

**INTERAGENCY ADVISORY COUNCIL
ON
LOSS PREVENTION MEETING**

November 5, 2008
9:30 A.M.-11:30 A.M.
Hermitage Centre
First Floor, Conference Room
1801 Hermitage Boulevard
Tallahassee, FL 32308

OPENING REMARKS:

David Wiggins,
IAC Chairperson

David Wiggins, Interagency Advisory Council (IAC) Chairperson, opened the meeting and greeted everyone. He started the meeting off on a sad note, informing everyone present of the unfortunate death of Matt Croghan, who was with the Department of Agriculture and Consumer Services, Alternate Safety Coordinator. David attended the funeral service on behalf of the IAC. Everyone respectfully paused and devoted a few seconds of silence for Matt.

PRESENTATION OF:

August 6, 2008,
IAC Meeting Minutes

David Wiggins presented the August 6, 2008 IAC meeting minutes for acceptance. David asked for comments or changes to the minutes. Laymon Gray, Safety Coordinator for Florida State University, made the motion to accept the minutes. Dave Vermette, Safety Coordinator for the Department of State, seconded the motion. The motion carried.

NEW BUSINESS:

Work Place Task Force
Group

David Wiggins informed everyone of the Florida Public Task Force on Workplace Safety, a task force group looking into public workplace safety. The people that have attended meetings or provided information to the Task Force are R. J. Castellanos, Director for Risk Management, with the Department of Financial Services, Deputy Director Linda Keen, with the Department of Financial Services, Division of Risk Management and David

Wiggins with the Department of Management Services (DMS). Secretary Linda South, with the Department of Management Services is the Chair of the Florida Public Task Force on Workplace Safety. Several meetings have been conducted and more are scheduled. One will be on November 14, 2008, in Ft. Lauderdale and another meeting will be in December in Jacksonville. The data and information gathered will be presented to the Governor's Office, the Legislature, and CFO Alex Sink, for the Department of Financial Services, who appointed the members of this task force group. In the upcoming months, more information will be given regarding the task force groups endeavors.

GUEST SPEAKERS:

R. J. Castellanos, Director of Risk Management

David Wiggins introduced R. J. Castellanos, Director of Risk Management (RM), who shared the reorganization of the Division of Risk Management. A section of the 2008 organizational chart of RM was passed out to everyone present. The Safety and Loss Prevention section of RM is being expanded. Linda Keen, Assistant Director of Risk Management was introduced. She was the former Inspector General for the Agency for Health Care Administration, and has a background in legal, auditing, nursing, and risk management.

One of the changes in the Workers' Compensation (WC) section is that the WC adjusters will work with a specific agency; this will allow the adjuster to become more familiar with the operations of the agency and assist everyone involved from a risk management perspective. CFO, Alex Sink, will be conducting meetings with the head of each agency on risk management issues. She will provide each agency with a six-month report of their claims and discuss how RM can assist the agency with different risk management services.

GUEST SPEAKER:

Tommy Blankenship, DJJ Safety Coordinator

Tommy Blankenship, Department of Juvenile Justice (DJJ) Safety Coordinator discussed and passed out information regarding space heaters in the workplace. There does not seem to be a specific policy on space heaters and most agencies have their own guidelines. Tommy provided a DMS handout requesting each agency to address and enforce this safety issue, along with a DFS handout provided by the Department of Financial Services Safety

Coordinator, Tory Desotell, on Holiday guidelines for space heaters used in the workplace. From a safety perspective, management should inform employees to be cautious.

GUEST SPEAKER:

Barbara Cutts, RM
Worker's Compensation
Administrator

Barbara Cutts gave a systematic, informative presentation on "How to File a Workers' Compensation Claim". Barbara stressed the importance of timely and accurate information submitted at the beginning of the claims process to insure the proper maintenance of the claim and to prevent over or under payments to the employee. She also informed everyone that Risk Management will have a new managed care provider January 2009. Melanie Cowgill, Loss Prevention Insurance Administrator, emailed copies of the PowerPoint presentation to all Safety Coordinators, Alternate Safety Coordinators, and Other Interested Party members after the meeting for their information and file.

GUEST SPEAKER:

Dr. Christopher M. Teaf

Dr. Christopher M. Teaf, from the Center for Biomedical & Toxicological Research, Florida State University, Tallahassee, Florida, gave an informative presentation on Safety in Workplaces: Recognition, Anticipation & Prevention. He outlined how safety training and attitudes can prevent accidents and by putting procedures in place, incidences may be avoided. Melanie Cowgill emailed copies of the PowerPoint presentation to all Safety Coordinators, Alternate Safety Coordinators, and Other Interested Party members after the meeting for their information and file.

CLOSING REMARKS:

David Wiggins, Chairperson

The next Interagency Advisory Council meeting will be held on February 4, 2009, 9:30 A.M.-11:30 A.M., in the first floor conference room of the Hermitage Centre, 1801 Hermitage Boulevard, Tallahassee, FL 32308.

ADJOURNMENT:

David Wiggins requested a motion to adjourn and Laymon Gray, Safety Coordinator from Florida State University made the motion to adjourn the meeting. Colonel Jesse Kinghorn, Jr., Safety Coordinator, from the Department of Military Affairs seconded the motion. The meeting was adjourned.

IAC MEMBERS PRESENT:

Billings, Martha	DOE
Blankenship, Tommy	DJJ
Camit, Joe	DMA
Castellanos, R.J.	DFS
Clemmer, Jo-Ann	DFS
Cowgill, Melanie	DFS
Desotell, Tory	DFS
Folks, Gerrie	DOAH
Ford, Debbie	PSC
Gardner, Buddy	DEA
Gray, Laymon	FSU
Hatfield, Billy	LEG
Henry, Hope	DOH
Kelly, Amy	APD
Kenyon, Brian	AHCA
Kinghorn Jr., Jesse	DMA
Kirksey, Dione M.	DOR
Jones, Carla	HSMV
Laing, David	HSMV
Long, Tom	SCS
McClay, Jim	DFS
Neeley, Joel	LEG
Ochalek, Larry	LOT
Quick, Jody	DOC
Replogle, Floyd	UWF
Trussell, Donald L.	DEP
Tucker, Harriet	DFS
Underwood, Wes	APD
Vermette, Dave	DOS
Vila, Brenda	SCS
Wiggins, David	DMS
Wiser, Gary	DEP
Wright-Davis, Sheila	DOR

VISITORS PRESENT:

Carter, June	DEP
Chriswell, John	DJJ
Cutts, Barbara	DFS
Ethridge, Rosa	HSMV
Fontaine, Jan	DCF
Honcell, Donna	AGR
Keen, Linda	DFS
Matthews, John	DEA
Shultz, Chris	FDLE
Smith, Ramone L.	AWI
Teaf, Christopher	FSU
Thompson, Carolyn	DEP
Tuttle, Sarah	DFS
O'Neil, Brittany	DFS
Quick, Jody	DOC

RISK MANAGEMENT

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