

**MINUTES OF MEETING
NCSIG RISK MANAGEMENT COMMITTEE MEETING
Madrone Room -HCOE
September 13, 2007 - 12:00 P.M.**

COMMITTEE MEMBERS PRESENT: Brian Stephens (Chair), Donna Anderson, Victor Denham, (via video teleconference), Gordon Dexter, Barb Lake, Thom McMahon, Scott Oilar, Dan Pires, Rob Walkenauer.

COMMITTEE MEMBERS ABSENT: Clif Anderson, Jaenelle Lampp, Gary Ray, and Bruce Slightom.

STAFF PRESENT: Stacy Lane, Kimberly Comet, and Susan Bishop.

OTHERS PRESENT: Rick Hawley (Del Norte via video teleconference) and Corey Weber (Mattole USD)

1.0 CALL TO ORDER

Mr. Stephens called the meeting to order at 12:17 PM.

2.0 APPROVAL OF MINUTES

Ms. Anderson made a motion to approve the minutes of May 10, 2007. Mr. Dexter seconded the motion; the motion carried.

3.0 ITEMS/COMMENTS FROM THE PUBLIC

No members of the public were present.

4.0 CORRESPONDENCE

No correspondence had been received.

5.0 REPORTS/DISCUSSION/ACTION ITEMS

5.1 Director's Report – Stacy Lane

Ms. Lane was introduced to the group and gave a short biography of her work history. She noted that she is busy learning about our procedures and programs.

5.2 Risk Manager's Report – Kimberly Comet

Ms. Comet advised that the emergency preparedness training is being rescheduled for either October or November. She also noted that a workshop called "Smarter Adults – Safer Children" will be held on November 7th. She discussed the workshop held with Hartford Steam Boiler, noting that it was a very educational presentation in relation to what equipment is covered, as well as maintenance and training that are available. She also announced that there will be a maintenance meeting on September 28th. Ms. Comet has been distributing the GETS cards and is hoping to expand the distribution list. The Fortuna Union High School Bus Safety TV commercial done by their students will also be shown again this year. HAM radios were purchased with Homeland Security funds this year by the County. Ms. Comet then led a discussion related to an HCOE grant to include skate boarding as an activity for after school care. She also shared that there was a question related to starting a boxing club for students. The

committee felt these kinds of activities involved serious liability due to the potential of lack of appropriate supervision and maintenance of the equipment.

5.3 NCSIG Web Page – Kimberly Comet

Ms. Comet presented a demonstration of the new NCSIG website and its various resource pages created by the Rich Small of the HCOE Communications Department. She asked the group for input as to ideas and additional material that they would like to see added.

5.4 Emergency Grant Final Report – Kimberly Comet

Ms. Comet presented a summary of the purchases, activities, and trainings of the emergency grant funds for the past year.

5.5 Workers' Compensation Reports – Kimberly Comet

Ms. Comet reviewed the analytical data for the workers' compensation claims reports for the period April through June 2007.

5.6 NCSIG MOC – Kimberly Comet

Ms. Comet reviewed the minor changes made to the Memorandum of Understanding between NCSIG and the districts. This item was recommended to the Board for approval.

5.7 Summer Workshop – Kimberly Comet

Ms. Comet reviewed the comments from the June Custodial/Maintenance workshop with the committee. She also asked for input and ideas for future topics.

5.8 Policy 4087 – Kimberly Comet

Ms. Comet reviewed the background of this item, noting the coverage changes that had been made to include the Workability and Transition Partnership Program students. This item was recommended to the Board for approval.

5.9 Online Training – Kimberly Comet

Ms. Comet reviewed the history of this item regarding video streaming for maintenance training. She proposed that the JPA pay one year for maintenance and custodial employees of districts to participate in Safe Schools for this online training. This item will be forwarded to the Board for approval.

5.10 Sonoma County Grand Jury Report – Kimberly Comet

Ms. Comet review the background of this item related to the screening of volunteers in Sonoma County, and the conclusions and recommendations of the study.

5.11 AHERA Re-inspection – Kimberly Comet

Ms. Comet reviewed the responses to her RFP for this service, and offered a comparison of costs for George Goobanoff Associates and Ralph Curran Company. Ms. Comet's recommendation was to contract with George Goobanoff

Associates. There was a question as to the method of charging by square footage, which Ms. Comet will investigate.

6.0 AGENDA ITEMS/NEXT MEETING

The next meeting is scheduled for November 14, 2007.

Workers' Compensation Reports

7.0 ADJOURNMENT

Mr. Stephens adjourned the meeting at 1:12 PM.

Respectfully submitted,

Kimberly Comet
Risk Manager