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May 31, 1985

COMPTROLLER'S MEMO 1985-15

TO: Heads of all Departments  
FROM: Hideo Murakami, Comptroller  
SUBJECT: Risk Management Coordinators

The Risk Management Branch under the Department of Accounting and General Services has been created to establish a centralized risk management and insurance program to protect the State against fortuitous or accidental losses.

To provide a focal point for each department and to provide a single contact for the State Risk Manager, it is requested that each department appoint a "Risk Management Coordinator". Some departments, because of size or unique organization may wish to select alternate or even divisional Risk Management Coordinators.

Every department or division will have some risk management responsibilities. It is not anticipated that the Risk Management Coordinator will spend more than 3 to 5 hours per month. Their primary task will be to provide information to the State Risk Manager, such as reporting new loss exposures, reporting property and liability claims, and assisting the department or divisions with questions concerning the risk management program.

An orientation meeting for Risk Management Coordinators will be held in a few months to explain operations of the risk management program. Other individual or group meetings will be held one or two times per year to:

- o Discuss new operations of the department or division.
- o Discuss changes in the risk management program.
- o Inspect department or division operations.
- o Meet with new Risk Management Coordinators as turnover occurs.

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Risk Management Coordinators

Please provide me the name(s) of your department's Risk Management Coordinator(s) by completing the attached form. A reply on or before June 20, 1985 will be appreciated.

For more information on this matter, please call John Takamune at 548-3214.

  
HIDEO MURAKAMI  
Comptroller

attach.

STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
RISK MANAGEMENT BRANCH

DEPARTMENT: \_\_\_\_\_

<u>Name of Risk Management Coordinator</u>	<u>Telephone</u>	<u>Alternate, Division or Unit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_