

**FUTURES COMMUNITY SUPPORT SERVICES, INC.
SAFETY COMMITTEE**

RECORD OF MINUTES

Chairperson: Virginia Pearce	Date: November 12, 2008
	Time Meeting Began: 2:00 pm

Committee Members	Present	Absent
Virginia Pearce	X	
Douglass Johnston	X	
Angela Wells	X	
Wendi Raupers	X	
Ann Smith	X	
Georgianna Porter	X	
Lynne Pierce	X	

Previous minutes were approved as written from meeting dated: September 24, 2008

OLD BUSINESS NOT COMPLETED FROM LAST MEETING

Site Inspection Lists	There are four outstanding hazard inspections (Maple, Milan, Office, 201). Members were asked to complete by next meeting. Georgie volunteered to do 201 since Mae is no longer a member of the committee. New forms were distributed to use.
Membership	Scott advised that he is doing another training in Montrose on February 20 th . We need to locate two non-management members and have them attend the training in order to be members. Some names that were suggested were Heather Perry, Sue Wittie, and Meggin Bruce. Scott had mentioned that we need representation from each program. Therefore, we will try to get someone from SLA/SEMI and ISO. Ginny will contact these folks before next meeting to see if there is an interest. Also, Scott informed us that we can have anyone come to the meetings anytime we want – they are just not listed as a “counting member”.
Disaster Preparedness	Still need to price lock-boxes. We categorized the Disaster Plan into several sections and began a “brainstorm” page for each one. The categories are: Lock-Box Contents, Evacuation/Shelter Plans, Purpose Statement/Designee List, Communication, Transportation, and Emergency Contacts. Lynne will begin putting together a consumer emergency contact list. Ginny will email managers to ask for their assistance in acquiring fire drill locations, inside shelter location, and emergency contacts for each employee. We will re-group next month and continue on from there.
Client Clutter	When we complete the hazard inspections and do our report to the group homes, we will make mention of keeping a clear path in client’s bedrooms for employee safety.

OLD BUSINESS COMPLETED FROM LAST MEETING:

Annual Safety Training	Completed with Scott Peil on October 31, 2008
EMS sheets	Lynne received all completed EMS sheets for each client and sent them to Bradford County EMS personnel.
Guthrie Occupational Training	No one attended the training in Ithaca
Staff Safe Place	Client has been removed from the house in question
CPI Training	Maple Street Staff received CPI training with certified instructor Don Black on October 2, 2008.

NEW BUSINESS

Meeting Date Changed	After some discussion and agreement by all, the monthly safety meetings have been changed from the 2 nd Wednesday of each month to the 2 nd Tuesday of each month at 10:00am. This works well/better with everyone's schedules.
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Accident Incident Summary - None to report this time.				
Date	Contact	House	Causes/Description	Action
None				

Meeting Adjourned:		Next Meeting: Administrative Office Conference Room	
Time: 2:25 pm	Date: November 12, 2008	Time: 10:00am-11:00am	Date: December 9, 2008

Respectfully Submitted, Virginia Pearce, Chairperson & Recording Secretary