

Loss Prevention and Control Committee: Agenda and Minutes  
March 12, 2015 by Webex and phone

Item #	Item	Member	Notes
1	Attendees	Barbara Auten	<p>Present: see attached attendance</p> <p>Absent:</p>
2	Introduction	Barbara Auten	<p>Name, Office Assignment</p> <p>Did not do well because of “muting and unmuting” difficulties</p>
3	<p>Orientation to Loss Prevention and Control</p> <p>LPCC &amp; duties</p> <p>Safety Committees &amp; duties</p> <p>Election of Chairperson</p> <p>Election of Secretary</p>	Barbara Auten	<p>Notebooks?</p> <p>Orientation: 1.6.4.8 <i>Done –no questions</i></p> <p>LPCC &amp; duties: 1.6.4.9 <i>Done –no questions</i></p> <p>Safety Committee: 1.6.4.10 <i>Done –no questions</i></p> <p>Chairperson nominations: <i>Matthew Cockman volunteered</i></p> <p>Chairperson elected: <i>Matthew Cockman elected</i></p> <p>Secretary nominations: <i>Liz Regensberg, nominated by Paul Pacheco, second by Michael Sena</i></p> <p>Secretary elected: <i>Liz Regensberg</i></p>
4	<p>Implementation Schedule</p> <ul style="list-style-type: none"> <li>Website</li> </ul>	Barbara Auten	<p>Assignment to provide IT with items to post:</p> <p><i>Liz Regensberg volunteered to work with IT to post training and LPCC items</i></p>

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	<ul style="list-style-type: none"> <li>Welcome Packet</li> <li>Policies</li> </ul>		<p>Assignment to review Welcome Packet for new acknowledgement forms &amp; to provide “catch up” to all current employees re acknowledgement of loss prevention and control:</p> <p><i>Suzanne Vigil will incorporate the LPCC material into Welcome Packet. Current employees will need to acknowledge receiving the material and sign an acknowledgement to be filed in personnel file.</i></p> <p>Status: <i>Barbara Auten - Workers Compensation Procedures and Return to Work Procedures will be ready for review within the next 10 days.</i></p>
5	Identify training needs for committee members?	Chairperson	<p>What kind of training?</p> <ul style="list-style-type: none"> <li>State OSHA regarding standards?</li> <li>Ergonomics</li> </ul> <p>Who will do it?</p> <ul style="list-style-type: none"> <li>Barbara Auten will find a contact person at State OSHA, Vicki Zelle will determine if there is training;</li> <li>Barbara Auten will send information on calendar of training on Ergonomics through Risk Management.</li> </ul>
6	Report of Workers Compensation Claims	Suzanne Vigil	<i>LOPD has very low report of WC claims. Suzanne was not here today but will provide info next time.</i>
7	Report of Civil Rights Claims	Barbara Auten	Civil rights claims come to Barbara Auten. Will report on this each meeting
8	Establishment of safety committees	Chairperson	<p>Plan:</p> <p>A: each LPCC member will try to find a safety person in their office</p> <p>B: the DD will either serve as the safety person or designate a safety person</p>
9	Identify next meeting date and agenda items	Chairperson	Within 30 days then to quarterly
10	Prepare meeting minutes for Chief Public	Secretary	<p>Brief review with members:</p> <p>Meeting minutes approved by members.</p>

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	Defender		If approved then send to all members and Chief Alvarado
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*Barbara V. Auten*

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Barbara V. Auten, LPC Program Coordinator (Acting Secretary)

3-12-2015

*Jorge Alvarado*

*4/20/2015*