

INTERAGENCY ADVISORY COUNCIL
ON
LOSS PREVENTION MEETING

February 7, 2007
9:30 A.M.-11:30 A.M.
Hermitage Centre
1st Floor, Conference Room
1801 Hermitage Boulevard
Tallahassee FL 32308

OPENING REMARKS:

Shanaz Sharifpour, Chairperson

Shanaz Sharifpour, IAC Chairperson, opened the meeting by asking everyone to introduce themselves and the agency they represented.

PRESENTATION OF:

November 1, 2006 Minutes

Shanaz Sharifpour, IAC Chairperson, presented the November 1, 2006, IAC Meeting Minutes for acceptance. Safety Coordinator, Tom Clemons, from the Department of Management Services made a motion to accept the minutes. Safety Coordinator, Mallory Horne, Jr., from the Department of Highway Safety & Motor Vehicle seconded the motion.

NEW BUSINESS:

New Direction for the IAC
(Shanaz Sharifpour and Jim
McClay)

Jim McClay, Department of Financial Services Administrator, introduced Melanie Cowgill, Department of Financial Services, Risk Management Insurance Administrator/Loss Prevention to everyone. Upon arrival to the meeting; everyone was given a packet of information unique to their agency. The contents included Individual Agency Top Claim Causes for the last two years, 2006 Chapter 284.50, Florida Statutes, IAC Operating Procedures, Risk Management's 2006 IAC Annual Report on Loss Prevention, Cause Code Groups, Workers Compensation, and STARS Code Listings. For those who were not able to attend, the information will be mailed to the agency's Safety Coordinator.

Future IAC Meetings: Shanaz Sharifpour, Safety Coordinator from the Department of Transportation, shared with everyone that the Interagency Advisory Council, (IAC) would be taking a new direction, consistent with Chapter 284.50, Florida Statutes. Jim McClay, from the Department of Financial Services, Division of Risk Management went over the IAC Mission Statement. Everyone was encouraged to take a few minutes to review the document and share their comments or concerns. If anyone wanted to make revisions to the Mission Statement, Jim suggested contacting Shanaz Sharifpour. In future meetings, Safety Coordinators/Alternates will be given the opportunity to share with the council issues or problems involving their safety programs. Another helpful part for the IAC would be to give agency guest speakers an opportunity to share success stories during the meetings to benefit other agencies on improving their loss prevention programs.

2007 IAC Loss Prevention Annual Report: The 2007 IAC Annual Report will show what the IAC accomplished in assisting agencies with solutions to their safety issues and will provide recommendations on loss prevention issues. The results of the Risk Services Safety Program Evaluation Survey will no longer be included in this Annual Report.

Safety Program Evaluations: Risk Services had a 100% response rate on the Safety Program Evaluation Survey. Jim explained the scores of the survey. Roger McDaniel, Safety Coordinator from the Department of Corrections made the point that Senior Management support is vital to a successful safety program. The next survey will be sent out this summer; its purpose will be to show where improvements should be made.

A letter is sent out annually to all Agency Heads, showing a five-year loss trend, from Trilly Lester, Department of Financial Services, Director of Risk Management. Shannon Segers, Department of Financial Services, Division of Risk Management, Bureau Chief of Property, Financial, and Risk Services, mentioned that one of the purposes of the letter was to bring to the attention of the agency heads the importance of having a safety program.

Agency Reports: Each Agency received a two-year Report showing frequency and severity of claims. Struck or injured by is becoming the leading cause of claims, over slips, trips, and falls in previous years. Jim mentioned the importance of reporting claims under the appropriate cause codes and cause code group. NOC or MISC. cause code groups should be monitored closely for accuracy. Trilly Lester offered any assistance needed to Safety Coordinators and Alternates regarding cause codes and cause code

groups. Jim McClay reiterated that record keeping is vital to a successful safety loss prevention program, and mentioned that safety programs may be audited or inspected in the future.

Trilly Lester and Denzil Weimorts, Division of Risk Management, Bureau Chief of State Employees Worker's Compensation, are currently in the process of reinstating agency Workers' Compensation Coordinators.

Job Safety Analysis: Job Safety Analysis, a description of all the potential hazards of an employee's position, was discontinued as a part of OSHA in 2000. The Department of Environmental Protection has a Job Safety Analysis for all the positions in the agency. A checklist may be accessed on their website. <http://www.dep.state.fl.us/>

IAC Committees: Shanaz Sharifpour asked volunteers to serve on a committee that would decide any safety issues/problems that need to be addressed in the upcoming IAC meetings where recommendations/suggestions for solutions may be presented at the next meeting. Kia Holmes, Alternate Safety Coordinator for the Public Service Commission suggested asking the winners of the Safety Awareness Campaign to share ideas of their agency's successes. Trilly Lester suggested addressing a topic from a specific category in the Risk Services Safety Program Evaluation Survey. The following people agreed to serve on the first committee: David Wiggins, Safety Coordinator from the Department of Management Services, Mallory Horne, Jr., Safety Coordinator from the Department of Highway Safety and Motor Vehicles, Tammie Kuhn, Safety Coordinator, from the Department of Health, Tommy Blankenship, currently working with Doug Dilday, Safety Coordinator from the Department of Juvenile Justice, and Matt Croghan, Alternate Safety Coordinator, from the Department of Agriculture and Consumer Services.

Mallory Horne, Jr., suggested forming an Ad hoc Committee for the purpose of coming up with ideas to give Safety Coordinators and Alternates ways to present their agency's Safety Programs to the agency heads. Shanaz agreed to email a very informative article to the Safety Coordinators and Alternates, which may assist in impressing upon upper management personnel the importance of giving their support regarding their agency's Safety Program. The following people agreed to serve on this committee: Mallory Horne, Jr., Safety Coordinator, from the Department of Highway Safety and Motor Vehicle, Roger McDaniel, Safety Coordinator from the Department of Corrections, Tammie Kuhn Safety Coordinator, from the Department of Health, Dave Vermette, Safety Alternate from the Department of State.

CLOSING REMARKS:

The next Interagency Advisory Council meeting will be held on May 2, 2007, 9:30 A.M.-11:30 A.M., in the 1st Floor Conference Room of the Hermitage Centre, 1801 Hermitage Boulevard, Tallahassee, FL 32308.

ADJOURNMENT:

Safety Coordinator David Wiggins, from the Department of Management Services made a motion to adjourn the meeting. Safety Coordinator, Roger McDaniel, from the Department of Corrections seconded the motion.

IAC MEMBERS PRESENT

Croghan, Matt	DACS	850.921.1102
Clemons, Tom	DMS	850.413.7190
Hales, Lori	FSU	SC 284.7684
Holmes, Kai	PSC	850.413.7709
Horne Jr, Mallory	HSMV	850.617.3494
Kirksey, Dione M.	DOR	850.921.1053
Kuhn, Tammie	DOH	850.245.4309
Lester, Trilly	DFS	850.413.4700
McClay, Jim	DFS	850.413.4776
McDaniel, Roger	DOC	850.410.4273
McDonnell, Michael J.	FPC	850.488.3417
O'Neal, Dana	JAC	850.488.2415 ext. 232
Replogle, Floyd	UWF	SC 680.7440
Sharifpour, Shanaz	DOT	850.245.1510
Trussell, Donald	DEP	850.245.2312
Tucker, Harriet	DFS	850.413.4434
Vermette, Dave	DOS	850.245.6580
Wiggins, David	DMS	850.9227535
Wright-Davis, Sheila	REV	850.921.1204

VISITORS PRESENT:

Blankenship, Tommy	DJJ	352.875.3725
Clemmer, Jo-Ann	DFS	850.413.4756
Cowgill, Melanie	DFS	850.413.4769
Guyton, Irish	AHCA	850.488.2964

Hotchkiss, LeAnne	FSU	850.644.7683
Martin, Pam	DFS	850.413.4704
Segers, Shannon	DFS	850.413.4750

RISK MANAGEMENT
EMAIL ADDRESSES:

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