



Date: June 11, 2020

Location: Remote webinar

Present:

✓	Chris Kampmann	✓	Jim Moody		Mark Williams		Ted Jensen
	Eric Kirkpatrick		Julie Mileham	✓*	Mark Jurgemeyer	✓	Ray Swedfeger
✓	Jeannette Jones	✓	Kat Duitsman		Mark Frasier	✓	Tom Sturmer
✓	Rob Ellis	✓*	Lori Warner		Patrick Fitzgerald		

* Indicates arrival after roll call

Note: The meeting was recorded and started at 10:00 am. 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 May 14, 2020, meeting: motion carried and discussion was entered. There was no discussion; a vote was taken to approve the minutes. It was approved by a unanimous vote.

BEST PRACTICES

Damage Prevention Fund

- Members discussed criteria for developing a grant/disbursement of funds
- OPS updated the group on the status of gaining approval for funds being disbursed (through the legislation)
- Stakeholders were invited to join the conversation:
 - ACEC suggested reaching out to other state agencies that have gone through Grant Funding previously for ideas. Question: would the Commission consider funding existing trainings being disseminated (fund additional classes) or only the development of new material/languages? Training entities are looking at ways to modify trainings to accommodate distance learning (mostly due to the pandemic). ACEC has a course that focuses on SUE and is looking to be considered as an approved training provider. Would consider translation if there's a need. Currently, the majority of the class is consistent, however as an instructor-led course it changes based on audience needs.
- The statute (language) was reviewed.
- OPS reminded the group that the PHMSA grant application has an aspect of spanish translation; not yet approved.

Training Course Approval

- Members continued their discussion on Course Approval, including reviewing the Google Form training entities would use.

- Members provided feedback on the Google Form, including adding questions:
 - Anticipated cost?
 - Option to keep internal lists (& willingness to confirm attendance as needed)? Requirement of an approved course is that they have an attendance list.
 - Does the training have a test component (both generally) and specific to online courses.
 - Does your course have a feedback method for attendees? And willing to share with SC?
- Language for a process flow chart developed to process trainings submitted, as well as method to feedback/clarify with applicants. Will be made into a visual.

OTHER BUSINESS:

- Members discussed a meeting summary to provide at the full Safety Commission meeting (June 11, 2020, from 12-4 pm)
- Members discussed topics for the next Best Practices meeting

The next meeting is scheduled for: July 9, 2020.

Meeting adjourned at 11:26 am.