

## **RISK MANAGEMENT COMMITTEE**

COMMITTEE: RISK MANAGEMENT COMMITTEE  
DATE: MONDAY, MARCH 16, 2020  
TIME: 4:30 P.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairperson Campbell called the meeting to order at 4:30 p.m. and read the agenda.

### **ROLL CALL**

Members Present: Burl, Campbell, & Lukas

Absent:

Others present: Tom Tallier, Nora Matuszewski, Jacee Shepard, Mark Rinehart, Jason Theune, Christy Doane, Larry Berg, Scott Goode, Steve Bunda, Cortney Cleereman, Tammy Queen, Jody Jensen, Josh Bradley, John Dennee, Alex Walrath, Rob Koplien, Shannon Boney, Penny Carter, Bill Anderson, Christy Conley, Cindy Gretzinger & Wendy Massey.

### **APPROVE AGENDA**

Motion by Lukas to approve the agenda, second by Burl. All present voting (AYE). Motion carried.

### **APPROVE MINUTES FROM THE FEBRUARY 26, 2020 MEETING**

Motion by Burl to approve the minutes from the February 26, 2020 Risk Management meeting, second by Lukas. All present voting (AYE). Motion carried.

### **PUBLIC COMMENT**

Tammy Queen told the committee that starting March 17<sup>th</sup>, 2020 congregate meal sites are closed and home delivered meals are being delivered as needed. There will be no health promotion classes.

### **DISCUSSION WITH MAINTENANCE ON THE PLAN FOR THE COURTHOUSE PERTAINING TO THE COVID-19 VIRUS, POSSIBLE ACTION**

Maintenance told the committee they have been wiping down all surfaces for the past two weeks. Rinehart discussed with the Health Director and has supplied all offices with a bottle with a bleach solution in it as well as paper towels to have each department wipe down their offices several times per day. The Maintenance is disinfecting the board room after every meeting and are documenting it.

Jacee Anderson (Health Director) explained that the County does not have test kits and would not be able to take it on at this time, unless there is mutual aid, the clinics are hospitals are taking care of this.

Social Services would like to limit people coming into the office, people with need by approval. Dennee explained that the Jail is locked down also and all inmates are being screened as they come into the Jail. No visitors are being allowed at this time. He also explained that he is not able to enforce federal law about the closings or the capacity of people unless it is state mandated.

Anderson suggestions for keeping safe were to not travel to other states right now that are noticed as having cases and to decide on a case by case basis. She had examples of policies for travel and other items with employees and thinks the County should put something similar in place. There was discussion about closing the courthouse to the public, and having all non-essential business be completed through email, phone, or mail. Anderson also explained that at this time there are 47 cases in Wisconsin, with one (1) case recovering. She just asked that everyone practice social distancing, wash hands frequently, and asked if it was possible to limit the people coming into the courthouse. She would like to have some of these ideas put into place and asked the committee to do that. This was passed over and then brought back for discussion.

Motion by Burl to suspend all non-essential travel, if employees have traveled to any of the places listed as high risk, to have the employee self-quarantine for 14-days, put signage on the courthouse doors, website, and media (both local newspapers) limiting access to the courthouse asking all sick to stay away, and call ahead if possible to make appointments with the offices, second by Lukas. All present voting (AYE). Motion carried.

#### EMERGENCY MANAGEMENT DIRECTOR UPDATE

Theune told the committee he is here to assist the Health Director. If there is anything he can offer from the state level to please let him know. The project he was working for the courthouse is almost finished and he should be able to start install by the end of this week. He will speak with Nauncka to get this going.

#### CHRISTY DOANE DISCUSSION ON SECURITY CONFERENCE

Doane went through the important highlights of the conference. She felt an important take away from the conference was security presence in the building.

#### ACTIVE SHOOTER TRAINING FOR NEW EMPLOYEES

The sheriff has a "Run, Hide Video" for new employees, and he could do the training annually for all staff as well.

Motion by Burl to proceed with the video at the time a new employee packet is handed out, second by Lukas. All present voting (AYE). Motion carried.

#### SIGNAGE AT THE COURTHOUSE

No Action

#### DISCUSSION ON FUTURE AGENDA ITEMS

- Signage at the Courthouse
- Security Officer

#### ADJOURNMENT

There being no further business, motion by Lukas to adjourn meeting, second by Burl. All present voting AYE. Motion adopted. Meeting adjourned.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Risk Management meeting.