

MINUTES  
General Employee Injury Review Board  
Thursday, January 25, 2024  
2<sup>nd</sup> Floor Conference Rm  
City Hall  
9:30 a.m.

The meeting was called to order by Chairman Hawkins at 9:32 a.m.

**1. Roll Call**

Michael Hawkins, Chairman  
John Breit, Vice-Chairman  
Candy Brown, HR Deputy Director

Members Absent:

Others Present:

Cynthia Cornish, HR Administrative Assistant  
Lisa Dawsey, HR Workforce Administrator  
Kristin Herr, Library Director  
Jason Mansel, Solid Waste Superintendent  
Roy Rodrick, Animal Welfare Superintendent  
James Bonnarens, Lakes Superintendent

Excused\*

Unexcused\*\*

**2. Minutes**

**A. Approval of minutes for November 16, 2023, regular meeting with modification of the spelling of Breit's name on Item E line 4.**

Motion to approve minutes by Brown with a second by Breit.

AYES: Brown, Hawkins, Breit

No's: None

Motion Carried

**3. Review of the IRB Policy and Code.**

Brown asked the committee to review current IRB Policy and make sure they understand the policy on what points you can access. The current policy that is posted on the website is what you have to go by. They are currently working on a revision of this one, but in the meantime review what is on the city's website.

**OLD BUSINESS:**

**A. Kathy Hines (09/26/2023) Library.**

Library Director Kristin Herr was present and explained that Kathy is now retired.

Chairman asked Herr to explain what happen when Hines was injured.

Herr replied that Hines was walking outside at lunch and fell on the concrete on her face.

Brown asked if the sidewalk had cracks.

Herr replied it did and was in poor condition. Streets did do a repair job and poured some asphalt but mainly filling in the cracks. The repair helped, but it still needs to be replaced.

**A motion by Brown to deem the injury as non-preventable with 0 points assessed with a second by Breit.**

**AYES: Breit, Hawkins, Brown, Herr**

**No: None**

**Motion passed.**

**B. Richard Franz (08/10/23) Emergency Communications.**

A motion by Brown with a second by Breit to table until the next meeting due to the request of Franz.

AYES: Brown, Hawkins, Breit

No: None

Motion passed.

**C. Jonathan Hull (11/01/23) Solid Waste Collection/Public Works.**

Hull was present with Solid Waste Superintendent, Jason Mansel.

Chairman asked Hull to explain what happened the day of his injury.

Hull explained he took a drink of his coffee and started coughing and the next thing he knew he blacked out, when he regained consciousness, he was on the floor and did not want to go to the hospital but was told he had to.

Brown asked if he hit his head.

Hull replied he had a beanie on.

Brown stated since he hit his head on the shop floor that was why they wanted him checked out.

Hull replied he did not think he fell that far.

**A motion by Breit to deem the injury as non-preventable with 0 points assessed with a second by Brown.**

**AYES: Breit, Hawkins, Brown, Mansel**

**No: None**

**Motion passed.**

**NEW BUSINESS:**

**Amy Windham (11/17/23) Animal Welfare**

Windham was present with Animal Welfare Superintendent, Roy Rodrick.

Chairman asked Windham to explain what happened on the date of the injury.

Windham explained she had her gloves on and was repositioning a dog that in positioned wrong in the freezer, there was ice built up on the side and when she moved the dog the ice scraped her knuckle and then it got infected.

Breit asked if other employees are notified on how to position animals.

Rodrick replied they are trained and anytime something like this happens they are reminded again. Rodrick stated Windham always takes precautions and wears her gloves, but who would have thought the ice could penetrate through the glove like that.

**Brown made a motion with a second by Breit to deem this a non-preventable with zero points assessed.**

**AYES: Breit, Brown, Hawkins, Rodrick**

**No: None**

**Motion Passed.**

**Juan Rodriguez (12/20/2023) Lakes**

**Rodriguez was present with Lakes Superintendent, James Bonnarens.**

Chairman asked Rodriguez to explain what happened on the day of the injury.

Rodriguez explained he was collecting for camp site fees when he approached a guy who was sleeping in a van, there was a large dog sleeping under the van. He had been around this dog before and knew he was friendly, when he approached the van, the dog was on a leash and ran around his leg and when he turned to move, the dog took off and twisted enough to where the leash was tight on the left foot. He stated to fall but bent down to prepare for the fall but the dog jumped up into the van before he could put his hands down, twisting his body and making him fall.

Candy reminded the Superintendent that all paperwork needs to be completed before sending to HR.

Bonnarens replied that a completed copy was given to the HR Director, and he will make sure a copy is sent to her.

**Breit made a motion with a second by Brown to deem this a non-preventable with zero points assessed.**

**AYES: Breit, Brown, Hawkins, Rodrick**

**No: None**

**Motion Passed.**

4. Adjournment:  
Motion made by Brown to adjourn the meeting and was seconded by Breit. Meeting adjourned at 10:33 am.

Next meeting scheduled for February 22, 2024.