



Date: January 3, 2019

Location: Colorado Department of Labor and Employment
633 17th Street, Suite 500
Denver, CO 80202

Present: Jim Moody, Randy Wheelock, Jeannette Jones, Chris Kampmann, Patrick Fitzgerald, Katherine Duitsman, Eric Kirkpatrick, Lori Warner, Mark Jurgemeyer, Raymond Swedfeger, Mark Frasier, Julie Mileham, Jeff Rumer.

Absent: Mike Mills, and a To Be Determined (TBD) representative from the Telecommunications & Broadband Member Category.

Note: The meeting was recorded and started at 12:10pm. These minutes represent a summary of this meeting and are not intended to be a verbatim document. Audio recordings of the meetings can be obtained by contacting cdle_safetycommission@state.co.us.

MINUTES APPROVAL:

A motion was made to approve the minutes from the December 14, 2018 meeting: motion carried & discussion was entered. There was no discussion; a vote was taken to approve the minutes. It was approved by a unanimous vote.

MEETING SCHEDULE PLANNING:

Discussion was held around potential dates for meetings in February - December, 2019. Dates were chosen to allow once a month meeting(s) to be reserved on the Commission members' calendars. Dates noted were: 2/13 from 12-4pm; 3/13 from 12-4pm; 4/11 from 12-4pm; 5/9 from 12-4pm; 6/13 from 12-4pm; 7/11 from 12-4pm; 8/8 from 12-4pm; 9/12 from 12-4pm; 10/10 from 12-4pm; 11/14 from 12-4pm; 12/12 from 12-4pm.

OPS UPDATE:

Mahesh Albuquerque noted the final appointment (Thomas Sturmer) to the Safety Commission was made and is awaiting the Governor's nomination. He also reminded the Commission of the upcoming staffing changes to the Legislation, and asked if any upcoming legislation becomes known to members, to advise OPS. Likewise OPS will advise if they become aware of any proposed changes to the laws. OPS remains available to support the Safety Commission in their work. Greg Johnson advised that the 9News interview occurred, and has been aired. He also advised that the draft MOU between CO811 and the Safety Commission is ready for feedback, if the members have any. Leslie Sohl reviewed OPS staff's process for developing draft documents to support the Commission in their work and asked for feedback and a heads up from the Commission (if known) on what they want ready for future meetings to allow OPS staff the time to prepare those.

BYLAWS AND CODE OF CONDUCT DEVELOPMENT:

Discussion was held around the content of the Bylaws. The Commission went through the entire draft document and reviewed existing template language and member suggestions that had been submitted to OPS staff and added to the document. Commission members provided feedback and the document was edited 'live' in the meeting. After reviewing the document, the Commission members discussed having the Bylaws sent to legal counsel and having a final grammar/formatting check done by OPS staff, and another draft copy sent to members, to prepare for the next meeting.

During the Bylaws development, the members added language in Article III (D.) to include a Review Committee Coordinator. **A motion was made to elect an Interim Review Committee Coordinator:** motion carried and discussion was entered. In the discussion there was a concern that depending on whom is on each Review Committee, there are only so many members that represent excavators, and only a few that represent neither owners/operators or excavators. This may deplete certain pools of people. Further discussion noted that the function of the Interim position is to develop a structure for the Review Committee, and adjustments can be made after Bylaws are adopted to select persons for the elected positions. Jim Moody offered his name and there were offers from Chris Kampmann to provide feedback to OPS on any items developed. A vote was taken to elect an Interim Review Committee Coordinator. It was approved by a unanimous vote.

A motion was made to nominate Jim Moody as the Interim Review Committee Coordinator: Motion carried & discussion was entered. There was no discussion; a vote was taken. The motion was approved by a unanimous vote.

The Commission began to work on the Code of Conduct template. OPS staff noted some language in the template that may warrant discussion by the Commission, for example: references made in the template to documenting conflicts of interest. Time was given for the Commission members to (re)read the Code of Conduct and then the template was reviewed by the group for discussion. After the Code of Conduct was reviewed, it was tabled as a draft for another review in the next meeting.

OTHER BUSINESS:

- Agenda items for the next meeting were selected.
- Jim Moody offered to contact Washington State to determine their processes; he also asked about a schedule of meetings for the Review Committee - to have them occur at the same time or at different times from Safety Commission meetings. This is to be determined in the overall process for the Review Committee.
- A request was made to address Best Practices and Trainings in a future agenda.

ADJOURN:

A motion was made to adjourn the meeting: motion carried & discussion was entered. There was no discussion; a vote was taken. The motion was approved by a unanimous vote.

Meeting adjourned at 4:01pm.

The next meeting is scheduled for January 29, 2019.