

MINUTES

Risk Management Meeting – All Divisions

Wednesday, December 15, 2021 – 2:30PM

Zoom Conference Meeting

(Exception Made Due to Covid-19 Issues & Campus Safety Precautions)

Staff Present:	Robert de Wit	Clint Campbell	Alfredo Macias	Tom Collier
	Marianne Russo	Ali Hamidian	Liz Sanchez	Patrick Joyce
	Jason Eisenmann	Margie Ramirez	Susie Uriarte	Manuel Gil
	Patricia Arredondo			
Absent:	Cyndi Farrington	Rosa Hernandez	Eliana Diaz	

1. COVID Activity

a. Staff Questions on CDC Guidelines (Mask/Travel/Exposure):

- Since our Human Resources staff representatives were not able to attend the meeting, any updates would be sent via email.
 - If there were questions and/or concerns from staff, they could reach out for more information.

2. Inspections and Audits

a. COVID Monthly Inspections Update:

- Clint reported that when it came to these monthly inspection forms, there hadn't been any issues with these documents coming in from Shops departments.

b. Facilitating Audit Forms – End of Year Audit

- However when it came to the Facilities Audit forms, there continues to be issues with how these are put together and submitted so Clint would like to better address the problems by division with the Risk Management committee representatives along with their departmental managers that were filling out these forms.
 - Since the Bookstore would be submitting their audit forms next in January, Clint would like to schedule a meeting with Patrick and Jason over the next few weeks.
 - On the IT side, Ali would follow-up with J and Majid regarding their departmental audit forms.
 - Clint would work with Marianne to schedule the Retail Dining and Residential Dining Audit form review meetings after the beginning of the year.
- Clint will also work with each division to gather feedback on how these audit documents could be updated and revised to make them easier to fill out and more applicable to our Shops locations.

3. Business Continuity Plan

a. Ali discussed that he had still not received any further feedback from the campus about updates to our Business Continuity Plan.

- He will follow-up with them and bring back any new information to our next Risk Management meeting.

4. New Business

a. Foodborne Illness Policy

- Clint, Alfredo and Rosa are currently working on solidifying the process and procedures associated with the Foodborne Illness policy.

- These updates stemmed from a Daily 49er article recently published that stated Housing students were getting sick from meals served at the Residential Dining Halls.
 - The article was poorly researched and there wasn't any evidence from the Long Beach Health department or the Student Health Center that validated any of the reports in their piece despite their claims.
 - Rosa is working with Jeff Cook at University Relations & Development as this seems to be an issue with the Daily 49er and other campus departments.

5. Action Items & Next Steps

- a. Our next meeting was pushed to February 16th at 2:30pm considering that the meeting in January would coincide with the start of the spring semester.