice McDonald Washoe County CSD

Public Present

None

2. Public Comment

There was no response to the call for public comment.

3. Nominations for position of Chair of the Committee

Cathy Hill nominated Deputy Melinda Vander-Heyden as Chair, seconded by Anne Stoll-Thompson; nomination carried unanimously.



4. **A review and approval of the Washoe County Safety Committee meeting minutes of November 19, 2020**

Ben West made a motion to approve the minutes, seconded by Victoria Nicolson-Hornblower; motion passed unanimously. Captain Bello joined the meeting at 1:33pm.

Open Issues

5. **Review and Discussion of Industrial Injury Summary Reports**

Cathy Hill inquired about the repeated number of claims associated with needle sticks. Celeste Wallick explained that 2 claims were associated with the same employee at the Medical Examiner's Office. Additional training has been recommended to the department by Celeste Wallick. She will follow up on the status of the training.

Celeste is working on the annual OSHA reports which will show that claims are down from the prior year. She will disseminate the reports to the committee members. Ben West inquired about a trip and fall claim that occurred by an employee that is working from home.

6. **Discussion and possible action of Code 65 updates**

This item is tabled until the next meeting. Ben West spoke to Manager Brown about reviewing the update. Cathy Hill directed Ben's inquiry to Deputy District Attorney Mary Kandaras for the information.

7. **For possible action, a discussion and recommendations on the update of COVID-19 activities and safety concerns**

Cathy Hill explained that this is an ongoing item for the committee to review for any concerns expressed by employees on COVID-19 exposure. Celeste informed the committee that she has not heard of any complaints or concerns. Ben West informed the committee that there were 2 concerns at the Mills Lane building. A form is now required for visitors' review, in addition to temperature screening, stating if they have COVID-19 symptoms, then they will need to leave the building. This will be expanded to 75 Court Street and offered to Sparks Justice Court.

Sheriff's Office is continuing to perform screenings for entrance into the building.

8. **Discussion and recommendations for updates on the Emergency Action policy**

Celeste previously distributed the policy to committee members, however only 2 members responded. Cathy Hill stressed the committee members to read the policy and to send changes or questions to Celeste Wallick. This will be tabled until the next meeting.

Celeste will verify with Technology Services whether all County locations need to use a 9 before dialing out.

9. **Discussion and recommendations for updates on the Workplace Safety program policy**

This will be tabled until the next meeting.

10. Discussion and recommendations for updates on the Driver's Policy

This will be tabled until the next meeting.

11. For possible action, a discussion on possible change in scheduled meeting dates for calendar year 2021

This was brought up from the previous meeting on the availability of Deputy Melinda Vander-Heyden. She expressed that no change is needed.

12. Discussion and possible action on recommendation of safety award nominations

Celeste Wallick has not received any nominations. Cathy Hill informed the committee that the previous nominations were mentioned at a recent Board of County Commissioners meeting. This will be rescheduled when time allows for the employees to be presented their awards.

13. Topics for future agendas

- a. Code 65 update
- b. Emergency Action policy
- c. Workplace Safety program
- d. Driver's Policy
- e. COVID-19 updates
- f. Safety award nominations
- g. Acceptance of additional member to the safety committee
- h. Associations to bring the names of their alternates
- i. Industrial injury summary reports

Captain Bello informed the committee of that the Deputy Supervisor Association board decided to forgo their position on the committee so that another member or group could join the committee. The Association would like to keep the option of petitioning the committee for a spot on the committee should the association decide to rejoin. With this notice Captain Bello has left the committee.

Victoria Nicolson-Hornblower stated that employees have concerns about the County Complex parking lot. Pedestrian activity between the building and COVID activities and incoming traffic and not paying attention are causing concerns for safety. Ben West will reach out to Jim English on these concerns.

14. Public Comment

There was no response to the call for public comment.

15. Meeting adjourned at 2:11 p.m.