

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES
MAY 18, 2022**

The Compliance Committee of the Fairfax-Falls Church Community Services Board met electronically due to the COVID-19 pandemic that has made it unsafe to physically assemble a quorum in one location or to have the public present. Access was made available via video and web conferencing platform to CSB Board members, CSB staff, and members of the public. The meeting notice, including participation instructions, was posted electronically and on the building in which the meeting is typically held. Additionally, attendees were offered an opportunity to register for public comment during the 30 minutes prior to the meeting being called to order.

1. Meeting Called to Order

Committee Chair Garrett McGuire called the meeting to order at 4:00 p.m.

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** GARRETT MCGUIRE (RICHMOND, VA), COMMITTEE CHAIR;
CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA,
VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)
ABSENT: **BOARD MEMBERS:** JENNIFER ADELI

Also present: Executive Director Daryl Washington, Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Administrative Operations Daniel Herr, County Attorney Cynthia Tianti, Director of Quality Improvement Joan Rodgers, and Board Clerk Joseline Cadima.

Committee Chair Garrett McGuire conducted roll call, as identified above, to confirm that a quorum of Board members was present and audible. Committee Chair Garrett McGuire passed the virtual gavel to Committee Member Dan Sherrange to make several motions required to begin the meeting. A motion was offered confirming that each member's voice was audible to each other member of the CSB Compliance Committee present; this motion was seconded by Committee Member Captain Derek DeGeare and passed unanimously.

Preliminary Motions

Committee Chair Garrett McGuire made a motion that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the CSB Compliance Committee to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA's usual procedures, which require the physical assembly of this CSB Compliance Committee and the physical presence of the public, cannot be implemented safely or practically. A further motion was made that this Committee may conduct this meeting electronically through a video and web conferencing platform, that may be accessed via Meeting ID: 843 7887 0724 and Passcode: 826408. Motions were seconded by Committee Member Captain Derek DeGeare, with Committee Member Bettina Lawton opposing, and unanimously approved. Committee Chair Garrett McGuire made a final motion that all the matters addressed on today's agenda are statutorily required or necessary to continue operations and the discharge of the CSB Board's lawful purposes, duties, and responsibilities. The motion was seconded by Committee Member Captain Derek DeGeare and unanimously passed.

3. **Matters of the Public**

None were presented.

4. **Amendments to the Meeting Agenda**

The meeting agenda was provided for review and no amendments were made.

COMMITTEE CONSENSUS TO APPROVE AGENDA ITEM NO. 4

AYES: BOARD MEMBERS: GARRETT MCGUIRE (RICHMOND, VA), COMMITTEE CHAIR; CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: JENNIFER ADELI

5. **Approval of Minutes**

Committee minutes for the April 20, 2022, Compliance Committee Meeting were provided for review and revision.

MOVED BY COMMITTEE MEMBER BETTINA LAWTON, SECONDED BY COMMITTEE MEMBER CAPTAIN DEREK DEGEARE TO APPROVE THE AGENDA ITEM NO. 5.

AYES: BOARD MEMBERS: GARRETT MCGUIRE (RICHMOND, VA), COMMITTEE CHAIR; CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: DAN SHERRANGE*

ABSENT: BOARD MEMBERS: JENNIFER ADELI

*Committee Member Dan Sherrange abstained from the Minutes Approval, noting his absence during the April 20, 2022, Compliance Committee Meeting.

6. **Follow up items**

None were noted.

7. **Updates**

A. ComplyTrack Reports

- **Director of Quality Improvement Joan Rodgers** provided the Audit Action Plan Report Correct Action Plan Report, and the Education Reports. Noted the Health Services Advisory Group (HSAG) Audit reported their findings during two debrief sessions, noting that one chart (out of the 136 charts that were reviewed) will require a Corrective Action Plan. Reported on the progress of a report that will monitor the training and certification for CSB staff, noting a collaboration with the Department of Information Technology and

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Department of Human Resources to aid in the merging of two programs (Personnel System and Learning Management System) to provide the data requested.

B. CSB Serious Incident (Level III) Report

- **Director of Quality Improvement Joan Rodgers** provided the Serious Incident Report (SIR) Report for April 2022.

8. Open Discussion

None were raised.

9. Adjournment

Committee Chair Garrett McGuire made the motion to adjourn the meeting at 4:28 p.m.

AYES: BOARD MEMBERS: GARRETT MCGUIRE (RICHMOND, VA), COMMITTEE CHAIR; CAPTAIN DEREK DEGEARE (LOUNDOUN COUNTY, VA); BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA) ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: JENNIFER ADELI

06/15/2022

Date Approved

DocuSigned by:

Sameera Awan

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Clerk to the Board