

### AGENDA 30

151

Discuss and consider awarding food service contract for jail and juvenile services.

Four bids were received for food service contract for jail and juvenile services.

ABL is the current provider

Basic Food Service out of Lubbock

CFM – Correctional Food Service Management

Arrow-Mart

Moved: **Commissioner Boatright**

Seconded: **Commissioner Heiligenstein**

Motion: To award food service contract to Correctional Food Service Management at a cost of \$0.879 per meal at the jail and \$1.995 for the juvenile facility

Vote: 4 – 0 Commissioner Hays absent from the dais.

### AGENDA 31

Discuss and consider approving 30-day extension on current food service agreement.

Moved: **Judge Doerfler**

Seconded: **Commissioner Limmer**

Motion: To approve 30 day extension on current food service agreement.

Vote: 4 – 0 Commissioner Hays absent from the dais.

### AGENDA 32

Discuss and take appropriate action concerning recommendations from the Williamson County Loss Control Steering Committee.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To approve recommendations from the Williamson County Loss Control Steering Committee.

Vote: 5 - 0

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Recommendations from the Loss Control Steering Committee:

- 1) Driving Training – The curriculum for the TAC simulator course will be available in early summer. We are the first County to get to use this.
- 2) Hazardous Materials Postings & Requirements – We are developing posting procedures and would like to develop training for those departments who do not currently have inter-departmental training.
- 3) Emergency Evacuation Procedures – We are recommending that the Facilities Maintenance Dept. work with the various Fire Departments and make arrangements to set up evacuations for emergencies, whether fire or weather and that evacuation postings be provided and communicated to employees.

*approved 4-25-00*  
*John C. Daefler*

WORKERS' COMPENSATION CLAIMS - ANALYSIS BY OCCUPATION - 9/30/98 TO 9/30/99									
OCCUPATIONS	TOTAL OCCUPATIONS	SLIP/FALLS	VEHICLE ACCIDENTS	DRUG INFECTIONS	EXPOSURE BODILY	CARPEL TUNNEL	FOREIGN BODY	BITES HUMAN	
				RESPIRATORY	FLUIDS		NON-PERSON		
CLERK	1								
FIREFIGHTER	2		1						
HEALTH AIDE	1								
HEALTH TECH (EMS)	37	2		5	5				
INSPECTOR/TESTER	1		1						
JAIL/GUARD	14	2		2	1				
LABORER/HELPER	10	1	1				2		
LAW ENFORCEMENT	74	3	13	16		2	3	1	
MACHINE OP.	8		4						
MECHANIC/REPAIRMAN	4	1					1		
NURSE	2								
OFFICE WORKER	15	9	1				1		
PLANT VEH. OP.	1								
PROTECTIVE SVC. (JUV)	4	1							
SERVICE EMPLOYEE	5		1						
STRUCTURAL WORKER	1								
SUPERVISOR	1	1							
TOTAL INJURIES	181	19	22	23	6	2	8	1	

[illegible]

[illegible]

LOSS CONTROL TEAM  
SAFETY QUESTIONNAIRE ANALYSIS

DEPARTMENT NAME/ID	NUMBER OF EMPLOYEES	PI = PERSONAL INJURIES VIA VEHICLE ACCIDENTS	IDENTITY TREND (YES/NO)	EXPLAIN TREND	EMPLOYEES RECEIVE JOB TRAINING - GOOD SAFETY PRINCIPLES (YES/NO)	TYPE & DURATION OF TRAINING	TRAINING EFFECTIVE (YES/NO)	REQUEST FOR OFFICE ERGONOMICS REVIEW (YES/NO)	COUNTY SHOULD PROVIDE ANCILLARY TRAINING (YES/NO)	EMERGENCY SPECIFIC TRAINING REQUESTED	HOW OFTEN	KNOWLEDGE OF HAZCOM (YES/NO)	COMPLAINT WITH HAZCOM (YES/NO)	IDENTIFIED ISSUES NEEDING ASST FROM COMM COUNT	ADDITIONAL COMMENTS	NAME/TITLE/ OF PERSON COMPLETING FORM
28TH DISTRICT COUNT	4	0	NO	N/A	YES AND NO	NOT LISTED	NOT LISTED	YES	YES	EVACUATION FIRE AND HANDLING DIFFICULT CUSTOMERS	ANNUALLY	NO	N/A	NONE LISTED		JUDGE B. STUBBERFIELD 943-1228
27TH DISTRICT COUNT																
26TH DISTRICT COUNT	2	0	NO	N/A	NO	NOT LISTED	NOT LISTED	YES	NO	N/A	N/A	NO	N/A	SEWER GAS RELEASED INTO BUILDING FROM BASEMENT DRAINS	OFFICE AREA INFESTED GRANTS, ROACHES, MICE	JUDGE BURT CARPES 943-1388
ADULT PROBATION CSCD/CCTC	80	3	NO	N/A	YES	NEW HIRE AND REGULAR FACILITY TRAINING	YES	YES	YES	BY PROFESSIONAL RECOMMENDATIONS	TWICE A YEAR	NO	N/A	ANSWERED NO		ROCK ZINSMEYER 843-1873
COMMISSIONER COURT PRECINCT 1	3	0	NO	N/A	NO	OFFICE SAFETY AND FIRE EVACUATION	N/A	YES	YES	WHATEVER APPLIES TO SPECIFIC DEPARTMENT	NONE LISTED	YES	NO HAZARDOUS MATERIALS IN OFFICE	ANSWERED NO		JULIE WOLFF SPECIAL PROJECTS MGR 246-3238
COMMISSIONER COURT PRECINCT 2																
COMMISSIONER COURT PRECINCT 3	2	1 PI	NO	N/A	NO	ANSWERED NO	N/A	NO	YES	NONE LISTED	N/A	NO	UNK	ANSWERED NO		DIANNE PANTER ADL ASST. 890-3270
COMMISSIONER COURT PRECINCT 4																
COMMUNICATION 5	24	0	NO	N/A	NO	N/A	N/A	YES	YES	BACK INQUIRY AND HAZARD IDENTIFICATION	ANNUALLY	YES	YES	ANSWERED NO		GENIVA SHARPSON DIRECTOR 843-1883
CONSTABLE PRECINCT 1	5	0	0	N/A	YES	MANDATORY 20 HOURS ANNUALLY PLUS ADDL HOURS ON RELATED TOPICS	YES	NO	YES	ANCILLARY AND HAZCOM	NEW HIRES AND A REFRESHER ANNUALLY	NO	UNK		WOULD LIKE INFO. ON TEXAS HAZARD COMM. ACT	PRISCILLA SMITH CHIEF DEPUTY 246-3238
CONSTABLE PRECINCT 2	2	0	N/A	N/A	YES	VISUAL - MONTHLY	YES	NO	NO	NONE LISTED	N/A	NO	NO HAZARDOUS MATERIALS IN OFFICE	NONE LISTED		MIKE LOCK CHIEF DEPUTY 280-4270
CONSTABLE PRECINCT 3	7	0	NONE	NONE	YES	LATEST INFO SEMINARS ON OFFER, SURVIVAL & EMERGENCY VEHICLE DRIVING	YES	NO	YES	CONFLICT RESOLUTION, BACK INQUIRY, DRIVING, SECURITY HANDLING SS	ANNUALLY	NO	UNK	OFFICE MAY NOT BE IN COMPLIANCE W/REAR CODE - NO REAR EXITS	OFFICE NOT EQUIPPED WITH HOT WATER NECESSARY FOR PROPER HYGIENE	BOBBY GUTIERREZ CONSTABLE 890-3312
CONSTABLE PRECINCT 4	7	1	NO	N/A	YES	PER STATE LAW AND IN-HOUSE TRAINING (2)	YES	NO	YES	HAZARD	ANNUALLY	NO	UNK	ANSWERED NO		MARTY RUBLE CONSTABLE 512-365-3491
COUNTY ATTORNEY AND CA HOT CHECK DIV.	32	2	NO	N/A	N/A	N/A	N/A	NO	NOT FOR OUR DEPT	N/A	N/A	NONE LISTED	NONE LISTED	N/A		PEGGY VASQUEZ EXECUTIVE ASSISTANT 843-1111

LOSS CONTROL TEAM  
SAFETY QUESTIONNAIRE ANALYSIS

DEPARTMENT NAME	NUMBER OF EMPLOYEES	PI = PERSONAL INJURIES VIA VEHICLE ACCIDENTS	IDENTITY TREND (YES/NO)	EXPLAIN TREND	EMPLOYEES		TRAINING EFFECTIVE (YES/NO)	REQUEST FOR OFFICE ECONOMIC S REVIEW (YES/NO)	COUNTY SHOULD PROVIDE ANCILLARY TRAINING	SPECIFIC TRAINING REQUESTED	SPECIFIC TRAINING HOW OFTEN	KNOWLEDGE OF HAZCOM (YES/NO)	COMPLIANT WITH HAZCOM (YES/NO)	IDENTIFIED ISSUES NEEDING ASST FROM COMA COUNT	ADDITIONAL COMMENTS	NAME/TITLE# OF PERSON COMPLETING FORM
					RECEIVE JOB SAFETY PRINCIPLES (YES/NO)	TYPE & DURATION OF TRAINING										
COUNTY AUDITOR	16	0	NO	N/A	NO	N/A	N/A	YES	YES	Safety/Back Nursery/Basic Office Safety	ANNUALLY	NO	NO	PURCHASE FIRE ESCAPES FOR ENTIRE COUNTY HOUSE		JILL RELEY FINANCIAL MGR 943-1183 AND MOLLY DOOLEY 943-1593
COUNTY CLERK AND RECORDS MGR.	27	0	NO	N/A	ANSWERED "SHOULD"	NONE LISTED	N/A	YES	YES	1. NEW/RENEW FIRE EXTINGUISHERS AND HAZARD 2. CURRENT EMPLOYEES: BACK MURDER PREVENTION	1. INCLUDE IN ORIENTATION 2. ANNUALLY	NO	UNK	NONE LISTED		NANCY RISTER COUNTY CLERK 943-1515
COUNTY COURT AT LAW NO. 1	4	0	N/A	N/A	NO	N/A	NOT LISTED	NO	YES	EMERGENCY PROCEDURES	ANNUALLY	NO	UNK	NONE LISTED		JUDGE KEVIN HENDERSON 943-1200
COUNTY COURT AT LAW NO. 2	3	0	NONE	N/A	YES	ANSWERED "IN OFFICE"	YES	NO	YES	CPR, FIRE EXTINGUISHER, EMERGENCY RESPONSE AND REPORTING	NOT LISTED	YES	YES	ANSWERED NO		JUDGE ROBERT MORSE 943-1410
COUNTY JUDGE	2	0	N/A	N/A	YES	BOTH JUDGE & ASST. FAMILIAR W/SAFETY PRINCIPLES & RESPONSIBLE USE OF EQUIPMENT	YES	NO	YES- IN DEPT'S WITH MORE THAN 1 OR 2 PEOPLE	ANCILLARY TRAINING LISTED	NOT LISTED	YES	YES	ANSWERED NO		JANE TABERNOU ADM. AIDE 943-1560
COUNTY TREASURER	3	0	NO	N/A	YES	NEW HIRE REVIEW AND SEMI-ANNUAL VERBAL REVIEW WITH CURRENT STAFF	YES	NO	YES	EMERGENCY - FIRE EVACUATION	NOT LISTED	YES	YES	ANSWERED NO		VIVIAN WOOD TREASURER 943-1565
DISTRICT ATTORNEY																
DISTRICT CLERK	18	0	NO	N/A	NO	ONLY 1 ECONOMIC SEMINAR IN RECENT YEARS	YES	YES	YES	ANCILLARY TRAINING LISTED	ANNUALLY	YES	UNK	JUSTICE CTR CONCERNS: 1. ONLY 1 DOOR TO EXIT IN CASE OF EMERGENCY - PUBLIC NOT AWARE OF 2ND DOOR 2. EXIT DOORS NEED PANIC BARS		RONNIE WOLBRUECK DISTRICT CLERK 943-1212
DPS - GEORGETOWN	3	0	NO	N/A	NO	NONE LISTED	N/A	NO	YES	ANCILLARY TRAINING LISTED	ANNUALLY	NO	UNK	ANSWERED NO		SGT. RANDY MILLS 899-2115
DPS - NORTHWEST	1	0	NO	NONE	YES	AS NEEDED	YES	YES	NO	GENERAL SAFETY PRACTICES AND OFFICE RELATED ISSUES	NOT LISTED	NO	UNK	ANSWERED NO	WOULD LIKE INFO ON TEXAS HAZARD COMM. ACT	SGT. GREG BOURLAND 356-8133
HR AND ELECTIONS	7	0	N/A	N/A	YES	PRIOR TO ELECTIONS	YES	NO	YES	NONE LISTED	NOT LISTED	YES	UNK	ANSWERED NO		JOHN WILLINGHAM DIRECTOR 943-1025
EMERGENCY MEDICAL STATION	77	6 PI 2 VA	YES	BACK INJURY AND BODY FLUID EXPOSURES	YES AND NO	BACK INJURY SAFETY CLASS - NEED ADDL CLASSES ON BODY FLUID EXPOSURE SAFETY	BI-ANNUAL (BACK INJ)	NO	YES	ANCILLARY TRAINING LISTED	SEMI- ANNUALLY	YES	YES	NEED DRIVING COURSES		JEFF HAYES DIRECTOR OF OPERATIONS 943-1294

LOSS CONTROL TEAM  
SAFETY QUESTIONNAIRE ANALYSIS

DEPARTMENT NAME	NUMBER OF EMPLOYEES	P1 = PERSONAL INJURIES VIA VEHICLE ACCIDENTS	IDENTIFY TREND (YES/NO)	EXPLAIN TREND	EMPLOYEES RECEIVE JOB TRAINING - GOOD SAFETY PRACTICES (YES/NO)	TYPE & DURATION OF TRAINING	TRAINING EFFECTIVE (YES/NO)	REQUEST FOR OFFICE ECONOMIC REVIEW (YES/NO)	COUNTY SHOULD PROVIDE ANCILLARY TRAINING	SPECIFIC TRAINING REQUESTED	SPECIFIC TRAINING HOW OFTEN	KNOWLEDGE OF HAZCOM (YES/NO)	COMPLIANT WITH HAZCOM (YES/NO)	IDENTIFIED ISSUES NEEDING ASST FROM COMM COURT	ADDITIONAL COMMENTS	NAME/TITLE OF PERSON COMPLETING FORM
HEALTH DISTRICT INSURING CLAIMS INFORMATION SYSTEMS	24	2 P1 2 VA	YES	NEEDLE STICKS - EMPLOYEES NOT FOLLOWING PROTOCOL	YES	ON JOB TRAINING - PER PROGRAM REQUIREMENTS	YES	NO	YES	ANCILLARY TRAINING LISTED	ANNUALLY	YES	YES	ANSWERED NO		JUDITH CARVER DIRECTOR OF NURSING R04-1987
JUSTICE OF THE PEACE PRECINCT 1	9	0	N/A	N/A	NO TRAINING	NONE LISTED	N/A	YES	YES	ANCILLARY TRAINING LISTED	ANNUALLY	NO	UNK	ANSWERED NO		JUDGE PATRICIA OTT 246-3719
JUSTICE OF THE PEACE PRECINCT 2																
JUSTICE OF THE PEACE PRECINCT 3	10	1	NO	N/A	NO	NONE LISTED	N/A	NO	NO	SAFETY AWARENESS FOR SHERIFF DEPT & ROAD-BRIDGE CREWS	BIANNUALLY	NO	UNK	ANSWERED NO		HELESA BURNS ADM ASST. R03-1908
JUSTICE OF THE PEACE PRECINCT 4																
JUVENILE SERVICES	80	2 VA	YES	REAR END COLLISIONS	YES	POLICY AND PROC. REVIEW TRAINING ON PAY DAY FRIDAYS (B. MONTHLY)	YES	NO	YES	ANCILLARY TRAINING LISTED	NEW HIRES ONLY	NO	UNK	ANSWERED NO		CHARLEY SWAGGS DIRECTOR R03-553
FACILITY MAINTENANCE	12	0	N/A	N/A	YES		YES	YES	YES	ANCILLARY TRAINING LISTED HAZARDOUS MATERIAL; WORKERS COMP RULES; ADA; PROCEDURES RE: REPORTING FLEET ACC TO INSURANCE	EVERY MONTH A DIFFERENT SUBJECT	YES	YES	ANSWERED NO		JOE LATTED DIRECTOR R03-3008
SHERIFF DEPT/ITAL	200	UNK	NO	N/A	YES	F.I.O. PROGRAM, ACCIDENT REVIEW BOARD	YES	NO	YES	NOT LISTED	NOT LISTED	YES	UNK	ANSWERED UNKNOWN		CAPT. RANDY TRAYLOR - SUPPORT SVCS R03-1300
TAX ASSESSOR-COLLECTOR	25	0	N/A	N/A	NO	N/A	N/A	YES	YES	BASIC EMERGENCY NEEDS AND INJURY PREVENTION	NOT LISTED	NO	UNK	ANSWERED TEND ADDRESSER		DEBORAH LANT TAX ASSESSOR-COLLECTOR R03-1801
UNITED ROAD SYSTEM VETERANS SERVICES	104	23 P1 10 VA	YES	SPRAINS, BRUISES, POISON IVY, DEBRIS IN EYE, BACKING COLLISIONS, UNATTENTIVE TO SURROUNDING	YES - TRY	FOREIGNER TRAIN ON SPECIFIC DUTIES, PROFESSIONAL IMPROVEMENT TRAININGS, SAFETY MEETINGS, TALGATE BRIEFINGS	YES	YES	YES	SAFETY ORIENTATION, HAZCOM	NOT LISTED	YES	YES	NONE LISTED		LEE GARRETT SAFETY & TRAINING COORDINATOR R03-5390

Consider revising workplace violence policy and review plans for related training.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To approve revising workplace violence policy and review plans for related training.

Vote: 5 - 0

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HUMAN RESOURCES DEPARTMENT  
Williamson County Courthouse  
710 Main St., Second Floor  
Georgetown, Texas 78626  
Phone: 512/943-1625

April 17, 2000

MEMORANDUM

TO: OFFICIALS/DEPARTMENT HEADS  
FROM: JOHN WILLINGHAM  
SUBJECT: TRAINING ON WORKPLACE VIOLENCE

*Approved 4-25-00  
John C. Doerfler*

Attached please find a draft of a revised workplace violence policy that provides somewhat more flexibility in dealing with threats and violent activity. We have recently designated a team to handle such problems, and we have arranged for an expert in the field to conduct training for you and your supervisors so you can recognize early warning signs and understand the best way to deal with complaints. The team includes legal, human resources, law enforcement, and psychological counseling representatives.

This is an important issue these days, and not only because of widely publicized national incidents. We, too, have had some disturbing incidents, and it is extremely important for you and your supervisors to try to attend one of the two-hour sessions scheduled below in the Commissioners Courtroom:

April 28, 9-11	May 12, 2-4
April 28, 2-4	May 19, 9-11
May 5, 9-11	May 19, 2-4
May 5, 2-4	June 2, 9-11
May 12, 9-11	June 2, 2-4

Each session has a limit of 12-15 persons, so please take that into consideration when you submit names for specific sessions. Please try to give us a list of your attendees by Monday, April 24. It is especially important to get your replies in early if you want to participate in the first sessions on April 28. You may also call Kay Eastes at 943-1625 with your information.

Thank you very much for your interest in this training. Our own safety and that of our employees could be greatly enhanced if we all participate fully in this activity.