

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
August 18, 2021

The Compliance Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Room 3-314, West, Fairfax, VA 22031.

The following Committee members were present: Garrett McGuire, Board Chair; Jennifer Adeli, Captain Derek DeGeare, Bettina Lawton, Daniel Sherrange

The following Committee members participated remotely:

The following Committee members were absent: Anne Whipple

The following staff were present: Daryl Washington, Daniel Herr, and Lyn Tomlinson

1. Meeting Called to Order

Garrett McGuire, CSB Board Chair, called the meeting to order at 4:03 p.m.

2. Matters of the Public.

None were offered.

3. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no recommendations were forthcoming, Bettina Lawton offered a motion to approve the meeting agenda as presented that was seconded by Captain Derek DeGeare and approved.

4. Review of Meeting Minutes

Meeting minutes of the July 17, 2021, Compliance Committee were provided for review and revision. As no recommendations were offered, Bettina Lawton made a motion to approve the minutes as presented that was seconded by Dan Sherrange and approved.

5. Follow up items from the prior Compliance Committee Meeting and Updates

Daniel Herr confirmed efforts were underway to fill the vacant position of Director, Office of Compliance and Risk Management.

6. Updates

ComplyTrack Reports (Audit and CAP Reports)

- Mr. Herr provided an overview of the June ComplyTrack compliance reports that included a discussion of revising the reports to include: linkage/a crosswalk between Audits and CAPs (Corrective Action Plans); the reasons for initiating an audit, outcomes as appropriate; how long data should be included on the report; a legend with definitions; and trending of data to the extent possible. Mr. Herr will provide a revised report for review by the Committee at its next meeting.

Electronic Health Record Update

- It was confirmed that the contract for a new Electronic Health Record with Welligent was signed in June 2021. Implementation is anticipated to be 14

months (September 2022). Related to the prior discussion, it was further noted that it may be possible to access compliance reports from Welligent. CSB Serious Incident (Level III) Report

- The Serious Incident Report (SIR) Report for June 2021 was provided.

Garrett McGuire, noting no further business to come before the Committee, adjourned the meeting was at 5:17 p.m.

Actions Taken –

- Minutes of the June 16, 2021, Compliance Committee meeting were reviewed and approved.

09/15/2021

Date Approved



Clerk to the Board