

Fairfax-Falls Church CSB Compliance Committee

Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax

Room 1-308 A/B, West

January 16, 2019, 4:00 p.m.

Meeting Agenda

Agenda Item	Facilitator
Meeting Called to Order	Suzette Kern
Approval of December 12, 2018 Committee Meeting Notes	Suzette Kern
Follow up items from November meeting <ul style="list-style-type: none">• Board member training requirements –<ul style="list-style-type: none">○ <i>Annual FOIA, online Compliance training</i>	Mike Goodrich Suzette Kern
Updates: <ul style="list-style-type: none">• Tracking Software• AdvantEdge	Mike Goodrich Jerome Newsome
CSB moderate/high risk compliance and risk management areas: <ul style="list-style-type: none">• Revised briefing document• Definitions of moderate/high risk• Proposed future reporting format	Mike Goodrich Luann Healy
<i>Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).</i>	
Next Steps/Other Issues	Suzette Kern
Adjourn	

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Fairfax-Falls Church Community Services Board
Compliance Committee
December 12, 2018

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: Suzette Kern, Board Chair; Bettina Lawton; Gary Ambrose; Captain Basilio ‘Sonny’ Cachuela, Jr.; Sheila Coplan Jonas; and Edward Rose

The following Committee members were absent: Ken Garnes

The following staff were present: Daryl Washington, Mike Goodrich, Cindy Tianti, and Lyn Tomlinson

- Meeting Called to Order

The meeting was called to order at 4:01 p.m.

- Review of Meeting Minutes

Meeting minutes of the November 14, 2018 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

- Follow up items from November Compliance Meeting

Board Member Training Requirements

Mike Goodrich confirmed there are no mandated state/county training requirements for the board. At the 2015 CSB Board Member Retreat, Board members identified three training topics including 1) Ethics, 2) HIPAA, and 3) VA FOIA. A reminder was offered that in February 2017 a Compliance Training had been provided by Strategic Management Services, LLC. Discussion resulted in a request to develop a recurring training program including access to the training via CSB online training sessions. *Mike Goodrich will supply online CSB training content (slides) to the Committee via email.*

CSB Compliance Policy and Charter Revision

Following Committee discussion, review and possible revision of Compliance Committee Charter and CSB Board Policy are tabled until further notice

- Updates

Tracking Software

Mr. Goodrich and Cindy Tianti confirmed that efforts to finalize a contract are nearing conclusion. Confirming that tracking software is integral to the Compliance program, it was further confirmed that if this contract fails to be finalized, alternative vendors will be contacted through the RFP (Request for Proposal) process.

AdvantEdge

Mr. Goodrich reported that the CSB and AdvantEdge, a third-party billing company, have entered the implementation phase, working towards an early February launch.

- Efforts include determining the preferred method for transfer of billing information from Credible to AdvantEdge. Noting the process *can* be managed manually, it was further noted that this is not the preferred method as it provides a greater opportunity for error.

As the automatic process includes an excessive transfer fee; CSB staff is working with Credible to reduce the transfer fee amount.

- In January 2019, the data transfer will be tested via mock billing information sent from the test region in Credible. Additionally, Business Operations, Informatics, and Revenue Management staff attend a weekly internal meeting, followed by an external meeting the next day that includes Credible staff.
- Members requested that Jerome Newsome may be invited to attend the January 2019 CSB Board Compliance Committee meeting to provide further updates as the implementation phase continues.

- CSB Moderate/High Risk Compliance and Risk Management Areas

Mike Goodrich, directing attention to handouts provided in the meeting materials, offered some clarifications, including:

- The Compliance Program Tracking table (dashboard/stoptlight) report would be provided each monthly meeting to provide updated information.
- Definitions of moderate and high risk areas and the monitoring mechanisms were provided for review and discussion. Following review, members requested that the language be revised to clarify the CSB internal controls and prescribed responses including CSB Board notifications and tracking of events that may occur and be resolved between the monthly compliance meetings.
- Mr. Goodrich will reformat the tracking chart and definitions for presentation at the January 2019 meeting.

- Next Steps/Other Issues

Suzette Kern offered a reminder of a previous discussion regarding the handling of documents distributed during Closed Session. Following a discussion regarding Board member access to documentation for which the confidential information has been redacted, staff confirmed that appropriately redacted documents may be retained/issued to Board members. Staff agreed to provide the committee with the previously provided list of CSB contracts over \$100K with the comments/notes portion removed.

Suzette Kern inquired whether there was anything that needed to be discussed in closed session. No one raised any issues or need for a closed session.

There being no further business to come before the Committee, the meeting was adjourned at 5:08 p.m.

Actions Taken –

- Minutes of the November 14, 2018 Compliance Committee meeting were reviewed and approved.
- *Mike Goodrich will supply online training content (via slides) to the Committee via email.*
- *Mike Goodrich will provide proposed formatting revisions to the Compliance Program Tracking and Moderate and High Risk Areas*

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Date Approved

Staff to the Board