

# Risk Assessment Committee Meeting

7/7/2021

1:00pm-2:00pm

ZOOM

---

**Facilitator:** Jeri Muoio/ Kerry Diaz      **Note taker:** Susan LaRocca

**Attendees:** Jeri Muoio, Cornie Thornburgh, Kerry Diaz, Jonnell Robinson, Kim Jones, Susan LaRocca

**Not present:** Dave Loyless, Diana Stanley

---

## *Minutes*

---

### **Motion to approve Minutes from previous meeting:**

Meeting began at 1:01 pm, Jeri M motioned to approve minutes from 5.27.2021 and was seconded by Kim Jones, passed.

---

**Presenter:** Kerry Diaz

### **Presentation of The six major risks through the Risk Management Tracker created by Kerry D.**

The items are not in any ranking order of importance, but more in a checklist format. The lead staff listed on the Risk Management Tracker is the staff from whom Kerry D. received the information. Mitigations are items that are already addressing the risk factor.

- Funding
  - a. The five major categories that the focus will start on are grants, major gifts, fundraising staff, reputation and regulatory compliance.
  - b. Cornie T. suggested a two part redundancy on all of these categories in funding to help with a failsafe method.
  - c. Redundancy needs to be addressed all across the agency, culture across the agency should be help each other as needed.
- Cyber IT
  - a. Phishing fail rate for staff is 0%-35%.
  - b. The staff is required to take a cyber-training, currently only 30% have completed and it will be followed up on to get the staff to complete it soon.
    - i. This training is part of the employment annual review.
  - c. There was an outside cyber assessment done and received a score of 2.9 out of 5, all major vulnerabilities have been addressed.
  - d. Cyber insurance is in the amount of \$25,000, we are looking into a stand-alone policy with greater coverage.
  - e. Kim J. suggested that all staff be reminded and educated on phishing and not sharing information.

- f. All members of the committee present think that two-part authentication for logging in should be required for staff.
  - Employment – liabilities, health insurance costs
    - a. There was approximately a 25% increase in benefit costs.
    - b. Workman’s comp numbers are low.
    - c. Additional trainings may be available from the EPI provider at no charge, this is to be researched and added to employee’s annual review if applicable.
  - Succession Planning
    - a. Redundancy needs to be all across the agency and departments should be cross trained.
    - b. Jeri. M stated she has a contact for assistance with a succession plan that assisted at the city.
  - Safety – clients and staff
    - a. Kerry will have someone contact local law enforcement, they will come out to a location and advise staff on what needs to be changed for safety and security.
    - b. Cameras from the 2808 N Australian Ave will be removed in a few weeks and installed into other facilities that need more security.
    - c. Kerry will check to verify the whistleblower phone number, also we need to let the employees know about the number.
    - d. There should be a risk management phone number in place.
    - e. Procedures must be in place for “in case” safety scenarios and make sure they are being followed, staff needs to aware of the procedures.
      - i. This could include but not limited to calling the police, notifying your supervisor and possibly having a security guard requested.
  - Accidents – (facilities, vehicles and liability)
    - a. New quarterly external inspection program was just implemented.
    - b. Cornie requested that we have the facilities structures checked because of what happened down at sunnyside.
      - i. Put out an RFP for a structural engineer for what it will cost to look for structural defects.
    - c. Kim R. suggested to reach out to our current insurance company and see what services they provide.
    - d. All staff drivers have a driver’s safety course to take and all box truck drivers will get an additional driving training.
    - e. The driving logs need to be checked and drivers need to be disciplined for not filling out the logs properly.
- 

**Discussion:**

It was discussed that these items are all equally important and they are not in any specific order, the list is a checklist. Throughout the year some items may need immediate attention and will be addressed as needed, for example the possible hurricane last week, and it is confirmed that there is an updated plan for emergencies.

Immediate attention should be given to safety, redundancy, cyber training at 100%, the risk management assessment, driving logs, whistleblower policy and risk assessment number.

Consultant for risk assessment should be re-assessed closer to when the 2808 building is closer to being finished.

We will schedule a meeting for late September or October.

Meeting adjourned at 2:02 pm.

.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Two Part authentication	Kerry Diaz	12/31/2021
	TBD	1/31/2021
Re-check the phishing fail rate		
EPI coverage may include free trainings	TBD	TBD
Additional camera's installed at facilities	Kerry Diaz	TBD
Driving log audits	supervisors	ongoing

---

### ***Other Information***

---

#### **Next meeting:**

To be determined, Susan L. will send out dates for late September and/or October.

.

#### **Special notes:**

If you would like to add anything to the meeting minutes please send to me directly at [slarocca@thelordsplace.org](mailto:slarocca@thelordsplace.org).