

Risk Assessment Committee Meeting

9/29/2021

1:00pm-2:00pm

ZOOM

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

Attendees: Jeri Muoio, Cornie Thornburgh, Kim Jones, Dave Loyless, Laura Lofaro Freeman, Kerry Diaz, Susan LaRocca

Not present: Diana Stanley, Jonnell Robinson

Minutes

Motion to approve Minutes from the previous meeting:

Meeting began at 1:01 pm, Jeri M motioned to approve minutes from 7.7.2021 and was seconded by Kim Jones, all in favor, motion passed.

1. Introductions were made and we welcomed new committee member Laura F.
2. Review Risk Management Tracker
 - a. Kerry D. reviewed the tracker and reminded that all items are equally important.
 - b. Cornie T. commented that with the Biden mandate, mandatory vaccinations will impact us, as currently about 50% of staff is vaccinated.
 - i. A notice to staff advising them of the mandate when it is enacted and what the options would be will be discussed further.
3. Staff Cyber Update: training and phishing
 - a. The phishing fail rate is down from 35% to 6.3% and 8.3%.
 - b. Between the last meeting and today, completion volume went from 28 to 90, moving forward staff will not be eligible for the 3% cost of living increase without completion.
4. Two-part authentication update
 - a. Cost is about \$10,000 annually for all computers, including staff, client, and job training computers.
 - b. A motion that as a committee, we should recommend to the finance committee that two-part authentication should be funded and added to the budget was made by Cornie T. and was seconded by Dave L., all in favor, motion passed.

5. Additional Cyber Insurance
 - a. Currently waiting on a quote for additional cyber security, Kerry D. will update with a quote at the next committee meeting.
6. Driving log and alarm audits
 - a. Additional training is required for all drivers that drive the box trucks.
 - b. Each quarter there will be random audits of driving logs and alarm audits.
 - c. Alarm audits have already occurred and some inconsistencies were found and are being addressed.
7. West Palm Beach Officer
 - a. The WPB officer went through the campuses and was pleased with the vegetation heights.
 - b. The officer made recommendations on the location for additional cameras which have now been installed.
 - c. The officer offered to come back in small groups and do active shooter training following up, Kerry will work with Jan on this.
8. Whistleblower policy
 - a. A discussion was had on the whistleblower policy, all agree that it is outdated.
 - b. A recommendation that the audit committee chair would be the designee to receive all inquiries.
 - c. Once a year the whistleblower should be circulated to the staff and there should be a way to do an anonymous call, text, email, and/or mail.
 - d. Dave L. will find out his whistleblower procedure and fees and return to the committee.
9. Family Campus Update
 - a. Due to the increase of incidents at the Family Campus, we are changing from private security to off-duty PBSO.
 - b. It was recommended that the staff has some extra mental health days and TLC for the staff with all they are dealing with the current clients.

Meeting adjourned at 2:02 pm.

Action Items

Kerry D. will add COVID to the tracker under the employment section.

Kerry D. will report on the additional cyber security quote next committee meeting.

Jeri M & Cornie T. will recommend the need for two-part authentication to the finance committee.

Each quarter there will be random audits of driving logs and alarm audits.

Kerry will meet with HR regarding the active shooter follow-up training and ask to remind staff of EAP available to staff.

Kerry D. will research sample whistleblower policies and procedures and bring them back to the committee.

Dave L. will find research his whistleblower procedure and fees and return it to the committee.

Other Information

Next meeting:

November 10th at 1:00 pm.

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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.