

Risk Assessment Committee Meeting

5/27/2021

1:00pm-2:00pm

ZOOM

Facilitator: Jeri Muoio **Note taker:** Susan LaRocca

Attendees: Jeri Muoio, Cornie Thornburgh, Kerry Diaz, Dave Loyless, Jonnell Robinson, Susan LaRocca

Minutes

Introduction:

Introductions were made and it was announced that Kerry Diaz is no longer the “interim” Chief Operating Officer, she is has accepted the position of Chief Operating Officer. Jeri Muoio is the new chair of the committee, Kim Jones joined the committee but was unable to attend this meeting.

Presenter: Kerry Diaz

Presentation of The five major risks

Kerry D. discussed that the executive leadership team each met with their staff and then collaborated together to get to five main categories. Items below are not listed in order of importance, unless otherwise stated the statements in this section were said by Kerry D.

- 1) Accidents – (facilities, vehicles and liability)
 - a. All drivers currently have to take a defensive driving class.
 - b. All box truck drivers will get an additional driving training.
- 2) Employment – liabilities, health insurance costs
 - a. There are situations when TLP has struggled hiring staff in order to stay compliant with a grant.
 - b. Health insurance cost was going to increase 50% but the team was able to get is down to under 30%.
- 3) Safety – clients and staff
 - a. When interacting with the clients there is a possibility of violent activity.
 - b. Several of the campuses already have security cameras and lights in parking lots.
 - i. The family campus is a campus that may require additional security cameras and lighting at this time.
 - c. The three main campuses do have cameras at all entrances.
 - d. At this time all staff is required to take an active shooting course annually.
 - e. Jeri M. recommended that 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.
- 4) Cyber IT
 - a. There is cyber training that all staff are required to take.
 - b. Cornie T. recommended implementing a two part authentication for logging on the computer.

5) Succession Planning

- a. As of now the plan is outdated and needs to be updated with who would assume what role in the agency if something would happen.'
- b. Jeri. M stated she has a contact for assistance with a succession plan.

Discussion:

It was recommended by Dave L. to add a sixth item to list of five risks. The sixth item is loss of funding. Whether it be a grant or major donor that is lost, there needs to be contingencies in place to replenish those funds. Dave L. stated he would be able to assist with the first three risks and will share risk assessment tools.

Jonell R. has an audit tool that could be of assistance.

The committee asked where are we having problems related to risk, is it after hours, etc? It was suggested we may want to provide staff with a Risk Management contact at the agency to report issues.

It was suggested the committee may want to add a plaintiff's attorney and an employment law attorney; committee members were encouraged to forward names to The Lord's Place.

It was decided that Kerry D. will complete a matrix by June 25th and email it to all committee members. In the matrix she will put the risks in order of importance, which will be decided by factors including (not limited to) recent accreditation reports, frequency of occurrences, and how catastrophic the risk is to the agency. Kerry D. will go over the specifics of the risks and assign a person to be responsible for researching and implementing the changes by deadlines that are agreed upon. Kerry D. will designate a person that will be the key contact for staff and clients to contact regarding risks. She will also gather information on current mitigation as well as information on claims, audits and other reviews that may be informative.

Once the matrix is completed the committee will know where to put the most focus and quickest deadlines.

Action items	Person responsible	Deadline
Create the Matrix	Kerry Diaz	June 25 th , 2021

Other Information

Next meeting:

Thursday July 1st at 1:00pm, Susan L. will send out the ZOOM link.

Special notes:

If you would like to add anything to the meeting minutes please send to me directly at slarocca@thelordsplace.org.