TO: Mary Gallagher, President
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director
DATE: January 21, 2021
RE: Planning Objectives Summary: January 21st Incident Command Center (ICC) meeting

The full ICC met on January 21, 2021. ICC Objectives were reiterated in the following order:
   I. Health and Safety of LACC students, staff and faculty.
   II. Instruction and Student Services Continuity
   III. Business Continuity

Based on those directives, each ICC section was assigned the following tasks:

1. **LACC COVID-19 Cases/Exposure reports**
   a. None Reported

2. **Liaison Report:**
   a. Cases of COVID are trending down.
      i. Reminder to report cases within 3 days.
   b. Reminder that the re-engagement grid is not a return to work plan.
   c. More information to come regarding additional supplemental funds that are coming to state and district.

3. **Safety Officer:**
   a. Two people reported testing positive recently, working on contract tracing forms.

4. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Reminder to complete FEMA training, website is back up.
      ii. Launch of re-engagement planning coming soon, team is being put together.
         1. Working with departments to begin plans for Fall classes
   b. Van de Kamp:
      i. None
   c. Operations:
      1. Continue to maintain PPE distributions and check-in process.
      2. Trades began regular 8hr shifts
      3. Working with IT on special projects
      4. Temporary mailroom relocation will be in place today
         a. Will be making an announcement to the college.
      5. Correction to previous N95 masks stock report, there is plenty of stock.
      6. Clarification of technology that was received from district obtained and
         pick-up/distribution is being coordinated by receiving.
            i. IT:
               1. none
d. Planning Section:
i. None
e. Finance/Logistics:
i. Continue to submit COVID related receipts.

5. **New Activities/Issues by section:**
   a. Management Section:
      i. Employee supply distribution sign-up sent out, response has been good.
   a. Van de Kamp: None
   b. Operations:
      1. None
   i. IT:
      1. None
   b. Planning Section: None
   c. Finance/Logistics: None

6. **Items from the Floor:**
   a. Flu shot reminder suggested in weekly emails to college community.

7. Adjournment: 9:21am