



Commonwealth Safety Committee

Meeting Minutes December 14, 2020

Attendance:

[X] Phil Sapp – Chairperson/Coordinator [X] Sara Alexander – Vice Chairperson
[X] James Umfleet [] Nicole Antons [X] Missy Sapp [] Joana Alfaro
[] Landry Saunders - Secretary [] Jared Landau – IT [X] Kristine Rupp – HR

- **Called Meeting to Order:** 10:04am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
 - No safety incidents to report
- **Community Manager Emergency Communication Plan:**
 - Discussed the current project of creating an Emergency Communication Plan for Community Managers.
 - The managers that completed our first “prototype” form were confused about the sort of information to enter and what to do with the form when they were done.
 - We, the committee, have some work to do to make the form more user friendly and to better explain what the document is for.
- **Fall and Winter Safety:**
 - Discussed the Fall and Winter safety KIT and the new Inclement Weather Poster. The information is helpful and managers are reminded to take a look. The new poster(s) should be printed, in color, laminated and posted throughout the community.
- **New Business/Assignments:**
 - New Business for next year; get ready for office elections (Chairperson, Vice Chairperson and Secretary) and New 2021 Safety Slogan.
 - Phil and Missy will put together the January 2021 Safety KIT.
- **Meeting Adjourned at 10:30 am**

“Safety starts with S and begins with YOU!”