



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

MAY 5 2006

MEMORANDUM FOR Department of Commerce
Safety and Health Committee Members

FROM: Fred E. Fanning 
Safety and Health Committee Secretary

SUBJECT: 3rd Quarter Safety and Health Committee Meeting Minutes

The meeting was called to order at 1:00 pm on April 26, 2006. Otto J. Wolff, Designated Safety and Health Official for the U.S. Department of Commerce presided. All members were present with their Safety and Occupational Health Manager.

Fred Fanning, Council Secretary Opened the Meeting. Those in attendance each introduced themselves. Opening comments were made by Deborah Jefferson, Director of the Office of Human Resources Management and Otto Wolff. Fred Fanning then introduced Ms. Adrienne Ross (Worker's Compensation Specialist with the OHRM) and Camille Carraway (Safety and Occupational Health Specialist with OHRM).

Ms. Adrienne Ross spoke to attendees about the bureaus role in lowering worker's compensation costs through returning employees to work. Several questions were asked and answered during and at the end of her presentation.

Ms. Camille Carraway made a presentation on the planning for an Influenza Pandemic. In her presentation she emphasized how the Federal Government in general and the Department specifically is planning to protect its employees and carry out the mission essential tasks under an influenza pandemic.

Mr. Otto Wolff thanked both ladies for the presentations and reminded all those present how important it was to save money when and where one could.

The meeting was adjourned at 2:00 pm there being no further business. The next council meeting is scheduled for 1:30 pm on July 20, 2006 in room 6808 in the Herbert C. Hoover Building. The agenda will be provided to all members one week prior to the meeting.

Please contact Fred E. Fanning, Council Secretary, at (202) 482-0211, or via e-mail at ffanning@doc.gov if you have any questions.