

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: APRIL 3, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SHEEHAN
 VANNESS
 GIRARD
 SIMMES
 GOODSPEED
 STRAINER
 TAYLOR

OTHERS PRESENT:

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
MICHAEL NEEDHAM, NEEDHAM RISK MANAGEMENT
FREDERICK MONROE, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL
SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BELDEN
 PITKIN
 TESSIER
TODD LUNT, HUMAN RESOURCES DIRECTOR
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sheehan called the meeting of the Support Services Committee to order at 10:17 a.m.

Motion was made by Mr. Girard, seconded by Mr. Goodspeed and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who advised that there was no agenda for the meeting, as the purpose of the meeting was to receive a report from the safety consultant. She introduced Michael Needham, of Needham Risk Management, who had been contracted by Warren County as the safety consultant through the worker's compensation plan.

Mr. Needham distributed a handout entitled, Warren County Worker's Compensation Participant Safety and Health Update to the Committee members; *A copy of the handout is on file with the minutes.* Mr. Needham explained that the first step that had been taken as safety consultant was to consult with Ms. Clute to evaluate the various losses of the County. He added that the County had geographically dispersed sites with different needs and compliance issues. He stated that with the assistance of Ms. Clute he had mapped out who the participants were, how they were distributed and where the facilities and employees were located and he added the information that was gathered was used to evaluate the losses. He said that they had developed a database that showed the breakdown by participant, employer, location and employee. He stated that all interactions with participants were logged in the database.

Mr. Needham apprised the Committee that one of the goals was to put systems in place that would help to manage the safety needs of the County and its participants. He said that they wanted to develop a safety program policy statement, to identify who was responsible for safety. He added that the policy would show how the committees work, how they would gather employee input and how they would manage safety. He advised that the County had a Risk Management Steering Committee, which was basically a safety health committee, that was primarily comprised of managers and supervisors. He said that in order to have a successful

safety program it was necessary to have management commitment and employee participation.

Mr. Needham stated that the responsibility of the Risk Management Steering Committee was to oversee the Employee Health and Safety Committee, which would be comprised of the Director of Human Resources, the Safety Consultant and representatives from various departments. He explained that the Risk Management Steering Committee would meet periodically to evaluate losses and the actions of the Employee Health and Safety Committee. He added that the Employee Health and Safety Committee would meet regularly and would be involved with safety inspections, would analyze accident trends and develop recommendations to be presented to the Risk Management Steering Committee. He said that Todd Lunt, Director of Human Resources, had been involved in recruiting employees to be part of the Employee Health and Safety Committee. Mr. Needham stated that they had begun writing compliance programming and added that one of the participants had been cited by the New York State Department of Labor, Public Employee Safety and Health Agency, who enforced OSHA (Occupational Safety and Health Administration) standards in the public sector of New York State. He advised that compliance was a good first step to building a safety and health program.

Mr. Needham apprised the Committee that Needham Risk Management had been working with Countryside Adult Home and had written a blood born pathogens exposure control plan, a personal protective equipment program and had met with their safety committees. He added that the goal was to accomplish some of the same activities at Westmount Health Facility the following week. He advised that they had met with the Department of Public Works (DPW) to access the programming that was in place and establish a set of priorities. He added that next week they would be out in the field with the DPW to begin writing programs, starting with personal protective equipment, confined space entry and lock-out/tag-out procedures. He said that they had developed two different types of training, the first of which was required training opportunities, such as blood born pathogens procedures. He said that for the required training they had set up four regional training sessions throughout the County so that participants would be able to send their employees to meet the requirement. He advised that last month they had operated a workshop on OSHA record keeping and they were in the process of setting up a workshop on conducting workplace safety audits. He advised that they had developed a safety program binder for the County that contained a set of policies that could be implemented at each site.

In answer to a question pertaining to the broad scope of the bid that had been issued, Mr. Needham responded that an entity could never have too many safety procedures. He said that he was pleasantly surprised at the great interest in safety by management, which made Needham Risk Management's job easier. He added that they had been very impressed by the interest and helpfulness of the Department Heads. He advised that one of the challenges of developing a safety plan for the County was the geographical disbursement.

Mr. Sheehan noted that Needham Risk Management had highlighted a wide variety of topics for the various work groups and he felt that they had made a good start. Mr. Needham stated that they were excited and he hoped that the process would gain momentum as it continued.

Mr. Belden asked if there was a charge to the individual towns for the services of Needham

Risk Management and Mr. Needham replied in the negative. Mr. Belden asked if the towns needed to contact Needham Risk Management with their needs. Mr. Needham responded that Needham Risk Management would look at the largest entities with the greatest number of losses first. He continued that the smaller participants would be lower on the list of priorities; however, he added, if a participant called Needham Risk Management with a safety issue, they would address it.

Ms. Clute requested to amend Resolution No. 74 of 2004 to change the number of members and the structure of the Safety Committee and to establish a Risk Management Steering Committee and an Employee Health and Safety Committee.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to amend Resolution No. 74 of 2004, as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 17, 2009 Board meeting.*

As there was no further business to come before the Support Services Committee, on motion made by Mr. Strainer and seconded by Mr. VanNess, Mr. Sheehan adjourned the meeting at 10:37 a.m.

Respectfully Submitted,
Charlene DiResta, Sr. Legislative Office Specialist