

# Risk Assessment Committee Meeting

11/10/2021

1:00pm-2:00pm

ZOOM

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

**Attendees:** Jeri Muoio, Cornie Thornburgh, Jonnell Robinson, Laura Lofaro Freeman, Kerry Diaz, Susan LaRocca

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

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## *Minutes*

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

Meeting began at 1:01 pm, Jonnell R. motioned to approve minutes from 9.29.2021 and was seconded by Laura F., all in favor, motion passed.

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1. Review Risk Management Tracker
  - a. Kerry D. reviewed the tracker updates.
  - b. The ELT will be reviewing and updating the current succession plan.
  - c. A notice to staff advising them of the covid shot mandate when it is enacted and what the options would be will be discussed further.
  - d. The cyber training is almost 100% complete and will need to be completed annually as part of the annual review to qualify for a raise in salary.
  - e. A \$15,000 grant was just awarded for additional lights and cameras to be installed at the Family Campus.
  - f. Jan Phillips will schedule active shooter training with the police department.
  - g. Internal and external inspections of all facilities have begun.
2. Whistleblower policy
  - a. Kerry will collaborate with Jan Phillips to create a new whistleblower policy, including the cost to present to the committee to be reviewed,
3. Two-part authentication update
  - a. Laura F. made a generous donation of \$10,000 which will cover the initial set-up and twenty months of service. An issue with Microsoft Office is delaying the start of this process.

#### 4. Security at all Facilities

- a. Only the family campus currently needs additional attention, if an incident or incidents merit the need for extra attention or security as needed.
- b. A grant was submitted for additional security measures at the women's campuses.
- c. Cameras are not monitored 24 hours a day.

Meeting adjourned at 1:37 pm.

#### **Action Items**

Kerry D. will contact local law enforcement to conduct a walkthrough of each facility.

Kerry D. will create a draft whistleblower policy to present to the committee.

Scott W. will contact WPB Police Department to channel the camera footage from WPB facilities to their database.

Susan L. will send out a calendar invite for the next meeting.

Susan L. will get the previous minutes and tracker onto the board portal as soon as the mainframe is created.

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#### ***Other Information***

#### **Next meeting:**

January 10<sup>th</sup>, 2022 at 9:30 am.

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#### **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).