

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
September 18, 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; and Diane Tuininga

The following Committee members were absent: Nancy Scott

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 4:01 p.m.

2. Review of Meeting Minutes

Meeting minutes of the August 21, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Diane Tuininga made a motion to approve the minutes as presented, which was seconded and unanimously approved.

3. Follow up items from the prior Compliance Committee Meeting

Risk Management Policy

Daryl Washington distributed a draft Risk Management Procedure designed to address mitigation and management of risk across the CSB. It was further reported that a modified version of this procedure will be used as a guidance document in a contract monitoring process with agency partners that will include quarterly reviews. Offering a reminder of the dissolution of the Department of Administration of Human Services (DAHS), Mr. Washington offered a further reminder that DAHS contract staff was absorbed into the County Department of Procurement and Material Management (DPMM). Due to this transfer, a meeting has been scheduled with DPMM to define roles and responsibilities with contract staff to ensure appropriate supervision and monitoring of contracts, requests for proposal (RFP), etc. Members engaged in robust discussion regarding the goal of the procedure including expectations for reporting to the CSB Board. Mr. Washington will provide a revised draft at the October 2019 Compliance Committee meeting.

Mr. Washington provided an overview of the Contract Partner Performance Report, also provided in the meeting materials, that is designed to guide and support the quarterly monitoring process with agency partners as noted above.

4. Updates

ComplyTrack Reports

Mr. Hanna reviewed each of the three sample reports, reminding members that the data provided was fictitious and inviting feedback on design and data categories. A further reminder was offered that confidentiality must be observed in the design of the reports as well as during committee discussion once the reports are finalized and factual data is provided.

- Audit Report – the report tracks audits conducted by the compliance team.

- Revision requests included 1) clarification of the Audit Results descriptions, 2) clarification of the Audit Scope descriptions, and 3) revision to include the triggering event/cause for the audit.
- Corrective Action Plan (CAP) Report – tracks both internally (issued by the compliance team) and externally, e.g. DMAS (Department of Medical Assisted Services), DBHDS (Department of Behavioral Health and Developmental Services), etc. issued CAPs.
 - Revision requests included 1) use of control number (assigned by ComplyTrack) to track audits through each report, 2) removal of program license number column, and 3) removal of compliant (status) column.
- Education Report – in addition to ongoing education, a CAP may result in training/re-education tracked in this report.
 - Revision requests included 1) use of control number (assigned by ComplyTrack) to track audits through each report where appropriate.

Luann Healy reported the August 2019 CSB serious (level III) incidents.

5. CSB Board Policy Review Update

Referring to the prior risk management discussion, review of CSB Board policies #2300 and #2600 was tabled until the October Compliance Committee meeting.

6. Next Steps/Other Issues

None were raised.

Bettina Lawton inquired whether there any matters that required discussion in closed session. As no one raised any matters or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 5:03 p.m.

Actions Taken –

- Minutes of the August 21, 2019 Compliance Committee meeting were reviewed and approved.
- Bill Hanna and Luann Healy will apply recommended revisions to the sample ComplyTrack reports for submission at the October Compliance Committee meeting.

October 16, 2019

Date Approved



Clerk to the Board