

**Risk Management Meeting – All Divisions**  
**Wednesday, June 23, 2021 – 2:00PM**  
**Audit schedule – Dining Services / Feb, May, Aug, Nov**  
**Audit schedule – Bookstore Services / Jan, Apr, Jul, Oct**

1. COVID Activity
  - a. Staff Questions on CDC Guidelines/Masks/Travel/Exposure (Rosa/Eliana)
  - b. Updates
  
2. Inspections and Audits
  - a. COVID Monthly Inspections Update (Clint)
  - b. IIPP- Location Inspections Audit (Clint)
    - i. Responsibility of Department Managers
    - ii. Audit and Documenting Corrections
  - c. NEW Department Manager Training- Process Review
    - i. Follow-up on the training
  
3. Accident Investigation Update (Eliana)
  
4. NEW Kitchen Equipment Training (Eliana/Clint)
  - a. Formalized a new process
  
5. Forklift Training
  - a. Succeed Management
  - b. Hands on Practical Training – George Alfaro
  
6. Action Items & Next Steps