

Fairfax-Falls Church Community Services Board
Compliance Committee Meeting Minutes
April 21, 2021

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.

The following Committee members were present: Bettina Lawton (Vienna), Board Chair; Sheila Coplan Jonas (Alexandria); and Garrett McGuire (Alexandria)

The following Committee members were absent: Jennifer Adeli

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

1. Meeting Called to Order

Bettina Lawton, CSB Board Chair, called the meeting to order at 4:01 p.m.

2. Roll Call and Audibility

Ms. Lawton conducted a roll call with each CSB Board Member present, as identified above, to confirm that a quorum of CSB Board members was present and audible. Ms. Lawton passed the virtual gavel to CSB Board Vice Chair Garrett McGuire 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 Board present; this motion was seconded by Garrett McGuire and passed unanimously.

3. Preliminary Motions

CSB Board Chair Bettina Lawton made a motion that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the CSB Board 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 Board and the physical presence of the public, cannot be implemented safely or practically.

A further motion was made that this Board may conduct this meeting electronically through a video and web conferencing platform, that may be accessed via Meeting ID: 97290623602 and Passcode 087976. Motions were seconded by Garrett McGuire and unanimously approved.

Ms. Lawton made a final motion that 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 Sheila Jonas and unanimously passed.

4. Matters of the Public.

None were offered.

5. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no recommendations were forthcoming, the meeting agenda was accepted as presented.

6. Review of Meeting Minutes

Meeting minutes of the March 2021 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Sheila Jonas made a motion to approve the minutes as presented, which was seconded and approved with one abstention from Garrett McGuire.

7. Follow up items from the prior Compliance Committee Meeting

Luann Healy, Director of Office of Compliance and Risk Management, directed attention to the Comply Track reports provided in the meeting materials. Ms. Healy, referring to the Audit Report, highlighted a revision that connected some individual reports from the Audit Report to CAP (Corrective Action Plan) reports where a connection existed. Additional revisions will be made to the CAP report to link those reports back to the individual Audit reports.

8. Updates

ComplyTrack

- *Reports Update*

- Provided in follow up items above as the revision to link the reports was in response to a previous Committee request.

- *Electronic Healthcare Record Update*

- Daryl Washington confirmed that contract discussions continue, with a tentative anticipation that this process may be concluded by the end of May 2021.

- *CSB Serious Incident Report – March 2021*

- Luann Healy provided the Serious Incident Report for the month of March 2021.

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 4:27 p.m.

Actions Taken –

- Minutes of the March 17, 2021 Compliance Committee meeting were reviewed and approved.

May 19, 2021

Date Approved



Clerk to the Board