

North Central Illinois Logistics Council
Meeting Minutes
March 19, 2009

The North Central Illinois Logistics Council members and guests were welcomed to the meeting at IVCC by Ray Gatza.

MEMBERS PRESENT: Ron Anderson, Dan Basham, Ken Brown, Debbie Clausen, Jim Conness, Christine Dahm, Jeff Fiegenschuh, Tim Fonderoli, Pam Furlan, Charles Gonigam, Bruce Hartman, Debb Ladgenski, Joel Lent, Kevin Lindeman, Pete Nelson, Elaine Novak, Boyd Palmer, Mike Reindl, Dianna Schuler, Louie Sekula, Tom Spelich, Roger Stevenson, O.J. Stoutner, Karen Taylor-White, Alison Wasmer, Dan Wilson,
Ray Gatza then introduced Lanny Slevin who presented a power point presentation about Risk Management in the Workplace.

Lanny Slevin distributed handouts with the power point presentation and Checklist for Evaluating Ergonomic Stress in Industrial Shops. Some highlights from the presentation include:

- It is a five step process –
 - Identify the risks
 - Report the risks
 - Fix the problem areas
 - Check solution
 - Recheck solution following a period of time
- In 2007 there were approximately 57,000 workman's compensation claims in Illinois
- Identify Risks
 - Walk around
 - Ask your employees
 - Trade Association
 - Can contact them through the internet or Lanny can give you some numbers if you don't have them
 - Check manufacturer's instructions
 - Material Safety Data Sheets
 - Look back at accident and ill-health records
 - Long-term hazards to health
 - Use your senses
 - Sight
 - Smell
 - Touch
 - Hearing
 - Common Sense
- Report Risks
 - Verbally and in writing
 - Always to Safety Committee
 - Can be to shift supervisor or other management
- Fix Risks
 - Ergonomic assessment
 - Job description
 - May need outside help
 - May vary from company to company
 - Prioritize-fix the most important things first
- Check Success/Failures of Solutions
 - Schedule meetings with supervisors/Safety Committee/Management
 - Documentation
 - Check lists
 - Weekly reports
 - Any accident reports

- If solutions are successful, continue to implement and check
 - If solutions are failures, find another acceptable solutions and implement
- Continue to recheck solutions and repeat
 - Review
 - Identify risks
 - Report risks
 - Fix risks
 - Check solutions
 - Recheck solutions
 - Always check and recheck
- If your employee has to stand for a long period of time, please consider the standing surface and try to give a little padding because it can cause back problems.
- Ergonomics
 - The basic goal is injury prevention
 - Fitting the job to the worker instead of fitting the worker to the job
- Suggestions for Risk Reduction
 - Store frequently-used materials in front of you at waist high
 - Heavier objects should not be placed overhead, but don't have to be on the floor
 - Place them on a level so they are easier to lift
 - Use mechanical lifting equipment if available
- There are two types of ergonomic improvements
 - Engineering improvements
 - Rearranging, modifying, redesigning, providing or replacing tools, equipment, workstations, packaging, parts, processes, products, or materials
 - Administrative improvements
 - Observe how different workers perform the same task to get ideas for improving work practices
- “Power zone” which is approximately waist to shoulder high between the shoulders—basically the torso
- Training
 - Make sure everyone knows what to do in what situation and knows how to do the job safely
- Five categories that Doctors may use to release an injured employee (Based on an 8 hour day)
 - Never—0
 - Occasional--<2.5
 - Frequent—2.5-5
 - Continuous--> 5 (out of the 8 hours)
 - Open

Warehousing & Distribution Certificate Program Update

Elaine Novak, Dean of Career & Technical Programs at IVCC, handed out information to everyone on the IVCC Warehousing & Distribution Certificate schedule for the Spring 2009 and the Summer/Fall 2009. A minimum of ten students is needed for a class to run, and registration is needed 1 week prior to class start date. Please pass the information on to your employees. If there are any individuals interested in the program and need funding they can contact the Dislocated Workers Center or BEST to find out if they are eligible.

- What is the job market like?
 - Students that completed the certificate were currently working and received raises at their current jobs.
 - There are a number of businesses that will guarantee an interview for anyone with this certificate.

Pilot Program Update

Ray Gatza reported that they have gone into high schools and talked with students about Logistics & Distribution careers. Some schools have asked that they be contacted in the early Fall to plan this into their schedule. If you have any contacts at the high schools, please contact Ray Gatza.

NCILC Website Presentation

Kevin Lindeman has uploaded the new website and has meeting information along with power point presentations. The website address is www.ncilc.com if there are any changes, please let Kevin know.

No Place Like Home Website

- www.nciworks.org/NoPlaceLikeHome
- Job postings will be on the No Place Like Home website
- A business survey needs to be filled out to have all the information posted
- The jobs being posted must pay a minimum of \$15/hour
- There is no cost for posting on the website
- An ad is put in the paper quarterly to link searchers to this webpage
- Advantages to living in this area are also stated
- Employers with big events are spotlighted on the page
- The main purpose is to recruit young professionals back to this area
- They will post a link back to your company's hiring webpage

Open Discussion

- **SAVE THE DATE** – April 21 is the Third Annual Economic Development Summit at Celebrations 150. The meeting includes lunch. A reminder notice was distributed about the Summit; information will also be on the Website.
- An Evaluation Sheet was distributed. Everyone was encouraged to complete the evaluation and also provide suggestions for future speakers and topics of interest on the form.
- All present were welcomed to the monthly NCILC meetings. The meetings are the third Thursday of the month, except December and July. To get on the mailing list to receive future notices, check with Christine Dahm at email: cdahm@ncicg.org.
- Next month, Mike Neubauer, from Advantage Logistics to present on Associate Development.
- The meeting was adjourned at 9:10 a.m.

Evaluation / RESULTS
North Central Illinois Logistics Council
 March 19, 2009

* designates separate comments

	Rating Scale							
	<u>Excellent</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Poor</u>			
<u>Overall Content</u>								
Degree to which your objectives and/or Expectations were met	5	4	4	7	3	5	2	1
Degree of usefulness in your job	5	3	4	9	3	4	2	1
<u>Presentation</u>								
Lanny Slevin	5	5	4	6	3	6	2	1
<i>St. Margaret's Center</i>								
<i>Risk Management in the Workplace</i>								
For Physical Rehabilitation								
<u>Meeting Facilities</u>	5	10	4	5	3		2	1

What did you like best about the program? * **Website info, great sources *Website presentations * Handouts and information that is job ready * Participation, All attendees seemed attentive and interested * Great mix of business people which attend the meeting * Reinforce earlier presentation with some additional information. Website coming to fruition is done well. *Practical information that needs to be repeated *Organized, knowledgeable – Besides one individual, examples from audience would have been more meaningful * Information that was shared * Speaker was to the point; just long enough. * Great presentations.**

Do you have any suggestions for future speakers? If so, please provide names and contact information, if available. * **Subjects 1. Cost savings examples from other business 2. Company overview of what they do, maybe tour plant of an operation, etc. Speakers – Roger Stevenson with Kelly Fleet Services / Member currently *How about a brainstorming session on recruiting and attracting talent – get the ideas from everyone... no matter what their business... more about the AREA *City, County, that know what is happening in the area**

Do you have any suggestions for future topics? If so, please list the topics that you are most interested in.
 * **Legislative, Incentives *Are there companies out there that have data on what students today are looking for? Maybe someone could give us feedback on demographics * County g..... and expansion of new businesses coming to the area * Maybe some type of inter-active program. Not sure of subject, but it would be a good networking if people had kind of a team or group work together event one meeting ***

Are there any changes or improvements you would suggest for our meetings? Yes No
 If so, what? * **Meet in Princeton one or two times per year * Just continue expanding participation * Vendor should have a table to layout business flyers. Should tell the group where that is in the room. Also maybe a prize give away from business cards. Vendor sponsor with a give away**

Would you be willing to share best practices at your company? Yes No
 Name: _____

Company Name: _____ Topic / Issue: _____
Tim Fonderoli, Storage Solutions – Retired Navy... will help with Schools