

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
November 13, 2019

The Compliance Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present: Bettina Lawton, Board Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Nancy Scott; and Diane Tuininga

The following Committee members were absent:

The following staff were present: Daryl Washington, Cindy Tianti, and LuAnn Healy

1. Meeting Called to Order

The meeting was called to order at 4:00 p.m.

2. Review of Meeting Minutes

Meeting minutes of the October 16, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

3. Follow up items from the prior Compliance Committee Meeting

Notification Revision to Serious Incident Reports

Daryl Washington offered a reminder of the decision made last month to report serious incidents by the total number of serious incidents only. Should further information be needed, a closed session will be initiated.

There were 11 reported Serious Incidents in October 2019. No individual or systemic Action Plan needed to be taken for the October incidents.

4. Updates

ComplyTrack

Luann Healy directed attention to the proposed Education Report and Definitions included in the meeting materials, confirming that the report includes actual data beginning July 1, 2019. Ms. Healy clarified this report captures only the training provided by Compliance and Risk Management staff, noting that much of it is recurring training classes. Mr. Washington emphasized that ongoing training is a component of demonstrating a strong compliance program.

Credible Operation

Daryl Washington confirmed a meeting scheduled for Thursday, November 14, 2019. In attendance will be Credible representatives and staff from DPMM (Department of Procurement and Material Management).

CSB Serious Incident (Level III) Report

Mr. Washington noted this report was provided with agenda item number three.

5. CSB Board Policy review Update

Sheila Jonas directed attention to copies of CSB Board Policy #0020 that were provided for review and comment, noting that this policy will be provided as an information item at the CSB Board meeting. Following a recommendation to correct a grammatical error, the Policy was approved for submission at the November 2019 CSB Board meeting.

6. Office of Compliance and Risk Management (OCRM) Organizational Chart

Daryl Washington directed attention to several handouts provided with the meeting materials that clarified the structure of OCRM. Members and staff engaged in robust discussion the highlights of which included:

- Concern was expressed by some Committee members that the OCRM seems to be top-heavy with five supervisors for 13 staff, noting that any future organizational changes should address improving the current supervisor to staff ratio.
- It was corroborated that risk management incidents are addressed in the Human Rights & Incident Management area. Mr. Washington confirmed that the quarterly CSB internal compliance meeting addresses agency risk management matters.
- Internal targeted reviews were clarified to be an intensive audit related to a possible systemic irregularity.
- Efforts are underway to establish the interview panel for the vacant Certified Compliance Program Coordinator positions.
- Referring to previous organizational charts that included some proposed positions, Mr. Washington confirmed that the proposed positions had not been established nor had funding been requested. It was further noted that the current staffing is being monitored for capacity prior to any workforce planning.

CLOSED SESSION

At 4:44 p.m. Sheila Jones offered a motion, that was seconded and passed, to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 5:06 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.

Immediately following, and there being no further business to come before the Committee, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 5:07 p.m.

Actions Taken –

- Minutes of the October 16, 2019 Compliance Committee meeting were reviewed and approved.
- Staff to provide a copy of the Electronic Health Record (EHR) COOP (Continuity of Operations Plan) to the Committee.
- The Organizational Chart and the OCRM staffing presentation will be revised as needed to provide uniform staffing information.

December 11, 2019

Date Approved



Clerk to the Board