

Creston and District Society for Community Living - Risk Asssment and Plan - January 2014

Identification of Loss Exposure	Severity	Analysis	How to Rectify	Actions Needed to Reduce Risk	Monitoring When, Who, How	Actions Done	Inclusion in Performance Improvement
Funding/Financial							
Underfundingby CLBC	High	We received modest increases to CLBC Contracts on Jan 29/14 which include rretroactive payments from last year, but revenues do not cover the increases in staffing from the Collective Agreement for 2013/14 fiscal year. Expenses such as utilities and staff benefits continue to increase. We are underfunded by \$45,000 annually - this can be applied to reduction of staffing hours with approval from CLBC. Administration portion from CLBC has been reduced by \$24,324 annually.	Run Balanced Budgets Increase Revenues Decrease Expenses	Balance Budget ongoing Explore other sources of funding. Reduce Expenses	Ex Director Board of Directors Discussions with CLBC Financial Committee Plan done Jan /14 Plan done Jan /14 Implement by Apr 1/14	Plan to increase transfers . from to Admin from non-CLBC programs Balanced budget 2013/14 Apply CLBC funding gap. to reductions in stafing. Plan in place to reduce Admin Expenses, Program Expenses & staffing 2014/15	In Strategic Plan and Operational Plan and 2014/15 Budget
Balance sheet shows a high long-term surplus, but this is all invested in assets.	Med	Asset funding has historically come from cash flow and using Credit Line for two weeks out of the month rather than long -term loans, which saves money for the short term but is not sustainable over along period of time.	Sell assets or take out loans.	Change from Reserve Accounting to Amortization. Develop long-term plan for Asset Management.	Ex Director and Board of Directors Develop Plan & Monitor by March 2015	Reduced Asset accounting Reversed some Reserves Discussed Issue	In Strategic Plan and Operational Plan
Low Cash Flow	High	Low Cash flow is due to deficits over last two years and historical use of cash flow to purchase assets. The deficit is under control for this year due to reductions in staffing and other expenses.	Increase Cash Flow	Maintain balanced budget.	Ex Director and Board of Directors Develop Plan & Monitor Budget - Mar 2014	Cash flow is stable.	Strategic Plan and Operational Plan
Liabilities could start coming due over the next number of years.	Med	The organization needs positive cash flow over the next 10 years to pay for upcoming liabilities such as Frozen Sick Time.	Plan needs to be made.	Develop long-term plan to address liabilities.	Ex Director/Board by March 2015	Balancing budget Disscussed Issue	Strategic Plan and Operational Plan
Changes in Population							
Clients are aging. Clients needs are increasing due to health and mobility issues.	High	Independent Clients are losing their independence. This could mean that they will need a higher level of support, and due to the fact that the first option for 24-hour support is Supported Living, they may go out of our service Possibility of clients going to other services. This also can increase risk to themselves, other clients and staff.	Long Term Plans for clients	Continue to advocate for clients on a case by case basis.	CLBC Analyst Coordinators, Ex Director, CLBC Facilitator Ongoing	Successfully moved clients with dementia within the agency. Identifying clients at risk and requesting plans.	Include in Strategic Plan and Operational Plan
Facilities and Grounds							
Facilities are aging.	Med	The buildings and properties have been well maintained over the years, but are getting older. Reserves have depleted and there is no funding to replenish.	Continue annual inspections and regular maintenance.	Increase operational budgets for maintenance/repairs. Increase reserves from rent..	Ex Director Ongoing	16th Ave up to 4 tenants. Increases included in Templates, but not funded.	Capital Plan
Orchard House	Med	The layout of Orchard House is not always conducive to dealing with the clients there who have mental illness issues. Risk has been reduced via clients moving between Apt and House. Risk to staff from dealing with client with health needs.	Minor Renovations Alternate Plan	Research We need to secure monthly funding to pay for a mortgage. Develop Contingency Plan	Maintenance/CLC Licensing Officer Need plan Apr 2014 Help from OT	No money for renovation. repairs to be done. Research re-minor reno. Safety measures in place.	Health & Safety Report Budget Licensing Reports
Security Issues							
Office	Low	Office - Risk for break-ins with computer equipment & sensitive documents.	RCMP slow response.	Increase RCMP response.	ED - Letter to RCMP	Verbal discussions w/RCMP.	Emergency Prep Committee
Woodshop	Low	Woodshop - money is kept on premises, break-ins have occurred in the past, but not recently.		Bring in monies to the office	Coordinator	Coordinator has brought in money more often	
Orchard House	Med	Narcotic drugs are present at the home, including Morphine. This could be a target for outside individuals, increasing risk to clients and staff.	Keep meds locked away and counted Limit # of Meds Reminders to staff	Remind staff in team meetings and in writing of procedures including to call 911 if needed.	Coordinator Ongoing	Policies are in place for dealing with unwanted visitors Meds are limited, locked away and counted.	Medication Del Committee Health and Safety Com
Internal Procedures							
Lines of Communication	Low	Some differences of opinion between staff has created friction.	Encourage discussion and interaction. Inform staff of complaint process.	Continue training to staff. Training for supervisors to deal with conflict. Post and inform staff.	By the end of 2014 Ex Director/Trainer ED/Coordinators	Had training on "Couragous Conversations" for 37 employees.	Accessibility Plan
Health and Safety							
See Health and Safety Risk Assessment	Low	Annual Risk Assessments are done, reviewed and addressed See Health/Safety Risk Assessments	See Health/Safety Risk Assessments	See Health/Safety Risk Assessments	See Health/Safety Risk Assessments Annual Review done	Most items have been resolved. Low risk items monitored.	On Leadership Team and Accreditaton Committee Agendas
Insurance							
See Insurance Worksheet for breakdown of coverage.	Low	Liability insurance limit applies to all claims in a one-year period. Low risk. We have had no liability claims.	Increase coverage. Review annually	Investigates cost of changing limits - no change. Acceptable risk.	Executive Director Annual Review done ED/Board	Change would be too costly. We have had no claims to date; risk of exposure is low.	In Strategic Plan In Operational Plan