

**OHA Advisory Committee Meeting**  
**April 27, 2021**  
**12:00 p.m. to 12:30 pm**  
**Via Teams**  
**Minutes**

*Meeting convened at 12:01 pm*

Attendance: **Members in attendance** – Lynne Ide, Steve Wanczyk-Karp, Dina Berlyn, Susan Halpin (joined late), Mark DeWaele  
**OHA Staff** – Ted Doolittle, Sean King, Adam Prizio, Denise Ramoutar and Sherri Koss

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Sherri took roll call

1. Welcome & Approval of Agenda and Minutes
  - Motion to approve April 27, 2021 agenda; Steve Wanczyk-Karp motioned to approve and Mark DeWaele seconded; No discussion, no nays, motion carried unanimously
  - Motion to approve January 26, 2021 minutes; Lynne Ide motioned to approve and Steve Wanczyk-Karp seconded; No discussion, no nays, motion carries
  
2. Administration Report
  - a) **Budget**
    - Nothing significant at this time and no changes yet on our budget
  
  - b) **Personnel**
    - Stable OHA staff
    - Sean reviews status of Ted's re-appointment
    - At the last meeting, it was agreed to submit Ted's name to be nominated for another 4-year term; his name has been passed onto the Governor's office
    - The Governor's office has moved forward with the necessary steps on their end
    - Waiting on Ted's name to be forwarded to the Legislators; hoping they will vote before the end of session in June, 2021.
    - CT State Police contacted Ted for an expedited background check and Ted has met with them
  
  - c) **Other**
    - Usually Ted in the office although he has been working remotely for now
    - Someone covers to make sure the mail gets out
  
3. Data Reports
  - Ted feels we are starting to see an uptick in cases
  - Sherri reports out every two weeks at the bi-weekly staff meeting, although we are not pre-COVID numbers we are starting to see an uptick.
  - Still maintain a high number of savings per contact to OHA - \$1500+ range
  
4. COVID19 Update – Office Status.
  - Nothing new to report at this time.

- Ted filed an update to our status, as requested by OPM (Office of Policy Management) basically stating we are working effectively and will continue to do so until directed by the Governor's office.

5. Other Business

- We are improving and working diligently on our outreach during COVID times
- We are doing calls instead of the in-person outreach typically done due to COVID restrictions
- We have materials that we have updated, to include our posters
- Sherri sent our new OHA Poster to the committee members
- Lynne Ide thanks Sherri for sending around to the members; she also asks employers are supposed to post along with OSHA and other posters; are these sent out only on request? Ted responds that yes, we do get some requests from individual employers who need posters, but many employers go to vendors to purchase a single large poster containing the variety of information that is required to be posted at workplaces, such as OSHA and other notification but also including OHA's information. We also pass them out at Outreach events. We haven't taken a proactive approach at getting these out to employers
- Sean anything to add except this is something that there has been some internal discussions about, possibly doing this on an annual basis. Lynn suggest maybe Chambers of Commerce would be willing to help, not sure if they would, the other thought do we share with everyone that we help or everyone calls us. Ted responds when we send the release of information to our new clients we typically include a brochure.
- Ted states that we will keep reviewing how to get the posters and other outreach information out with the staff

Lynne Ide motioned to adjourn and Dina Berlyn seconded; no nays; no discussion motion carries unanimously; Meeting adjourned at 12:23 pm.

**The next meeting is scheduled for  
Tuesday, July 27, 2021  
12:00 – 12:30 PM**