

**AGENDA ITEM # 18**

**July 6, 1999**

Consider taking any appropriate action including, but not limited to setting date for public hearing date on TEA-21 program.

Moved: Commissioner Hays

Seconded: Judge Doerfler

Motion: To authorize advertising 2 o'clock p.m. July 27, 1999, for public hearing on TEA-21 program in Commissioners Courtroom in Williamson County Courthouse.

Vote: Motion carried 3 - 2 with Commissioners Heiligenstein and Boatright voting against the motion.

**AGENDA ITEM # 19**

**July 6, 1999**

Discuss and consider designating sex offender counselors used by CSCD as professional services exempt from competitive bidding procedures.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To approve designation of sex offender counselors used by CSCD as professional services exempt from competitive bidding procedures.

Vote: Motion carried 5 - 0

**AGENDA ITEM # 20**

**July 6, 1999**

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Discuss and take appropriate action on approving proposed safety resolution, loss control program organizational chart, loss control team roles and responsibilities and implementation time line.

Benefits Administrator Lisa Zirkle discussed resolution creating Steering Committee and Loss Control Team;

Organizational chart for teams (Steering Committee, Loss Control team members and representatives);

All county employees

Responsibilities and roles for each type team member

Mrs. Zirkle advised approval on June 1, 1999, with Loss Control team members to be assigned by July 20, 1999;

TAC training scheduled for August 11, 1999;

Training employees from October 1, 1999, through the end of the year.

Moved: Judge Doerfler

Seconded: Commissioner Heiligenstein

Motion: To approve safety resolution, Loss control program organizational chart, Loss control team roles and Responsibilities and implementation time line.

Vote: Motion carried 5 - 0

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STATE OF TEXAS

\* THE COMMISSIONERS COURT OF

COUNTY OF WILLIAMSON

\* WILLIAMSON COUNTY, TEXAS

KNOW ALL MEN BY THESE PRESENTS THAT ON THIS, the 6th day of July, 1999, the Commissioners Court of Williamson County, Texas, met in duly called session at the Courthouse in Georgetown, with the following members present;

John C. Doerfler, County Judge  
 Mike Heiligenstein, Commissioner, Pct. #1  
 Greg Boatright, Commissioner, Pct. #2  
 David Hays, Commissioner, Pct. #3  
 Frankie Limmer, Commissioner, Pct. #4

and at said meeting, among other business, the Court considered the following:

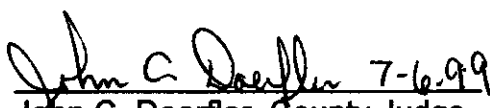
### RESOLUTION

WHEREAS, the Williamson County Commissioners Court is concerned with the safety of employees and the public; and,

WHEREAS, injuries cause suffering and financial loss to employees, their families, and the public and unnecessarily exhaust tax dollars which are needed to provide essential services; now,

THEREFORE BE IT RESOLVED that the Williamson County Commissioners' Court hereby proclaims that every effort will be made to reduce the frequency of injuries by encouraging and supporting compliance with all safety ordinances, regulations, and laws. In addition, the Commissioners' Court will create and monitor a method for accomplishing the objectives of this resolution. This will be done through the efforts of the Loss Control Coordinator and the Loss Control Steering Committee.

RESOLVED THIS 6TH DAY OF JULY, 1999.

  
 John C. Doerfler, County Judge

ATTEST:

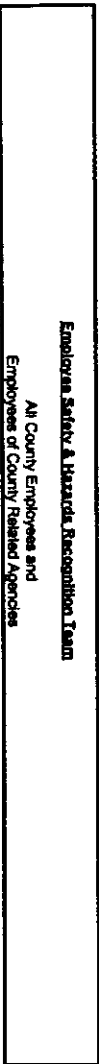
  
 Nancy E. Rister, County Clerk

Judge John Doerfler  
Mike Heiligenstein, Greg Boaright, David Hays, Frankie Ummer

**Lisa Zinke - Coordinator, Debe Trent, Lee Garrett, Bob Space, John Sneed, Shawn Newsum, Julie Wolff**

### **Loss Control Steering Committee**

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**Proposed Loss Control Team Roles & Responsibilities**

**Steering Committee**

Committee meets quarterly

Pro-active focus

Reviews reports provided by Loss Control Team, Employee Benefits Department Health & Safety Specialist and County Auditor's Office Risk Management Specialist

Can request inspections and training assistance from TAC

Addresses problems not reconciled by Loss Control Team, whether the problems are presented by individual team members, loss control representatives or employees

Reviews safety award recommendations and selects employees & departments for annual recognition at County Government Week Employee Appreciation Lunch

**Loss Control Team Committee**

Team meets monthly

Reactive focus

Reviews loss reports from Individual Loss Control Team Members

Resolves problems not easily reconciled by Individual Loss Control Team Members, whether the problems are presented by team members, representatives or employees

Reports findings from loss report review and problem reconciliation to Steering Committee

Reviews safety award recommendations and selects employees or departments for bi-monthly recognition; reports selection to Employee Benefits Department for inclusion in employee newsletter; forwards all safety award recommendations to appropriate supervisor for use in employee's periodic performance reviews

**Individual Loss Control Team Members**

Should have good rapport with Employees

Attends Training Sessions to become more knowledgeable about safety hazard identification, accident investigation and analysis

Reviews and analyzes losses for their area and assigned Loss Control Representative Departments; reports findings at Loss Control Team Meetings

Responds to requests for claims processing information from Employee Benefits Department Health & Safety Specialist and County Auditor's Office Risk Management Specialist

Performs accident investigations for their area and assigned Loss Control Representative departments to follow up TWCC-1 submission or vehicle claim

Performs scheduled and unscheduled inspections for their area and that of assigned Loss Control Representative departments to identify safety hazards

Makes recommendations to appropriate Elected Official or Department Head for safer procedures or safety equipment in order to reduce safety hazards

Investigates safety hazards reported from Loss Control Representatives and Employees

Forwards safety hazard investigation reports to appropriate supervisor for use in employee's periodic performance evaluation

Provides additional information as necessary regarding safety award recommendations to allow Loss Control Team to make award selections

Loss Control Representatives

Serves as point of contact and departmental information resource for Loss Control Team  
Member assigned with responsibility for the department  
Provides for storage and distribution of appropriate safety forms and information  
Refers any reported safety hazards to their Loss Control Team Member for inspection and investigation

All County Employees

Follows safety guidelines that are applicable to job duties  
Identifies and reports safety hazards in their work area or work processes to the appropriate Supervisor, Loss Control Representative or Loss Control Team Member; may also report problems to Steering Committee if not satisfied with action of those to whom hazards have previously been reported  
Evaluated during periodic performance reviews on compliance with job specific safety guidelines  
Identifies and recommends fellow employees or departments for bi-monthly safety award recognition

[illegible]

August 11th, 8 a.m. - 12 p.m. - Loss Control Team Training, County Maintenance Facility  
September 14th - 8 a.m. - 5 p.m. - TAC Regional Loss Control Workshop, County Maintenance Facility

AGENDA ITEM # 21July 6, 1999Consider approving transfer of the following fixed assets from auction items to Health District:

(2) upholstered office chairs, A102523 &amp; A102455

Moved: Commissioner Hays

Seconded: Commissioner Heiligenstein

Motion: To approve transfer of the following fixed assets from auction items to Health District:

(2) upholstered office chairs, A102523 &amp; A102455

Vote: Motion carried 5 - 0

&lt; Clerk copy here &gt;

## CHANGE OF FIXED ASSET STATUS

DATE 6-23-99

THE FOLLOWING FIXED ASSET IS TO BE: (Circle One)

TRANSFERRED

SOLD

DISPOSED

*- these items were originally approved for Auction - now they are to be transferred - PL*

## FIXED ASSET

Quantity	Description	Model	Serial #
2	Upholstered office chairs, with		A102523
	arms, on wheels. Tweedy pink,		A102455
	purple black upholstery.		

FROM (Transferor): Maintenance Dept's Auction BarnTO (Transferee): Social Services, Williamson Co. & Cities Health District,  
211 Commerce Cove, Suite 109, Round Rock, TX. 78664

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Transferor - Elected Official/Department Head

approved 7-6-99

John C. Doyler

Sharon Shadwick, Director of Social Services, WCCOHS

Transferee - Elected Official/Department Head

PL