

State of Nebraska Safety Committee

Meeting Minutes
January 26, 2016

Present: Shereece Dendy (M), Dave Bartko (V), Eric Sergeant (M), Reuben Onofrei (L), Kevin Petska (L), Grant Johnson (M), Mike Sexson (M), Kerry Thompson (L), Dennis Carraher (L), and Sandra Nash (V).

Next meeting: March 22, 2016 from 9:00 – 11:00 at 1526 K Street, 4th Floor Conference Room D Hearing Room, Lincoln

I. Announcements

Shereece Dendy called the meeting to order at 9:10 a.m. and roll call was taken.

Shereece Dendy announced that the link to the Safety Committee on Risk Management's website is currently in the test phase and she expects it to be up and running in approximately three weeks. At that time the link to the Committee will contain the Mission Statement, the Charter (once it's approved), a List of the Committee members, and a "suggestion box" where employees can send an email with their concerns, suggestions, etc. The emails can be anonymous if the sender so chooses. The emails will only go to Shereece Dendy and to Kevin Petska and they will then share with the Committee. At the suggestion of Dennis Carraher, Shereece Dendy will check to see the software is capable of sending a confirmation that the email was received and keeping some type of record. If not, then the Committee will have to come up with another way to track the emails.

II. Approval of minutes from last meeting

The Committee voted unanimously to approve the minutes with no changes from the October 27, 2015 meeting.

III. Discussion

- a) The Mission Statement was reviewed and the Committee voted unanimously to approve it.
- b) The Charter was reviewed and several additional revisions were made. It will be voted on at the next meeting in March, 2016.
- c) Each member presented their findings from the agencies they were assigned to contact regarding the type of safety programs/committees that they have in place.
 - a. Shereece Dendy reported that the agencies she contacted (Landscape Architects, Power Review Board, Investment Council, Industrial Relations

Commission, and Crime Commission) all use DAS guidelines. She has not yet heard back from the Indian Affairs Commission.

- b. Eric Sergeant has not received any response back from the agencies he was assigned (Abstracters Examiners Board, Equal Opportunity Commission, Latino American Commission, Arts Council, Foster Care Review, and Economic Development).
- c. Reuben Onofrei reported that the Department of Labor participates in the Nebraska Safety Council. They have a safety program in place and are planning on adding an active shooter protocol. The Department of Motor Vehicles and Department of Insurance reported that they did not have active shooter protocols in place, but did have first aid, fire and tornado plans in place. They both also report that they have published safety procedures and it is posted on their websites. Mr. Onofrei also reported that the Department of Corrections has safety and emergency preparedness staff at each facility and everyone gets annual training.
- d. Kevin Petska has been assigned the Department of Health & Human Services, Volunteer Service Commission, Department of Roads, Veteran's Services, Electrical Division, and the Community College System. He has not completed gathering the information yet, but will report at the next meeting.
- e. Grant Johnson reported that the Board of Geologists do not have an emergency plan in place. He has not heard back yet from the Board of Engineers and Architects. The Oil and Gas Commission have an emergency plan in place, and a tornado plan in place, as well as first aid. The Wheat Board reported that they just participated in a fire and tornado drill.
- f. Mike Sexson is still working on the agencies he was assigned; which are the Military Department, Educational Lands & Funds, Games & Parks, Library Commission, and the Liquor Control Commission. Mr. Sexson did report that the Nebraska Safety Council has a good training program.
- g. Kerry Thompson reported that the Racing Commission did have a safety policy and they have it posted. They also have their fire and tornado policy posted. The Worker's Compensation Court has safety policies and emergency plans in place and they seem well established. The Women's Commission and Real Estate Commission have not reported back to her yet. Environmental Quality reported that they have safety and emergency plans in place.
- h. Dennis Carraher reported that the Secretary of State does have a safety and emergency plan in place, they do not have any first aid training, and they do have tornado and fire drills. The Department of Education has a safety and emergency plans in place. They do some safety and first aid training, and they have tornado and fire plans in place. There is nothing to report yet for the Auditor, Attorney General or Treasurer.

- d) Shereece Dendy showed everyone the new Workers' Compensation posters that were provided by our third party administrator for Worker's Compensation, FARA. Everyone was invited to take as many as they wanted to distribute in their agencies. Shereece informed everyone that because FARA's contract expires June 30, 2016 there could be a new third party administrator, so it is important to remember where the posters are placed, so they can be removed/replaced if necessary.
- e) The Committee discussed possible next steps. It was pointed out that what gets measured gets managed. So what metrics can the Committee use? For the next meeting Ms. Dendy will pull the metrics for the agencies so that the top agencies/job tasks can be identified and then the Committee can decide how to best contact those agencies. When the website is up, a statewide email letting everyone know that it is there will be sent out. Mr. Onofrei volunteered to prepare a draft of the email for the Committee to review. Ms. Dendy also pointed out that we want to also spotlight success/positive changes too.

IV. Adjournment

Shereece Dendy adjourned the meeting at 11:48 a.m.

Minutes submitted by: Sandra Nash

Key: (M) = Management member, (L) = Labor member, (V) = Volunteer/Visitor member