

**SOUTHERN OREGON EDUCATION SERVICE DISTRICT**  
**Safety Committee Meeting Minutes**  
**November 13, 2023**  
**Via ZOOM**

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |                       |
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| <b>Call to Order</b> | 10:30 am                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                       |
| <b>Present</b>       | Via ZOOM-Daniel Weaver, Jim DeRouen, Dawn Stephens, Susan Peck, & Kathy Gregory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |                       |
| <b>Minutes</b>       | The minutes from the August 14, 2023 meeting were approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                       |
| <b>New Business</b>  | <p>August 2023 to October 2023 incident reports were reviewed.</p> <p>Reviewed workers comp graphs from 8/01/2023 to 10/31/2023.</p> <p>Committee decided to keep the meetings through ZOOM for 2024.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |                       |
| <b>Round Table</b>   | <p>Discussed that when the West Main Buildings lease is almost up, that we look for a new location. There is quite a bit of transient activity near that location and our staff does not feel safe.</p> <p>Jim is looking into putting a gate across the alcove on the 6<sup>th</sup> Street side at the Grape Street location so that we do not have transients camping out there overnight.</p> <p>Discussed having a supply of Narcan in case of an overdose at any of our sites. This would be kept by a point person at every site.</p> <p>Dan will reach out to Diane Dunas to look into having Pace or OSHA come in for extra safety training at our Franquette/Earhart locations. There has been quite a lot of incidents and want to make sure that our staff are fully trained to handle any situation.</p> |               |                       |
| <b>Next Meeting</b>  | December 2023 is a walk-through month so no meeting will take place. The next safety committee meeting is scheduled for January 08, 2024 at 10:30am via ZOOM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |                       |
| <b>Adjournment</b>   | 11:00 am                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                       |
| Daniel Weaver        | Business Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Jenni Wisdom  | Technology Services   |
| Jim DeRouen          | Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Kathy Gregory | Accountant            |
| Christina Moore      | Nurse                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vacant        | Licensed Staff        |
| Dawn Stephens        | Classified Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Susan Peck    | Administration        |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Vacant        | OSEA Appointed Member |