

Fairfax-Falls Church Community Services Board  
Compliance Committee Meeting Minutes  
June 19, 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: Suzette Kern, Board Chair; Ken Garnes; Bettina Lawton; Captain Basilio 'Sonny' Cachuela, Jr.; Sheila Coplan Jonas; Diane Tuininga; and Edward Rose

The following Committee members were absent: Gary Ambrose

The following staff were present: Daryl Washington, Bill Hanna, Luann Healy, Cindy Tianti, and Lyn Tomlinson

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 May 15, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Captain Basilio 'Sonny' Cachuela, Jr made a motion to approve the minutes as presented, which was seconded and approved.

3. Updates

*ComplyTrack*

Luann Healy distributed a timeline for the ongoing implementation of ComplyTrack reporting attendance at weekly meetings with a ComplyTrack Project Manager. Highlighting the third training meeting was June 7<sup>th</sup>, topics included training on building report templates. Ms. Healy advised that Board reports are anticipated to be available later this summer, offering a reminder that Board participation will be solicited to assist with design of the reports.

4. CSB Serious Incident (Level III) Report Update

Ms. Healy directed attention to the *CSB Board Compliance Committee Meeting Incident Definitions* handout included in the meeting materials, offering a reminder this handout has been added permanently to the meeting packet to assist with this report. Serious Incidents reported in the last month included seven deaths and two suicide attempts.

Lyn Tomlinson reported that following a serious incident/death supports are offered to family and friends including contact information for Emergency Services and notification of the assigned clinician. Follow up to serious incidents other than death also include review and revision of the individual's treatment plan as needed.

Daryl Washington further clarified that individuals surviving a suicide attempt, particularly those considered chronically suicidal, are provided an ongoing continuum of intensive supports including collaboration of a clinical triage team.

5. CSB Board Policy Review

Directing attention to the compliance related CSB Board Policies included in the meeting materials, members were asked to review and provide feedback for discussion and possible revision at the July

2019 Compliance Committee meeting. Some preliminary recommendations were put forth for consideration when reviewing the policies.

CLOSED SESSION

At 4:28 p.m. a motion was offered, 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 4:51 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, there being no further business to come before the Committee, a motion to adjourn was offered, seconded and carried. The meeting was adjourned at 4:52 p.m.

Actions Taken –

- Minutes of the May 15, 2019 Compliance Committee meeting were reviewed and approved.

July 17, 2019

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Date Approved



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Staff to the Board