

## Safety Committee Minutes

**Date/Time:** 3:00 – 4:00 pm; 08/28/2024

**Location:** 4600 Debarr Road, Second Floor – Large Conference Room

Committee Roles		PRESENT?
Kim Isley	Executive Sponsor	X
Rachel Smithson	Chair	X
Dwayne Patterson	Vice-Chair	X
Mario Casados	Facilities Representative	X
Kelly Mullin	Communications Representative	X
Location Representatives		PRESENT?
Jennifer Stoehr	Brother Francis Shelter	X
Dantae Lloyd	Clare House	<input type="checkbox"/>
Jessie Talivaa	Complex Care	<input type="checkbox"/>
Seniqua Daniels	St. Francis House	X
Charity Duley	Third Avenue Resource & Navigation Center	X
Senior Directors		PRESENT?
David Rittenberg	Adult Homeless Services	X
Kjersti Langnes	Supportive Family Services	<input type="checkbox"/>
Guests		
		<input type="checkbox"/>

### Safety Committee Charter:

The committee started the final review and edit of the Charter.

- David Rittenberg will lead the final editing of the charter. When finished, it will be sent to the Safety Committee. A final review will be instructed to take place before the next meeting.
- Approval of the Charter will be November 26<sup>th</sup>.

### Safety Policies and Procedures:

John Huffman volunteered to review the CSS Safety Policies and Procedures.

- Main take away – to separate the Safety Policies and Procedures from the Emergency and Disaster Response Policy. Moving forward, there should be two documents.
- Kelly Millin will lead in the initial updates and separation of the two documents.
- Lockdown procedures will be drafted by Rachel Smithson. Once complete and approved by Dwayne Patterson and Kim Isley, include in the new Emergency and Disaster Response Policy.

### Next Meeting:

**Date/Time:** Tuesday, November 26<sup>th</sup>, 3:00 – 5:00pm

**Location:** 4600 Debarr Road, Second Floor – Large Conference Room

#### Action Items:

- Approval of Safety Committee Charter
- Approval of Safety Policies and Procedures
- Approval of Emergency and Disaster Response

#### Agenda Topics:

- Committee topic requests
- FEMA grant update (if applicable)
- Psychological safety for staff
- February meeting – include program incident/concerns to committee review.