

**VILLAGE OF WESLEY CHAPEL**  
**SAFETY COMMITTEE SPECIAL MEETING MINUTES**  
October 14<sup>th</sup>, 2015 – 7:00 P.M.  
6490 Weddington Road, Wesley Chapel, N.C. 28104

**Committee Members Present:** Chair; Jim Dale, Chauncey Bowers, Marty Kohlmeier, Tessie Morris, and Carol Mullis.

**Staff:** Administrative Assistant; Lynell Hillhouse

**Absent:** Council Member Becky Plyler

**Guest:** Mike Giaimo; Leverage Resources

**CALL TO ORDER/DETERMINATION OF QUORUM**

The meeting was called to order at 7:04 p.m. A quorum was present.

**DISCUSSION WITH LEVERAGE RESOURCES REGARDING CITIZEN SURVEY QUESTIONS**

Mr. Dale introduced Mike Giaimo with Leverage Resources to the committee. Mr. Dale explained to the committee that the purpose of the meeting was to seek a clearer understanding of the process and purpose of the citizen survey that the Village council was conducting.

Mike Giaimo introduced himself to the committee and explained that Leverage Resources was hired by the Village council to conduct the survey and to review questions submitted by all committee and boards for bias, and repetition and to rewrite questions if necessary. Leverage Resources would supply suggested changes to each committee and board for their review. Upon review of the suggested changes the committee and boards could then resubmit their final draft of questions for the council to review and approval.

Discussion took place between the committee and Mr. Giaimo regarding the pros and cons of conducting the survey electronically versus bulk postage and also who within each household could complete the survey.

Mr. Giaimo then went through the list of the eight (8) questions that were submitted to him on behalf of the safety committee and the reasoning the number of questions were narrowed down to two (2) by Leverage Resources. Some committee members did not recognize the questions they submitted for inclusion and would like to know as to why they were not included. Administrative Assistant Hillhouse stated she would seek clarification as to who compiled the list of questions submitted to Leverage Resources and notify Mr. Dale the next day.

After reviewing all eight (8) questions Mr. Giaimo offered the committee a further opportunity to add additional questions but reminded them to keep in mind not to include bias or repetition within their questions.

Mr. Dale asked the committee to compile a list of questions that they would like to see included to be reviewed at the next safety committee meeting on 11/5/2015 and then submitted to Mr. Giaimo the next day by Administrative Assistant Hillhouse.

Mr. Dale thanked Mr. Giaimo for his input and attendance at the meeting.

**ADJOURNMENT**

Mr. Kohlmeier motioned to adjourn the meeting; Ms. Morris seconded the motion.

The motion passed unanimously.

The meeting adjourned at 8:12p.m.

Respectfully submitted:

*s/ Lynell Hillhouse*  
Lynell Hillhouse, Secretary

*s/ Jim Dale*  
Jim Dale, Chair

Approved on; November 5<sup>th</sup>, 2015.