

Altadena Talks Foundation Risk Management Plan

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Completed By: Brian Baccus

Submitted By: Brian Baccus

Risk Management Program

Risk Management Philosophy

Underlying the mission of Altadena Talks Foundation is a concern for the well-being of the service recipients, volunteers, and employees in the organization. Protecting the health, safety, and security of the people who serve and receive services is an integral part of every program. In keeping with this philosophy, activities must be chosen with the abilities of participants in mind, and staff must be selected with care and trained to carry out their activities with a high degree of safety.

Risk Management Goals

Altadena Talks Foundation seeks to involve appropriate personnel at all levels of the organization in the identification of risks and creation of practical strategies in order to make certain that the organization's approach to risk management considers diverse perspectives and staff understand their roles and responsibilities in protecting the mission and assets of the organization.

General Safety Principles

- Altadena Talks Foundation strives at all times to operate in compliance with local, state, and federal laws and regulations.
- Altadena Talks Foundation adheres to the policies and standards of any national umbrella organization or accrediting agency in matters related to the health, safety, and well-being of service recipients.
- All adults involved in Altadena Talks Foundation bear responsibility for the health, safety, and security of service recipients. This is a primary responsibility of the board of directors, CEO, operational volunteers, and program staff.
- Safety and risk management activities are multi-faceted and include thoughtful screening, selection and training of operational volunteers and employed staff; creation and enforcement of policies, standards, guidelines, and procedures; maintaining safe and secure facilities; establishing procedures for emergencies; and maintaining clear communications channels.
- Altadena Talks Foundation purchases insurance coverage as a financing mechanism for certain risks but recognizes that insurance is not a substitute for vigilance in planning and implementing programs.

Responsibility for Risk Management

Board of Directors

- Sets risk management goals, adopts annual operating objectives and budget with risk management included.

- Adopts annual capital budget with risk management in mind.
- Reviews operational reports to determine compliance and future priorities.
- Ensures compliance with policies and standards imposed by national organizations or accrediting organizations.
- Adopts and establishes policies and standards.
- Reviews the organization's insurance program periodically.
- Reviews the organization's Risk Management Plan annually.

Legal Counsel for the Organization

- Serves as advisor to the board of directors in legal matters, making referrals to specialists as needed.
- Advises senior staff on contracts, agreements, forms, etc., and reviews contracts as needed.

Executive Director or CEO

- Assigns staff to design and carry out safety and risk management activities.
- Assigns staff to perform annual review of the safety and risk management activities.
- Executes contracts for the organization.
- Keeps the board apprised of emerging threats and opportunities facing the organization.

Risk Manager

- Champions organization-wide efforts to protect the vital assets of Altadena Talks Foundation and engage key stakeholders in risk management activities.
- Coordinates meetings of the Risk Management Committee.
- Develops, implements and monitors loss prevention programs.
- Conducts contract reviews; develops indemnity agreements, hold-harmless agreements and consent forms, and coordinates the purchase of insurance.
- Monitors and evaluates the insurance program.
- Integrates risk management throughout the organization's programs.

Risk Management Committee

- Champions organization-wide efforts to protect the vital assets of Altadena Talks Foundation.
- Convenes periodically to review priority risks and risk management strategies.
- Oversees loss prevention programs.
- Oversees the purchase of insurance.
- Evaluates the insurance program.

Governance Structure

Articles of Incorporation

Altadena Talks Foundation was incorporated in the State of California on February 8, 2025. The articles of incorporation were last reviewed by legal counsel in 2025 to ensure compliance with state laws. Corporate status is maintained by filing with the state as required by law.

Bylaws

The bylaws were originally filed and approved by the State of California on February 8, 2025. The Board reviews bylaws annually and proposes amendments as needed.

Indemnification

Legal counsel reviewed the indemnification provision for compliance with state law on March 8, 2025. The indemnification provision is funded by a Directors' & Officers' liability insurance policy.

Conflict of Interest Policy

The conflict of interest policy was adopted by the board on February 8, 2025. Every year each board member completes and signs a disclosure statement declaring any known conflicts.

Board Operations

Board Manual

Altadena Talks Foundation began in February 8, 2025 and has adopted a Board Manual containing key policies and expectations.

Board Orientation

Altadena Talks Foundation will develop a board orientation program.

Board Development, Assessment, Recruitment, and Meeting Minutes

Altadena Talks Foundation maintains governance best practices including board training, self-assessment, recruitment procedures, and maintenance of accurate meeting minutes.

Insurance/Risk Financing Strategy

Altadena Talks Foundation is committed to protecting its financial and human assets. The organization has purchased insurance to provide indemnity for catastrophic losses and will decide whether to insure or retain certain risks.

Human Resources

Altadena Talks Foundation has adopted employment policies contained in the Employee Handbook. Policies are reviewed biennially. Job descriptions are used for paid and volunteer positions. Orientation and performance appraisal processes are conducted annually.

Programs and Services

Altadena Talks Foundation adopts specific risk management strategies for trauma-informed services including staff training, policy updates, staff wellness support, community collaboration, and continuous evaluation.

Client Safety

Staff Code of Conduct, Client Code of Conduct, interpersonal boundaries, screening, background

checks, emergency procedures, and facility access protocols are enforced by Altadena Talks Foundation.

Financial Management

Altadena Talks Foundation Board of Directors and Finance Committee oversee financial policies. Financial statements follow GAAP standards. Internal controls, audits, and investment policies are implemented.

Fundraising and Public Relations Risks

Altadena Talks Foundation maintains a Gift Acceptance Policy, Restricted Gifts Policy, and Solicitation Approval Policy.

Facility/Site Safety and Security

Altadena Talks Foundation maintains facility safety, inspections, preventive maintenance, and emergency planning protocols.

Technology and Information Management

Altadena Talks Foundation technology systems are provided for business use. Policies cover acceptable use, wireless device safety, system inventory, physical security, confidential information access, password policies, backups, disaster recovery, internet security, and website governance.

Transportation Policies

Altadena Talks Foundation authorizes drivers, screens drivers, provides driver training, supervises drivers, inspects vehicles, and outlines accident procedures.

Crisis Management

Altadena Talks Foundation maintains emergency planning, business continuity, crisis communications, and evacuation policies.

Volunteer Risks and Management Strategies

Altadena Talks Foundation identifies volunteer risks and addresses them through recruitment, screening, supervision, and dismissal procedures.

Insurance Program

Altadena Talks Foundation adopts a strategic approach to insurance procurement and reviews coverage periodically.
