Meeting called by: Chair Rosemarie Hansen-Barnes

Type of meeting: Regular

Attendees: Mike Strong (M&), Rick Romero (Keenan), June Yamamoto (CHC), Rosemarie Hansen-Barnes (CSEA, CHC), Lizanna Ocampo (HR), Charlie Ng (Admin Services)

### Minutes

Duties and Responsibilities of the Committee
Update from the District
Chemical Hygiene Plan Chemical Procurement
Forgotten items - ie signage in the classrooms Charley, Rosemarie 20

### Additional Information
## Minutes

### Duties and Responsibilities of the Committee

**Discussion:** IIPP and Operations Plan.

**Conclusions:** Minor changes to the Operations Plan to be completed. IIPP will have approval signatures by next meeting.

<table>
<thead>
<tr>
<th>Action items: Revisions to Plan to be completed</th>
<th>Person responsible: Rosemarie Hansen-Barnes</th>
<th>Deadline:</th>
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### Update from the District

**Discussion:** Carry over to next meeting

**Conclusions:**

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<th>Action items:</th>
<th>Person responsible:</th>
<th>Deadline:</th>
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### Chemical Hygiene Plan Chemical Procurement

**Discussion:** Progress on Plans. Supervisors will update MSDS. Keenan is performing new inventory of chemicals.

**Conclusions:**

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<tr>
<th>Action items: Charlie Ng, Rick Hogrefe, Rosemarie Hansen-Barnes to discuss separately chemical procurement</th>
<th>Person responsible:</th>
<th>Deadline:</th>
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Forgotten items - ie signage in the classrooms


Conclusions:

Action items: Room count, phone count, printing, and placing signs

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<tr>
<th>Person responsible:</th>
<th>Deadline:</th>
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<tbody>
<tr>
<td>Mike Strong</td>
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Additional Information