

SHIP Advisory Committee (SAC)
Meeting Notes
June 16, 2008

Present: Dave Kalman, June Nailon, Sharon Ness, Gary Smith, and Mike Bonkowski

Excused: Nancy Mason, Grant Nelson and Terry Tilton

SHIP Program: Ken Mettler, Jenifer Jellison, Bruce Terrell and Cathy Hakola

Policy on Equipment:

Committee members felt it was important to define a general policy on when it would be appropriate to fund equipment purchases as part of a grant. Clearly there will be circumstances when the purchase of equipment is warranted. Some of the applications submitted contain equipment as a large percentage of the requested funds and the committee wanted to have and be able to provide clear guidance on when they felt it was appropriate to fund equipment. Examples may include: demonstration projects, case studies, innovative ideas, etc. SHIP staff is working on a chart and that will be provided to the committee in a later e-mail.

Application reviews:

- Tomlinson – This project would purchase equipment to reoutfit their laundry service. Using the policy for equipment purchase, the committee members present all voted not to fund.
- Washington Health Care Association – This application had a large equipment purchase as the centerpiece to the project -- about 90% of the grant money would go to equipment. Using the policy for equipment purchase, the committee members present voted not to fund.
- UW- Aging Workforce – The committee discussed the concerns regarding possible employment discrimination as a result of this project. The committee will submit their votes after the meeting.
- Pregis - This project will become a case study for manual materials handling with the L&I ergonomists. With the caveat that the Grant agreement state that all information derived from the project can be used with no restrictions, committee members present voted to fund.
- TOC – An overview of the application was provided. The training to be delivered has already been developed; however, TOC is open to sharing the curriculum with the SHIP program for further dissemination. The committee voted to fund this project.
- SEIU – Sharon disclosed that she was on the statewide steering committee for this project and would therefore abstain from voting. Mike felt they underestimated the potential obstacles but felt it would be valuable to fund. This project is an effort to change the culture of the workers involved in safe patient handling. Questions were raised about the salary of the research assistant, for which Dave provided clarification based on experience in grants. The committee did not conduct a vote on this project. Votes to follow meeting.
- UW – Forest workers – The target population is a large, at-risk group and outreach to this group would be extraordinarily difficult. The issues that make the target population so vulnerable are not issues that are appropriately addressed through a SHIP grant. The committee members present felt they could not support the application as written.

- Sonderen Packaging – This is an incentive program for their employees and the committee felt this type of program can lead to underreporting injuries. Committee members present voted not to fund.
- WASHTI – The application had too many goals; some that didn't have direct links to improved worker safety and health. The committee felt that the applicant (WASHTI) didn't have the background to show they could accomplish this large of a project. The SAC felt it would be more fundable if they pared it down. The large amount of equipment proposed did not fall into the guidelines developed by the SAC for equipment purchase. As written, the committee members present voted not to fund.

Other Business:

- The committee discussed the need to have a more efficient process to get applications through to the Assistant Director for final funding decision. Currently, applications may be held for weeks after a committee meeting while waiting for votes and checklists to come in from committee members. In order to streamline the process, it was decided that if not all committee members were able to attend the monthly SAC meeting, if a quorum (5) of the committee was present and the absent members did not submit their votes within a specified time following the meeting, the decision could be made based upon the quorum's decision and the paperwork for the committee recommendation would be forwarded to the Assistant Director. (Editorial Note: SHIP program staff, after discussions with DOSH management will send a voting policy and procedure to all committee members.)
- We also discussed how the committee would like to hold the meetings. It was agreed that the standing meeting date for the committee is the 3rd Thursday of each month. The committee will meet face to face once every quarter, with location rotating between Olympia and the Seattle/Tukwila area. In the intervening months we will meet via conference call on the 3rd Thursday. If we determine it is not necessary to meet because of need we will substitute a conference call for the face-to-face meeting. Please reserve the morning of the 3rd Thursday of each month for the committee activities.

Next Meeting:

Will be July 17th 8:30 to 12:00. This will be a conference call meeting. Cathy will e-mail call-in number and agenda in advance.