



Procedure # 9: – Risk Assessment

Governed by: Chief Compliance & QA Officer

Approval Date: October 12, 2016

Last Updated: October 12, 2016

Purpose:

-  Identify Vulnerabilities & Minimize Risk
-  Ensure Compliance & Continuous Quality Improvement
-  Streamline & Maximize Resources
-  Support Sustainability

Procedure:

-  Bi-annually, in the months of August and September; CEO's Chief Compliance Officer will lead the Senior Administrative team through the identification and selection of a comprehensive (HR, Fiscal, Communications, Service Delivery, Facilities, IT) risk assessment tool.
-  From October through December the Chief Compliance Officer will schedule Senior Administrative team meetings and lead the team through the completion of the risk assessment tool/process.
-  Upon completion of assessment the Chief Compliance Officer will develop a risk assessment summation report to be shared with the Senior Administrative team during the annual Sr. Administrative team retreat typically in late January.
-  During the retreat the Senior Administrative team will use the findings in collaboration with self-assessment, community assessment and strategic planning findings to formulate agency and senior administrative priorities for the upcoming two years.
-  In March the Chief Compliance Officer will share a risk assessment snapshot report with the Board during the March Board meeting.