



# Commonwealth Safety Committee

## Meeting Minutes November 13, 2023

### Attendance:

Phil Sapp – Chairperson/Coordinator

Cory Dettrich – Vice Chairperson       Missy Sapp - Secretary

Nicole Antons       Bob Cox and Heidi Propp

Heather McDuffie – HR

Ryan Erickson – VP/Washington       Sarah Hall – Guest RM/Washington

Jacob Arntson - Guest RM/Washington

- **Called Meeting to Order:** 10:04 am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
  - No incidents to report!
- **New Business/Assignments:**
  - Discussed future property visits to JO Properties new to Commonwealth.
  - Missy will work with Heather, Ryan and Tom to select properties the committee could visit, starting as early as spring 2024.
  - Potential new project for 2024 will be to go through and update the Workplace Safety Manual.
  - Our next meeting will be the last of the year and we will meet at Commonwealth.
- **Meeting Adjourned at 10:45 am**

*“Stay Focused on Safety”*