

Risk Assessment Committee Meeting

1/10/2022

9:30am-10:30am

ZOOM

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

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

Not present: Diana Stanley

Minutes

Motion to approve Minutes from the previous meeting:

Meeting began at 1:01 pm, Jonnell R. motioned to approve minutes from 11.10.2021 and was seconded by Cornie T., all in favor, motion passed.

1. Review Risk Management Tracker by Kerry D.
 - a. Employment
 - i. Some perks TLP offers are flexibility, the mission, virtual weekly staff, and having a staff retreat.
 - ii. Cornie T. asked if there is enough redundancy in each position and are we prepared for the economic risks (such as increase pay scales).
 - iii. It was reminded that the lowest paid employee is \$15 an hour, thrift is one of the areas that it is affecting. Comparable jobs are offering \$17 and up with signing bonuses.
 - iv. It was recommended to look at salaries across the agency
 - v. Jeri M. asked how many unfilled positions there are across the agency. It was referenced that Jan would have numbers.
 - vi. Jeri M. requested how many positions are open, what the pay scale is for the empty positions (focused at \$15 wage etc), time for recruitment, how many people are leaving, where are we currently recruiting. Again, HR will have that information.

- vii. Jonell R. stated that \$15 is comparable to the area. TLP offers several things added to the dollar amount, the flexibility and benefits are very good to attract new hires.
- viii. Cornie T. suggested that Jan could come and answer the questions that arose.
- ix. Kim J. pointed out that the cost of benefits increased 25% this year and we should look at what the costs will be in the next 3 – 5 years.
- x. Kerry D. said she would discuss these questions with Jan and come back to the team.
- xi. Laura L. asked if there was an opportunity to lower the benefit-cost through a nonprofit group. Kerry will check with the nonprofit first or nonprofit chamber to see if there is anything that may exist.

b. COVID

- i. Because of the increase of COVID, volunteer numbers have decreased across the board.
- ii. Stagger staff in the office again as it was at the beginning of COVID.
- iii. Masks are mandatory in the office unless alone behind closed doors.
- iv. Self-isolating and quarantine protocols are following the CDC guidelines.
- v. It was requested to research supplying at-home COVID tests for staff.
- vi. It was recommended to have procedures in place if the mandate passes.

2. Whistleblower policy

- a. The Whistleblower policy was created by Legal aid and the same that all local nonprofits use in the area.
- b. Accounting and audit were narrow areas covered by the policy.
- c. A recommendation from the committee was that more general concerns including fraud, waste, and abuse to the Board Chair Position, should be labeled only to be opened by the recipient.
- d. It was recommended to review the mail opening procedures to include items addressed to the Audit Chair and Board Chair to be carefully monitored if they are to be opened by the individuals themselves.

3. Two-part authentication update

- a. The update has started to be implemented and should be complete by the end of January 2022, thanks again to Laura L.'s donation.

4. Cyber Security

- a. IT Committee made a recommendation to the chair of Finance to assume the cost of higher cyber policy limits.

5. Family Campus

- a. Off-Duty Sherriff Officers were there for a few months and there were a few evictions.
- b. Cameras have been installed and security has improved.
- c. The campus is back to normalcy since the changes were implemented.

6. Staff Retention

- a. It was recommended that additional funds will need to be discussed for nonprofits to compete with the salaries of for-profit companies.

Meeting adjourned at 10:15 pm.

Action Items

Kerry D. will share the cyber policy limits with Laura. (Completed on 1/10/2022)

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

Kerry D. will review questions brought up by the committee with Jan for the next meeting.

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

Other Information

Next meeting:

February 9th, 2022 at 11:00 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.