

**AGENDA**  
**MONDAY, February 12, 2024, 8:15 A.M.**  
**LOSS CONTROL-SUB-COMMITTEE of**  
**OCONTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**501 PARK AVENUE, COURTHOUSE – BUILDING C, 2nd FLOOR, ROOM 2119, OCONTO, WI 54153**

This is an open meeting of the Loss Control Sub-Committee of the Oconto County Health and Human Services Department. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting by forwarding the complete agenda to the newspapers and to all news media who have requested the same, as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website: [www.co.oconto.wi.us](http://www.co.oconto.wi.us)

1. Call Meeting to Order
2. Statement of County Mission and Vision
3. Approval of Agenda
  - 3.1. Changes in Sequence
  - 3.2. Removal of Items
4. Approve Minutes of Previous Meeting November 7, 2023 (Enc.)
5. Follow up on Mass Fatality/Family Assistance Center Template
6. Follow up on Mass Notification Procedure of Email to Text
7. Announcements/General Information
8. Next Meeting Date/Time
9. Adjournment

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins, so appropriate accommodations can be made.

Persons who are members of another governmental body but who are not members of this committee may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

cc: Committee, County Chair, County Vice-Chair, County Clerk, County Administrator, Post, Media, County Website

Date Posted: 02/06/2024

JS/clk

MISSION: To responsibly serve, support, and protect the people and places throughout our community.

VISION: An empowered community where safety, sustainability, and well-being are enhanced by our work.

**MINUTES**  
**TUESDAY, NOVEMBER 07, 2023, 8:15 A.M.**  
**COUNTY LOSS CONTROL PROGRAM**  
**SUB-COMMITTEE OF HEALTH AND HUMAN SERVICES**  
**ROOM 2119, 2<sup>nd</sup> FLOOR COURTHOUSE BLDG C,**  
**501 PARK AVE, OCONTO, WI 54153**  
**(Not yet approved by Committee)**

Present: Debra Konitzer, Erik Pritzl, Scott Shackelford, Betty Bickel, Jon Spice, Jaelyn Scanlan,  
Wendy Dey, and Carolyn Kramer

Absent: Will Kline

1. CALL MEETING TO ORDER  
Meeting was called to order at 8:15 a.m. by Scott Shackelford.
2. STATEMENT OF COUNTY MISSION AND VISION  
Erik Pritzl read the Mission and Vision Statements
3. APPROVAL OF AGENDA  
Motion to approve agenda made by Erik Pritzl and seconded by Jon Spice. Motion carried.
4. APPROVE MEETING MINUTES FROM 08-14-2023  
Motion to approve the meeting minutes made by Debra Konitzer and seconded by Jaelyn Scanlan. Motion carried.
5. FOLLOW UP MASS FATALITY/FAMILY ASSISTANCE CENTER PLANNING  
Jon Spice led a discussion regarding Mass Fatality/Family Assistance Center Planning. Jon recently attending a meeting where the Medical Examiner's Office gave a presentation. They would like to be heavily involved in the planning and operation of the Family Assistance Center. Draft plan to be prepared and brought back to the next meeting for the committee to review. Call tree to be verified and updated where needed. Discussion followed.
6. UPDATE DRAFT PLAN FOR SAFETY/CRISIS RESPONSE PROTOCOL  
Shackelford reviewed the Safety/Crisis Response protocol with the committee. Last month the Sheriff's Office gave a presentation to the Management Team and Front Clerical Staff regarding the new protocol for the Health and Human Services Lobby as it relates to safety. The Management Team will be discussing options for a mass notification procedure, possibly a group text or email. Discussion followed.
7. UPDATE LOBBY SAFETY  
Item to be brought back to the February Committee Meeting.
8. OTHER BUSINESS  
None
9. ANNOUNCEMENTS  
None
10. NEXT MEETING  
Monday, February 12, 2024 at 8:15 a.m.
11. ADJOURN MEETING  
Scott Shackelford adjourned at 9:15 a.m.