



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-1575 • www.ehsd.org

To: All Staff - Code 2A

Date: July 6, 2021

From: Cora Young, Emergency & Safety Coordinator

Subject: Safety Committee Meeting Minutes – July 6, 2021

Employment & Human Services Department Safety Committee Meeting Minutes

COMMITTEE MEMBERS PRESENT:

Frederick Routt, Candace Yates, Theresa Bradshaw, Kellie Ellison, Sabrina Young, Kathy Ames, , Kerri Greene, Lisa Collado, Betty Geishert-Cantrell, Connie Delaney, Maria Velez, Debbie Penovich, Deb Sittser (for Jody Silva), Rochelle Soriano, Karl (Metro), Kelly Acklebin (IT), Cora Young

I. ISSUES DISCUSSED:

A. Review and Q&A of Loss Run Report:

- From Sept 14, 2020– July 5, 2021, there were 42 accepted and approved worker's compensation claims, totaling \$432,614.89.

B. Work Order Process

- Brief review of the work order process and frequent mistakes that can create delays were discussed between safety committee members, EHSD IT Staff, and Metro. Common causes resulting in delays are communication between the three entities (EHSD IT, Metro and DoIT), changes in work orders after submitted. Looking to improve communication processes to expedite work order process.
- Public Work's Corrigo system has limitations that will not allow attachments submitted to be forwarded to Metro.

- The IT02 form has replaced the IT05, IT06, IT07, IT08 and should be used to request access to a new file, a new email address or new calendar. An IT01 should be used for moves, or installation of hardware or software. EHSD hopes to get notice prior to Metro's arrival to arrange work ahead of time.

C. Round Table Discussion:

- Awaiting updated COVID-19 Prevention Program from Risk Management.
- Contractors are not required to provide EHSD with wet signature self-attestation forms if they would like to enter the building without a face covering. Volunteers and independent contractors must complete a self-attestation form with a wet signature to their supervisor and Personnel if they wish to go without a face covering at work.