

Auten, Barbara

From: Auten, Barbara
Sent: Thursday, March 12, 2015 2:42 PM
To: Alvarado, Jorge
Cc: 'Bennett Baur'; Peterson, Sarah; Vigil, Suzanne; Anaya, JoeRay; Sanchez, Rhonda; Devine, Annette; Ireland, Anita; Lautenschlager, Debra; Maestas, Anthony; Regensberg, Elizabeth; Read, Jayla; Lucero, Gabriela; Casillas, Irene; Rio, Francis; Cockman, Matthew; Crook, Susan; Pacheco, Paul; Zelle, Vicki; Mead, Robert
Subject: Agenda, minutes and attendance of the Loss Prevention and Control Committee
Attachments: Agenda and minutes 3-12-2015-bva.pdf; Attendance LPCC 3-12-2015-bva.pdf

Jorge: attached you will find the agenda, minutes (on the agenda) and the attendance of the LPCC meeting today. We had some trouble with the technology but were finally able to get it going. We will be meeting again during the first week of April because people had not had time to review the documents.

Thanks!

Loss Prevention and Control Committee: Agenda and Minutes March 12, 2015 by Webex and phone

Item #	Item	Member	Notes
1	Attendees	Barbara Auten	<p>Present: see attached attendance</p> <p>Absent:</p>
2	Introduction	Barbara Auten	<p>Name, Office Assignment</p> <p>Did not do well because of “muting and unmuting” difficulties</p>
3	<p>Orientation to Loss Prevention and Control</p> <p>LPCC & duties</p> <p>Safety Committees & duties</p> <p>Election of Chairperson</p> <p>Election of Secretary</p>	Barbara Auten	<p>Notebooks?</p> <p>Orientation: 1.6.4.8 <i>Done –no questions</i></p> <p>LPCC & duties: 1.6.4.9 <i>Done –no questions</i></p> <p>Safety Committee: 1.6.4.10 <i>Done –no questions</i></p> <p>Chairperson nominations: <i>Matthew Cockman volunteered</i></p> <p>Chairperson elected: <i>Matthew Cockman elected</i></p> <p>Secretary nominations: <i>Liz Regensberg, nominated by Paul Pacheco, second by Michael Sena</i></p> <p>Secretary elected: <i>Liz Regensberg</i></p>
4	<p>Implementation Schedule</p> <ul style="list-style-type: none"> • Website 	Barbara Auten	<p>Assignment to provide IT with items to post:</p> <p><i>Liz Regensberg volunteered to work with IT to post training and LPCC items</i></p>

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	<ul style="list-style-type: none"> • Welcome Packet • Policies 		<p>Assignment to review Welcome Packet for new acknowledgement forms & to provide “catch up” to all current employees re acknowledgement of loss prevention and control:</p> <p><i>Suzanne Vigil will incorporate the LPCC material into Welcome Packet. Current employees will need to acknowledge receiving the material and sign an acknowledgement to be filed in personnel file.</i></p> <p>Status: <i>Barbara Auten - Workers Compensation Procedures and Return to Work Procedures will be ready for review within the next 10 days.</i></p>
5	Identify training needs for committee members?	Chairperson	<p>What kind of training?</p> <ul style="list-style-type: none"> • <i>State OSHA regarding standards?</i> • <i>Ergonomics</i> <p>Who will do it?</p> <ul style="list-style-type: none"> • <i>Barbara Auten will find a contact person at State OSHA, Vicki Zelle will determine if there is training;</i> • <i>Barbara Auten will send information on calendar of training on Ergonomics through Risk Management.</i>
6	Report of Workers Compensation Claims	Suzanne Vigil	<i>LOPD has very low report of WC claims. Suzanne was not here today but will provide info next time.</i>
7	Report of Civil Rights Claims	Barbara Auten	Civil rights claims come to Barbara Auten. Will report on this each meeting
8	Establishment of safety committees	Chairperson	<p>Plan:</p> <p>A: each LPCC member will try to find a safety person in their office</p> <p>B: the DD will either serve as the safety person or designate a safety person</p>
9	Identify next meeting date and agenda items	Chairperson	Within 30 days then to quarterly
10	Prepare meeting minutes for Chief Public	Secretary	<p>Brief review with members:</p> <p>Meeting minutes approved by members.</p>

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	Defender		If approved then send to all members and Chief Alvarado
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Barbara V. Auten

Barbara V. Auten, LPC Program Coordinator (Acting Secretary)

3-12-2015

Jorge Alvarado

4/20/2015