

**AGENDA**  
**MONDAY, FEBRUARY 10 , 2025 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 (Enc.)
5. Follow up on Mass Fatality/Family Assistance Center Training and Next Steps, Staff Training
6. Follow up on Mass Notification Procedure of Email to Text
7. Other Business
8. Announcements/General Information
9. Next Meeting Date/Time
10. 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: 02/04/2025

JS/wsd

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**  
**MONDAY, NOVEMBER 11, 2024, 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: Jaelyn Scanlan, Richard Heath, Will Kline, Scott Shackelford, Betty Bickel, and Wendy Dey

Absent: Jon Spice

1. CALL MEETING TO ORDER  
Meeting was called to order at 8:15 a.m. by Jaelyn Scanlan.
2. STATEMENT OF COUNTY MISSION AND VISION  
Jaelyn read the County Mission and Vision Statements.
3. APPROVAL OF AGENDA  
Motion to approve agenda made by Scott and seconded by Will. Motion carried.
4. APPROVE MEETING MINUTES FROM 08-12-2024  
Motion to approve the meeting minutes made by Betty and seconded by Will. Motion carried.
5. FOLLOW UP ON MASS FATALITY/FAMILY ASSISTANCE CENTER TRAINING AND NEXT STEPS, STAFF TRAINING  
Jaelyn updated the committee. Public Health recently attended training. Jaelyn and Jon will be attending additional training that will address specific crisis scenarios on 12/4/24. There will be training for all staff members eventually. A formal plan will be created and used for training. A Behavioral Health Training Partnership (BHTP) also exists, this could be used if a situation occurs, and it's deemed necessary to have outside sources help with the debriefing. Heather Blum, Environmental Health Professional has created and is maintaining a spreadsheet to document the family assistance center training. The committee decided that this Agenda item will be added as a standing Agenda item to future meetings.
6. FOLLOW UP ON MASS NOTIFICATION PROCEDURE OF EMAIL TO TEXT  
Betty updated the committee. Since the upgrade to Microsoft 365, there is more work to be done. Betty will be meeting with Melissa Schwaller, Director of Technology Services later today. Betty will follow up with the committee.
7. DISCUSS PURPOSE AND INTENT OF COMMITTEE  
Following a discussion led by Jaelyn, the committee decided that the purpose and intent of the Health and Human Services Loss Control Meeting should be to focus on items that specifically relate to the safety and preparedness of Health and Human Services.
8. OTHER BUSINESS – None
9. ANNOUNCEMENTS/GENERAL INFORMATION  
Discussion held regarding possibly updating the furniture in conference room # 2119. Jaelyn is checking to see if she can use ARPA funding to order a new table and chairs, she will follow up with the committee.
10. NEXT MEETING  
Monday, February 10, 2025, at 8:15 a.m.
11. ADJOURN MEETING  
Jaelyn declared the meeting adjourned at 8:47 a.m.