



**City Hall Safety Committee
Minutes
February 4, 2010**

Meeting called to order at 1:20 PM

Present: Todd Drew, Sue Nett, Sylvia Bull, Kate Clausing, Adam Alix, Kristi Heim, Tom Stoffel, Tasha Saecker.

Absent: Pamela Captain

A. Approval of Minutes from January 7, 2010 meeting motion: K. Clausing second: T. Stoffel

B. Old Business

1. **EOEP – Update/ Review** – Maps in progress
2. **Memorial Building Update** – Refer to attached. Walk through conducted of areas cited in the initial inspection from May 2009.
4. **Senior Center Entrance** – S. Nett provided options for entrance signage which is to be posted on a hanger above the door. Sign dimensions 42" x 9". Motion made by K. Heim second S. Nett to approve sign with Menasha logo and Entrance. See attached

C. New Business

1. **Monthly Safety Topic** – “Its what you can’t see that can hurt us” was distributed and discussed.
2. **Injury Review** – Patron had an insulin reaction (suspected) at the library involved EMS call and transport. Nurse volunteer was kicked and spit on during the H1N1 clinic held on January 27, 2010 at Butte des Morts Elementary. Incident report completed.
3. **New Safety Issues, Concerns** – No additional concerns raised.

D. Training

1. **Difficult Customer/ Diversity training-** CIVMIC to provide Training to be conducted on April 8 & April 21. Two sessions each day 8:30am and 10:30am.

E. Meeting adjourned at 2:40 PM – Motion to adjourn: T. Saecker second S. Bull.

**Next meeting March 4, 2010 @ 1:15 PM at the Library – Gegan Room.