

Region VII Regional Operating Committee Meeting

Virtual

April 24, 2020

Region VII ROC – Virtual Meeting (Friday, April 24, 2020)

Meeting called to order at 8:00 am by Chet Brandon (CB). Welcome to Region's first virtual ROC meeting. Basics of how to use the meeting web tool (Housekeeping) per ASSP, Arielle Semmel. Guests from ASSP: Kim McDowell, Geri Golonka, and special speaker ASSP Board of Directors, Carl Heinlein.

Establishment of Quorum

CB determined we have a quorum. Delegates from 17 of 21 chapters present (see attached webpage notes attendance sheet for details).

Review and approve the ROC Agenda

Agenda approved by the group.

Approval of the Meeting Minutes from last ROC Meeting

Corrections: Debra Fisher, Kittyhawk Chapter noted she had taken the minutes and had left out the Kittyhawk Chapter report. She ask for the minutes to be updated per CB using the hard copy of notes provided at the meeting.

Chet- Motion to update minutes to include the Kittyhawk Chapter report and to approve the minutes. Second, by Carl Granger. Motion approved via vote.

Appointment of Time Keeper & Parliamentarian

Arielle Semmel acting via web host as Parliamentarian. Brian Oczepek as Time Keeper. Debra Fisher, Scribe.

ARVP of Finance Update/ Martin Currie

(Martin sent financial report to CB). Martin- Current regional checking account balance \$8248.26. Martin shared, when he took the position in July 2014, there was only \$6820.00 in the account. He discussed that over the time of 6yrs it's not generating a lot of income. Chet- Region paid off a left over amount of fees from past event. This was a lesson learned and we don't expect to have this occurrence in the future. Martin: There are no outstanding items and the audit was completed with no issues that I know of.

Martin- I took this role in July 2014. I'm leaving it now and I think it's probably the easiest job, but I've enjoyed it. Chet- I've had someone who has shown interest in the position and I would like to appoint her today, Christina Merriott. Christina is a member of the Central Indiana Chapter and is a Past Chapter President.

Chet- Christina Merriott, new appointment effective end of April 2020. He request both Zack LeMasters and Martin Currie support her in the transition. (Zack is the Financial Audit Committee Chair)

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Chet shared, "I greatly appreciate Martin in the role and wish him the best of luck in his future roles"

Christina- "Thank you. I'm excited to get back active in the Region. Martin's done a great job in this role and I look forward to learning from him."

ARVP of Communications Update /Vince Plank

CB shared, Vince has ask for everyone to review their websites along with the region website. Reminder to make sure websites are updated and reach out if you need any assistance or have information to share on the region site.

Chet- Resources are available in leadership tools on website. If you need help for your website, (Mark) is available for chapter leaders. Reach out to him. Mark Huelskamp Dir: (847) 768-3445/ Tel: (847) 699-2929

ARVP of Government Affairs Update /Barry Spurlock

Barry invited everyone to get updates and news from the ASSP Gov. Affairs webpage:

https://www.assp.org/advocacy/government-affairs/government-affairs-news?_ga=2.21208507.1457728803.1588258376-127726329.1525961705

Barry reminded everyone that ASSP has various processes and procedures. One is for endorsements. As a chapter member/leader who may want to get involved or endorse someone, such as a political candidate, you must verify the activity with ASSP first. Clarification/this is if you are representing yourself as a chapter member/leader you need to check with ASSP first. Same for a legislative topics. You need to check with ASSP first. As an ASSP Leader you are representing ASSP and their brand. If in doubt— inquire--check in with them to make sure.

Barry highlighted a survey on medical marijuana, discussing the diverse state rules of what is legal and not. Discussion on various Legislative attempts/fails/how ADA protections and accommodations, FMLA, GINA, post job physicals all have a challenge and impact the workplace. Federal is still illegal. It is considered a level one controlled substance.

News in the workplace- Fed/COVID. ASSP has guidance on the website for everyone to have the latest and up to date info. Recordkeeping- not a lot of change. Exposure in the workplace...Reportable with typical loss/hospital admittance. Recordable- if workplace related.

There have been significant FLMA changes. FMLA Expansion Act begins April 1. Some of the changes include expansion of employers and time. The leave requirements apply to employers with fewer than 500 employees, as well as public agencies. Exemptions may apply for employers with less than 50 employees if complying would jeopardize the viability of the business. Qualifying need related to a public health emergency is when an employee is unable to work (or telework) due to a need for leave to care for the child under age of the employee if the school or place of care has been closed, or the child care provider ... is unavailable, due to a public health emergency. There are caps on pay if for self or care of others. Reasons for leave also include COVID symptoms and quarantined expanded. This does include part time workers. Work of healthcare exempted. These are significant changes. There are fact sheets, posters, in various languages available: <https://www.dol.gov/agencies/whd/pandemic>

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Questions- Brad Webber, What is the best source for weed info for safety professionals? There are various out there many are unreliable. Barry- "Best, I haven't found yet". The industry sources are biased and state by state issues vary. As fewer medical marijuana states are not allowed, the better the reliability. One Source? I hesitate to say. Need to wait and watch.

Questions- Cynthia Brown, Is a grandparent covered under the expansion? Barry- "Yes. I believe so". It is worker driven.

Note via web- Carl Heinlein wrote, Adele Abrams is a great resource for drug and alcohol questions.

Barry- Most states still have the employer able to have a process of not allowing possession on the workplace property. Impairment determination is a challenge. Burden on the employer of impairment determination. There is a marijuana breathalyzer sold. The actual level of THC does not show and it doesn't show impairment. Only saturation. It's to variable, (body weight as an example). It's also been decriminalized in many states.

Old Business

ROC Cost Reimbursement/Martin Currie. Past practice has been to give \$1000.00 to the ROC host. Some ROC meetings are more expensive than others. Based on chapter resources, hosting can be a burden on the chapter, and the region giving a \$1000.00 does help the chapter with costs.

Martin to Chet- I did send you a full write up and ask that you pass a copy on to the next ARVP of Finance.

Martin- Current balance vs. past. Proposal is to increase funding of ROC from \$1000.00 to \$1500.00. This takes the annual expense of \$2000.00 to \$3000.00. After five years the funds would deplete and we would be back to the \$1000.00. I checked with other regions. Ours is median.

Martin Currie- I advise not to change the current amount.

Question, Brad Webber, what about fund raising?

Discussion on fundraiser, Martin sharing that other regions do fund raisers. Chet-We could do a fund raiser, not sure what that would look like. Maybe a Regional Virtual. Adding a conference (in person) too much competition in our region. With National dues higher- we would have push back from members to raise local/regional dues. Chet- I'm open to a regional conference- to raise funding.

Brad Webber- I'll help. Arielle will share web notes with Chet. Notes will show who will help organize a conference.

Chet- Reminder that Chapters need to run it by him when looking at a contract with a business, such as a hotel, not to be in control- but, to add a security measure to protect the chapter.

Chet- We will not raise the reimbursement at this time. We will investigate measures to raise funds for costs. We can- and do charge a fee for ROC.

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Final Proposal for transfer of Findlay OH members and student section/Doug Hayes and Lara Ward

Greater Detroit Chapter has and does support the student section. Northern Ohio has interest and also helps the student section. Doug Hayes, Greater Detroit Chapter President, and Lara Ward, Northern Ohio Chapter President, were asked to meet and come to the ROC with a proposal for resolving this issue. In the ROC meeting Doug and Lara proposed no formal changes to the sponsorship of the Findlay Student Section. Chet Brandon accepted their proposal and the issue is now considered closed with no further action required. Details of the discussion are below.

Doug- Discovered thru ASSP/ Detroit Chapter can share the student section on COMT. This would be the best for the students. (Planning a North Ohio and Greater Detroit – joint session). We will be meeting with Chapters and Students to investigate sharing and future working together. Also, collaborating with other groups to increase interests.

Lara- Best Summary- Nothing to change from the technical side with ASSP. The change will be on the Chapters. Competitive to Collaboration and Supporting.

Chet- Thank you for working together. We learned something. Help support a local near student section, everyone wins. Formally Petitioned stays the same. Area chapter can recognize their activities in their COMT. Questions 22 and 23 on the COMT and potentially more.

Doug and Lara will plan a meeting to discuss future collaborating.

Chet- We will do more in Region VII with student sections. Evaluating platforms to do this finding realistic initiatives. Doug- Would like to be on a committee.

Warren Brown, You need to submit the info so others know.

COMT report updates/Chet Brandon

Chet- COMT is a great organizational tool to bring value to members. Chapters need to update the COMT regularly. Don't wait until the last month and fill in the blanks. You can miss things and forget when you don't update it. Just go in there and take a look after your meetings.

It's not to give you something else to do. It's to give the chapter a tool, a guide to help achieve goals. There is an evaluation between regions.

Chet will talk with chapters to offer support and ensure they are providing value to members. "Good job to those who are using the tool".

Zach LeMasters- I set on the COMT committee. We are looking at mainstreaming to make a better tool. A focus tool guiding the chapter members focus not being buried in the vast info.

Arielle- Review of COMT- Regional Affairs will vote on suggestions and help make mainstream final decisions—can start planning.

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Chapter Reports

Chet- Top two successes and biggest challenge, other than meeting attendance. The reason I took that off is because we all struggle with that.

Anthony Wayne/ Dan Turzillo - Good meetings up to the COVID cancelling. We are still in contact with speakers. We did a “Stop the Bleed” event. It’s what you do with an active shooter. Attendees received a certificate. Difficulty in people volunteering. People have moved or left state for work.

Chet- Candidates for upcoming election? Dan- not yet.

Chet- let me know how I can support and rely on your chapter tools.

Audubon Chapter- Tania Bertram- Attendance of meetings is up. Through reaching out and topic changes we have thirty (average) attending. Outreach activities included a mask drive for local hospitals, we donated 10, 000 masks. Challenge- Changing leadership. New incoming leadership.

Central Indiana/Jeff Fox – Purdue student section finalized (makes three student sections). Our golf outing, 7th annual for scholarship raising funds for five total scholarships. Challenges- Construction business. Tapping into it. We are brainstorming to bring in new members.

Chattanooga/John Barlew- We had a membership drive. (Free dues incentive/ 2 month drive = 6-8 new members). Happy hour celebration. Challenge- New board members/succession planning.

East TN/Lance Green- Great PDC. 80 Professionals. Hosted an ASP class and social event to brewery. Challenge- Social media- advertising LinkedIn/ COMT tool challenge.

(5 minute Break)

West TN/Eric Gillespie- Doug- secretary, admin work/great> pick up pieces after losing him. Band wagon to LinkedIn/ planning ahead and scheduling. Field trips two scheduled have been postponed. (Local zoo and Vodka distillery). Challenges- leaders hold high level positions in their workplaces and they travel many times at the same time as our meetings.

Southwestern Ohio/Brad Webber- Virtual ZOOM Meetings- COVID 19 plus Return to Work with Zimmerman (Forty registered and 25 attended). Active Community Outreach, Ronald McDonald House- Serve meal. Challenge- commitments of everyone and topics.

Purchase Area/Randy Gray- New Officers success and roundtable meetings. Challenge- geography. Value the option of virtual.

Due to timing restraints, these reports were added after the meeting:

Michiana/ John Hewitt- Top Successes: Our partnership with area high schools to promote safety in the building trades programs. Our partnership with area construction business and local business to promote OSH profession to the community. Biggest Challenge: Developing future leaders.

Kittyhawk/Debra Fisher- We created a program committee to increase events/meetings in different locations within our geographical area not only our central area. Our community outreach increase with local high school and trade schools. Challenged with the social media updates.

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New Business

Purdue Student Section/Jeff Fox- We have worked on this 2-3yrs now to create. (There is a 50-60 member AIHA group in place). Challenges included having no sponsor. We now have a sponsor, who reached out to Chet and Jeff, Professor Mark Wilson. Mark is an ASSP member and is with the Occupational Environmental Occupational Health Science Program actively recruiting students and networking. Letters from officers- collected ten active member. Bi-laws formulated. Approval of the University to move forward. Schedule in place. Approval from Central IN chapter. All in place to bring to ROC.

Question/Comments- Dan Turzillo- Campus at Purdue- high schools work/investigate to expand into our section. Jeff- High School scholarships and outreach meeting discussion. John Zimmerman- High School note/ Boy Scouts opportunity thru organizations (merit badges). John Hewitt- Success boys and girls club. Building trades have safety measures in place. Good way to promote the profession.

Chet- Move to Approval

Jeff- Motion to approve ROC formation of student section Purdue Central Indiana Chapter. Carl Granger- Second.

Vote: Approved via raise your hand on line. Jeff Fox will finalize and send packet.

Region VII Safety Professional of the Year Announcement/Cynthia Brown

Cindy- Thank you to fellow members. We followed the matrix. Region VII SPY awarded to Joseph Whitlock, Kittyhawk Chapter.

Chet- Brief discussion of 2019, four nominees. Team used the matrix and used an excel spread sheet. High Quality nominees. It's a good problem. Congratulations to Joe.

Joseph Whitlock- It's an honor and privilege. I'm on the Kittyhawk membership committee, student's initiative, I'm active in academia, and community efforts. Linking students to Professionals within the Chapter, Region, and also throughout the U.S.

Cindy- Congratulations.

Chet- Added a thank you to the committee for their work on this. - Committee Members Cindy Brown, John Hewitt, Brad Webber, Chet Brandon). Region SPY: <https://www.assp.org/membership/awards-and-honors/individual-awards/communities-spys/region-spy-past-recipients>.

Presentation Speaker

Society Update/Carl Heinlein, ASSP Board of Directors- (Carl will share PowerPoint presentation with Chet). Carl- I've gotten many calls on COVID 19 as worksites are ramping back up to work. Many EAP lines are full. Reminding everyone not to lessen their focus on other hazards, do those risk assessments, and continue to use the hierarchy of controls.

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Carl shared an update on Society and their continued commitment to member's health and wellness. Society faces many of the same challenges everyone else does- such as travel. All in person events shifted to virtual or postponed. All meetings are being held virtually and professional staff are working remotely. Many are asking questions about SAFETY20. It's being looked at very closely and weighing all options and we should hear something very soon. Kim McDowell- the Board of Directors will finalize and details are expected by the end of April. Those who registered already will be given options if it does become virtual.

Society will provide support and updated resources. Recorded webinars, OSHA guidance, member dialogue on the community board, articles, podcasts, and COVID content is available for members at <https://www.assp.org/covid-19>. Deb Roy shared a presentation on COVID and if you haven't seen it- he suggest we look it up. Share it with others too. Deb has some great knowledge.

Focus remains on our four pillars: Member community, Education, Standards, Value of the Profession. We are doing OK. Our U.S. member market share is 36% viable of a 46% market. We have a strong brand. We are known for our training, certification prep, and conference. We are recognized as the organization to promote professional development.

Carl shared an overview of other organizations and how ASSP measures them. Focused on Safety (AGC, NFPA, VPP, SME), Traditional competitors (NSC, AIHA), New Competitors (BCSP, Click Safety). Reminding everyone complacency is not an option for any of us.

Discussion on the elections and transition of chapter officers. Leadership transition is critical activity for continued success. ASSP has many resources such as on demand trainings and our past leaders are a great resource. Don't necessarily ask them to chair an event- but do ask their lessons learned and support moving forward.

Chet- The annual Conference must impact the budget? Carl- Absolutely. It's a money maker, and we are also emotionally involved bringing it to our members. It's all hands on deck. If we end up going virtual- it may bring others who may not have come to Orlando. Last year we set an attendance record and expected to break it this year.

Kim McDowell- To add on to Carl, we are looking at everything--business operations, added credit lines, repurposing resources, new product development.

Chet- Over reliance on risk? Kim- Yes, we were prepared by last E-board. We were ahead on many aspects.

Jeff Fox- ASSP materials can be shared with others? Carl and Kim- Yes.

Chet- House of Delegates meeting? Kim- the HOD meeting will be virtual and not in conjunction with the PDC. Possibly separately held in June.

Question, Registration will it transfer? Carl- We will find out when the message is put out. Kim- Registration will get choices (credit, refund, it's being discussed)

Warren, WISE retreat? Will it be virtual? Kim- Discussion of programming thru the year and not virtual.

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Chet- Virtual, Virtual, and Virtual. We will look into locating a sponsor for Go to Meetings and Webinars to help chapters.

Carl closed with a thank you to everyone for being involved.

Transition of Chapter Officers/Chet Brandon

Chet- Tools are available online. Visual shown on screen. (Membership- community leaders- login- chapter leadership roles) Arielle- everyone has access, not only leaders.

Chet displayed on the screen-- the transitional tool kit/ on demand leadership trainings. Dan- I use for all positions and recommend everyone use. Even for suggestions and recruitment.

Chet- Leaders make Leaders. Selection process, plan and create a path to success. Share lessons learned, use the transition planning worksheet, the checklist. (All available in ASSP leader resources).

Past Presidents- remember, they been there and done that. Maybe they don't want the significant roles. But they are and can be a tool. Operational task- No. Leadership tool- Yes.

Links to leadership resources: *Discussed Links during the online display of resources:*

Chapter nominations and elections: <https://www.assp.org/community-leader-resources/chapters/chapter-management/chapter-nominations-elections>

Succession Planning Resources: [Leadership Planning Inventory Worksheet](#), [Succession Planning](#)

Recruitment & Nominations Tools: [Notification to Members](#), [Sample Nominations & Elections Form](#), [ASSP Leaders on Leadership recruitment video](#)

Election Management Tools: [Chapter E-ballot Set Up Process](#), [Nominations & Elections Petition](#) [Sample Election Results Email](#), [Sample Paper Ballot](#)

Transition of Officer Resources: [Installation Script](#)

Chapter leadership trainings: <https://www.assp.org/community-leader-resources/chapters/chapter-leadership-training>

Chapter Leader Roles: <https://www.assp.org/community-leader-resources/chapters/chapter-leadership-roles>

Guidelines & Policies: <https://www.assp.org/community-leader-resources/chapters/chapter-management/chapter-guidelines-and-policies>

Chapter Forms: <https://www.assp.org/community-leader-resources/chapters/chapter-management/chapter-forms>

Scribe Debra replaced by Matt Summers due to emergency call.

ASSP Region 7 Regional Operating Committee Meeting Notes, *By Matt Summers:*

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Regional Committee Team Open Forum

Financial Audit Committee (Chair: Zach LeMasters)

- November 2019 Statements through April 2020 Statements to be Added to the Audit
- Needs July 2019 Statement to confirm transactions
- Martin Currie has done an amazing job in this role.

Nominations Election Committees (Chair: Brad Weber)

- Southern Area Director → (Re-Election will be up in 2021)
- Central Area Director → (Re-Elected for 2nd Term thru 2023)
- North Area Director → (Re-Elected for 2nd Term thru 2023)

Safety Professional of the Year Selection Team Committee (Cindy Brown)

- Thank you to Brad Weber & John Hewitt for Volunteering for the Committee
- No Other Comments

Young Professionals Committee (Chair: Dan Turzillo)

- Central Indiana Chapter/Student Section & Helping Form the Purdue Student Section – (Focus for 2019)
- United Assistance (Doug & Larry to Connect, and Discuss)

Wise Committee – (Chair: Selena Schmidt)

- Planning Phase/ Communication has gone out to Multiple Chapters within Region 7

Turn Around Committee (Chair: John Hewitt)

- Asking struggling Chapters to reach out to the Area Directors, and other Resources for help.
- (3) Current Chapters within Region 7 that are struggling

BISE Committee (Chair: Vacant)

- Martin Currie Interested

Strategic Planning Committee (Chair: Matthew Summers)

- Currently still looking for Committee Members
- Brought up Ideas for ROC Committee Members

Regional Virtual Conference Committee (Chair: Vacant)

- Johnathon Zimmerman – Interested

Upcoming Events:

- **Fall 2020 Regional Operating Committee** – Northern Ohio to Host
 - Events Being Planned

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- Hotel Selected
- Date: August 26th – 28th, 2020
- Fall Protection Competent Person Training Course to be held before the ROC
- Hold off on Fall 2021 (ROC) – Cleveland, Ohio
- **ASSP Future Safety Leaders Conference:**
 - Date: November 5th & 6th, 2020
 - Location: Chicago Marriott Oak Brook in Oak Brook, IL
- **ASSP Safety Leadership Conference:**
 - October 1st – 3rd, 2020
 - Location: Hyatt Regency O'Hare in Rosemont Illinois

Closing Comments:

- **Virtual Meeting**
 - Regional Vice President (Chet Brandon) to Meet with Area Directors, Chapters, and Chairs of Regional Committee's
 - Monthly, Bi Monthly, and Quarterly Meetings to be Announced
 - Jonathan Zimmerman offers the Region on using his Zoom Virtual Meeting Platform, as a meeting platform for Regional, and Chapter Business to be held. (Communicate with Jonathan to setup a Meeting)
 - Regional Operating Committee Meeting Adjourned on: 4/24/2020 @12:12 Noon