

Example - Not Required Format

Agency Loss Control Committee Meeting

Location

Date

A G E N D A

Call To Order: _____ a.m./p.m.

- Approve Minutes/Record of Date (last meeting)

Old Business:

- XXXXXXXXX

New Business:

- Reports – Review & Discussion
 - Workers Compensation Claims Reports
 - Risk Management Fund Claims Reports
- Risk Management Fund Discount Compliance
 - XXXXXXX
- Risk Management Workers Compensation Compliance
 - XXXXXXX
- XXXXXXXXX

Committee – General Information/ Announcements

- Review Risk Quick Tips
- XXXXXXXXX

Next Regular Meeting:

 Time ☞ Location

Proposed Future Meeting:

- XXXXXXXXX

Adjournment

 a.m./p.m.