

Policy Number: 2600  
Policy Title: Risk Management  
Date Adopted: November 20, 2019

**Purpose:**

To establish guidance on how the CSB will mitigate and manage risk across the organization and define the role of the CSB Board

**Definition:**

Risk Management is the identification of and evaluation of risks as well as the identification of, selection and implementation of control measures that might alter risks.

**Responsibility:**

1. Fairfax County has an established Risk Management Program which sets expectations for an absolute and demonstrated commitment by all levels of staff to the Risk Management Program. CSB leadership, including supervisors, will promptly resolve risk producing exposures within reason and ensure compliance by employees with applicable policies and procedures.
2. The CSB established its own risk management program under the supervision of the Deputy Director of Administrative Operations which expands on the County's Risk Management Program.
3. The CSB Board established a CSB Board Compliance Committee to provide oversight and direction to the CSB's compliance program.

**Process:**

1. The CSB's Internal Compliance Committee, which is comprised of the CSB Executive leadership team, county attorney, and CSB Compliance Director, will at the beginning of each fiscal year identify the agency's high-risk areas covering at least the following areas:
  - a. Personnel
  - b. Facilities and equipment
  - c. Emergency Preparedness
  - d. Contracting
  - e. Healthcare compliance
  - f. Finances

The CSB Executive Director will advise the CSB Board Compliance Committee and the CSB Board of the specific items of high-risk identified and the plans to mitigate the risk and the possible consequences to the CSB.
2. At least quarterly, the CSB's Internal Compliance Committee will:
  - a. Review the status of previously or newly identified high risk related areas to ensure that necessary actions are being taken to mitigate risk based on any trends or gaps identified in any of the above categories during the prior three-month period, and

- b. Monitor any actions previous undertaken to ensure that they have been effective in mitigating the identified risk(s).

The CSB Executive Director will advise the CSB Board Compliance Committee and the CSB Board of the effectiveness of the actions taken and, what, if any, action is needed to further mitigate the risk.

3. The CSB Executive Director will promptly notify the Chair of the CSB Board of any unanticipated risk situation that may substantially affect a CSB program, its clients or the CSB's reputation in the community. The Executive Director will notify the CSB Board as soon as reasonably possible.

Approved

  
CSB Board Secretary

November 20, 2019

Date

#### References

- Code of Virginia: 37.2-504-A.1 Community Services Boards; local government department; powers and duties
- Code of Virginia: 37.2-508-Performance Contract for mental health, mental retardation and substance abuse services. Section on Board responsibilities 6.b.2-Quality Improvement and Risk Management
- Code of Virginia: 8.01-581.16 (civil immunity for members of certain boards or committees) and 8.01-581.17 (privileged communications of certain committees and entities).

Policy Adopted: June 24, 2009  
*Replaces Policy 2200 Dated September 19, 2001*

Policy Readopted: November 20, 2013

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