

**Licking County Board of Developmental Disabilities**

**Administrative Policy Manual**

**Policy: Risk Management Plan**

**Board Approved: 8/06**

**Revised: 4/17**

**Reviewed: 04/10, 5/11, 8/14, 07/2020**

**Section: 1.10**

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**POLICY**

Effectively managing risk is an important responsibility of the Licking County Board of Developmental Disabilities, hereinafter referred to as the Board. The Board wishes to protect itself against accidental loss that significantly affects its personnel, property, budget, and ability to fulfill its responsibilities. The purpose of this policy is to clearly establish a commitment to identifying and implementing strategies to reduce the risk of accidental loss or injury to the greatest extent feasible, while carrying out the Board's mission. The risk management controls system (Appendix A) identifies potential loss exposure and safety hazards; available control mechanisms; actions to reduce risks; persons responsible; and frequency of monitoring. The potential for exposure is monitored throughout the organization including, administrative, financial, human resources, facilities and other areas where potential exposure exists. The risk management controls system (see appendix A) is regularly reviewed and updated by the Superintendent and Leadership Team.

The Board's risk management efforts incorporate systems of checks and balances that define accountability and monitor critical performance variables. The control systems are designed to minimize risks, prevent and detect illegal or unethical activity, fraud, waste and abuse.

Risk management includes actions taken before and after a loss occurs and is directed towards reducing risks and the frequency and severity of losses. When analyzing a loss exposure and its treatment, the impact on individual departments and all Board operations is evaluated. The Board faces many risks in the course of its daily operations. Most risk falls into one of the following categories:

1. General Liability – Loss payable to others outside the organization for injury or damage arising from Board operations. It includes personal injury, bodily injury, and property loss or damage to a third party as a result of negligence.
2. Professional Liability (Including Directors and Officers coverage) – Exposure is greatest in the following areas: a) hiring, treatment and termination of staff; b) fulfillment of statutory responsibilities; c) negligence in fiscal management; and d) compliance with the Americans with Disabilities Act (ADA).
3. Staff Liability - Includes compensation for job-related accidents or occupational illnesses. Three types of loss exposure in this area are workers' compensation claims, employer liability claims, and non-compliance with applicable occupational safety and health regulations.

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4. Property Loss - Includes real and personal property whether owned or leased. The loss may result from fire, accident or theft. Property may be destroyed, damaged or lost. The organization may also experience an interruption in normal operation.
  5. Vehicle-related Loss - Property damage to Board owned vehicles and liability claims for personal injury and property damages as a result of vehicle operation.
  6. Contractual Liability - Arises out of leases, rental agreements, special service agreements, joint use agreements, cooperative ventures, construction contracts, service contracts with municipalities and contractual labor.
  7. Business Loss/Interruption - Loss of funding and/or major losses of facilities.
  8. Loss of Reputation – Includes negative publicity arising from negligent or unethical behavior of staff and /or organization.

The Board uses various methods to manage risks as outlined in the risk management control systems grid (Appendix A). Most risk falls into one of the following categories:

1. Risk Avoidance - The Board may avoid high risk by refusing to undertake unsafe activities or by discontinuing or declining high-risk services and/or activities.
2. Loss Prevention and Loss Reduction - Risks can be reduced resulting in a decrease in frequency and severity of accidental losses. Staff is responsible for conducting the business of the Board in such a way as to reduce or prevent hazards to people and property. Potential new services and activities are evaluated for risk/cost potential.
3. Risk Retention - The Board retains the financial responsibility for risks due to accidental loss to the maximum extent possible without jeopardizing the financial position of the Board or the continuation of essential services.
4. Risk Transfer - The financial responsibility for risks may be transferred to others through contractual agreements or through the purchase of insurance. The Board will purchase insurance when required by law, bond or contractual agreement. Commercially insuring risks does not alter the responsibility of Board staff for compliance with required and appropriate safety and security standards.

The Board has the following policies, procedures and practices currently in effect to minimize and reduce risk. These are periodically reviewed by the Superintendent and the Board:

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**Personnel Policies:**

1. Board Personnel Policy 1.3 General Hiring & Employment
2. Board Personnel Policy 1.4 Background Checks
3. Board Personnel Policy 1.7 ADA Accommodation
4. Board Personnel Policy 1.11 Substance Abuse
5. Board Personnel Policy 1.12 Anti-Harassment
6. Board Personnel Policy 1.13 Workplace Violence
7. Board Personnel Policy 1.21 Corporate Compliance, Ethics, & Whistleblower Protection
8. Board Personnel Policy 2.02 Safety
9. Board Personnel Policy 2.9 Use of County & Personally Owned Vehicles
10. Board Personnel Policy 3.5 Workers Compensation
11. Board Personnel Policy 6.1 Disciplinary Action and Corrective Action Guidelines

**Administrative Policies:**

12. Board Administrative Policy 1.03 Facility Use
13. Board Administrative Policy 1.04 Complaint Resolution
14. Board Administrative Policy 1.06 Public Records
15. Board Administrative Policy 1.09 HIPPA Policy and Procedures
16. Board Administrative Policy 2.01 Resource Management and Cash Management procedures
17. Board Administrative Policy 2.06 Use of Credit Card
18. Board Administrative Policy 3.02 Incidents Affecting Health and Safety and Procedures
19. Board Administrative Policy 3.05 Emergency Treatment; Illness/Accident/Injury Reporting
20. Board Administrative Policy 3.07 Exposure Control
21. Board Administrative Policy 3.09 Transportation
22. Board Administrative Policy 4.02 Participant Non-Discrimination
23. Board Administrative Policy 4.04 Individual Support Planning
24. Board Administrative Policy 4.05 Confidentiality of Person Specific Information

**Practices:**

- Regular Consultation with Licking County and CORSA risk management services
- Sexual Harassment and other required annual training through the “WORKS”
- Regular review of revenue and expense by the superintendent, leadership team and the Board
- Staff Council
- Staff Education of Ohio Fraud Hotline