

Open meeting law complied with. Quorum verified.

**Call to order:**

The meeting was called to order at 9:05 A.M. at the Vilas County Courthouse by Chairman Kathleen Rushlow with the following members present: David Alleman, Gina Egan, Gene Leveille, Martha Milanowski, and Tom Numrich. Jim Jefferson and Greg Schiek were excused. Other persons present at various times during this meeting: Ted Hayes of Wausau Insurance Co., Jim Galloway and Mike Dreger.

**Approve agenda to be discussed in any order by the Chair:**

Motion by T. Numrich, 2<sup>nd</sup> by G. Egan to approve the agenda with the agenda order at the Chair's discretion. All voting aye. Carried.

**Approve previous minutes:**

Motion by G. Egan, 2<sup>nd</sup> by K. Rushlow to approve the minutes of the July 18, 2006, meeting as presented. All voting aye. Carried.

**Workers Compensation Loss Analysis – Ted Hayes, Wausau Insurance Co.:**

Ted Hayes, Safety Consultant for Vilas County's workers compensation insurance carrier, Wausau Insurance Co., began a presentation regarding the county's workers compensation loss and claim history going back to 2005. Cost for claims had increased for 2007 but appear to have declined so far for policy year 2008. He identified three primary areas of recurring losses: Slips and falls/same level; Struck by/against; Materials handling-manual. T. Hayes urged the committee to begin to take preventative measures to reduce the losses incurred in those three areas, and offered to help implement a successful program. The Chair interjected that this action would need to be conducted at the department level, and overseen by the Loss Control Committee. The committee then discussed which department could most immediately benefit from a Loss Control program. Motion by K. Rushlow, 2<sup>nd</sup> by M. Milanowski to begin a Loss Control Safety inspection and risk assessment program in the Highway Department. T. Hayes will assist with this effort, including providing contacts with other Wisconsin county highway departments that have been successful in these efforts. T. Numrich, M. Milanowski and G. Leveille will be the committee members initially involved. M. Dreger, Highway Department union representative will assist them. A Safety Inspection checklist will be developed using the model prepared by T. Hayes and a Risk Assessment Process will be implemented.

T. Hayes then introduced a model Vilas County Incident Investigation Form, which he encouraged the committee to provide to all department heads, so that all incidents involving injury and/or workers compensation claims could be thoroughly investigated and reviewed in a timely manner by the Loss Control Committee. T. Hayes will provide an electronic version to the Clerk. K. Rushlow felt that this committee should meet quarterly to review these forms and make recommendations. In general, the committee felt that loss control efforts have been lacking and need to be increased.

**Loss control – employee education and training:**

T. Hayes provided a catalog of free resources available from Wausau Insurance to help with employee loss control and safety training. G. Egan stated that the Public Health

Department would be holding a Hand Washing & Coughing Health Safety training for county employees in the next few months.

**Letters and Communications:**

None presented.

**Set next meeting date and time:**

The Chair felt that the committee should meet again in 2 months to measure the progress of the Highway Department loss control efforts. The next meeting was scheduled for Wednesday, October 1, 2008 at 9:00A.M.

**Adjournment:**

Motion by T. Numrich, 2<sup>nd</sup> by G. Leveille to adjourn. All voting aye. Carried. The meeting adjourned at 10:29 A.M.

Respectfully submitted by:

David R. Alleman  
Vilas County Clerk

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