

MINUTES  
 General Employee Injury Review Board  
 Thursday, June 27, 2019  
 Public Meeting Room #3  
 City Hall  
 9:30 a.m.

The meeting was called to order by Chairman Hawkins at 9:35 am.

1. Roll Call

Michael Hawkins, Chairman  
 Candy Brown, Safety & Risk Officer  
 Britt Hubbard, Vice Safety Rep

Members Absent:

Others Present:

Jason Mansel, Acting Safety Rep  
 Kelli Alvarado, Safety Rep  
 Travis Estep, Planning  
 Shari Rodrick, HR

Excused\*

Unexcused\*\*

2. Minutes

A. Approval of minutes of May 23, 2019.

Motion to approve minutes by Candy Brown with a second by Britt Hubbard.

AYES: All NAYS: None Motion carried.

3. Old Business:

**A. Pollard Pierce-Ingram, Marsha (4/11/19)**

Ms. Pollard Pierce-Ingram was not present. Safety Rep Mansel was present.

Mansel stated that Pollard Pierce-Ingram was stationary when she was struck by another vehicle. The board had no questions.

Motion was made by Brown with a second by Hubbard to rule this as non-preventable with zero (0) points assessed. AYES: All NAYS: None, Motion carried.

4. New Business:

**A. Sullivan, Barry (5/30/19)**

Mr. Sullivan was not present. Safety Rep Mansel was present.

Mansel stated that there was not an incident, the employee just started having back pain and sought medical attention. The board had no questions.

Motion was made by Brown with a second by Hawkins to rule this as non-preventable with zero (0) points assessed. AYES: All NAYS: None, Motion carried.

**B. Wirt, James (5/8/19)**

Mr. Wirt was not present. Safety Rep Mansel was present.

Mansel stated the employee needs to slow down, especially during inclement weather. He stated the accident was preventable.

Motion was made by Brown with a second by Hubbard to rule this as preventable with two (2) points assessed. AYES: All NAYS: None, Motion carried.

**C. Brown, Charlotte (5/24/19)**

Ms. Brown was present. Safety Rep Alvarado was also present along with Travis Estep.

Brown stated she was walking down the back staircase when her foot went backwards. She grabbed the stair rail when tripping. She stated she didn't have anything in her hand at the time. She twisted her leg and bent her toe back.

Estep added that there were no conditions on the stairwell that would contribute to the fall; it was kind of a freak accident.

Motion was made by Hubbard with a second by Hawkins to rule this as non-preventable with zero (0) points assessed. AYES: All NAYS: None, Motion carried.

**D. Smith, Rashawn (5/23/19)**

Ms. Smith was not present. Safety Rep Lewis was not present.

Prior to the meeting, Lewis informed HR that Smith's injury would need to be tabled until the next meeting.

Motion was made by Brown with a second by Hawkins to table this until the next meeting. AYES: All NAYS: None, Motion carried.

5. Consider any other injuries reported: None

6. Communication/Discussion:

7. Adjournment:

Motion by Brown with second by Hawkins to adjourn the meeting at 10:12 a.m.