

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES  
DECEMBER 8, 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.

**1. Meeting Called to Order**

Committee Chair Garrett McGuire called the meeting to order at 4:00 p.m.

**2. Roll Call, Audibility, and Preliminary Motions**

**PRESENT:**       **BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (HERNDON, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); BETTINA LAWTON (AUSTIN, TX); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**ABSENT:**       **BOARD MEMBERS:** NONE

**Also present:** Executive Director Daryl Washington, Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Administrative Operations Daniel Herr, County Attorney Cynthia Tianti, Director of Quality Improvement Joan Rodgers, and Board Clerk Joseline Cadima.

Committee Chair Garrett McGuire conducted roll call, as identified above, to confirm that a quorum of Board members was present and audible. Committee Chair Garrett McGuire passed the virtual gavel to Committee Vice Chair Dan Sherrange 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 Board Member Captain Derek DeGeare and passed unanimously.

**Preliminary Motions**

Committee Chair Garrett McGuire 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: 828 4113 4961 and Passcode: 130275. Motions were seconded by Committee Member Captain Derek DeGeare and unanimously approved. Committee Chair Garrett McGuire made a

final motion 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 Committee Member Captain Derek DeGeare and unanimously passed.

3. **Matters of the Public.**

None were presented.

4. **Amendments to the Meeting Agenda**

The meeting agenda was provided for review and no amendments were made.

**COMMITTEE CONSENSUS TO APPROVE AGENDA ITEM NO. 4**

**AYES: BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (HERNDON, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); BETTINA LAWTON (AUSTIN, TX); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** NONE

5. **Approval of Minutes**

Meeting minutes of the November 10, 2021, Compliance Committee were provided for review.

**MOVED BY COMMITTEE MEMBER DAN SHERRANGE, SECONDED BY BOARD MEMBER CAPTAIN DEREK DEGEARE TO APPROVE AGENDA ITEM NO. 5.**

**AYES: BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR; JENNIFER ADELI (HERNDON, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** BETTINA LAWTON (AUSTIN, TX)

**ABSENT: BOARD MEMBERS:** NONE

6. **Follow up items**

**Deputy Director of Administrative Operations Daniel Herr** introduced Joan Rodgers, Director of Quality Improvement to the Committee and stated that she will be the CSB representative to this Committee beginning January 19, 2022.

**Director of Quality Improvement Joan Rodgers**

## 7. Updates

### A. **ComplyTrack Reports**

- Deputy Director of Administrative Operations Daniel Herr provided the Audit Action Plan Report, Corrective Action Plan Report, and the Education Reports.

### B. **Electronic Health Record Update**

- Deputy Director of Administrative Operations Daniel Herr reported the completion of the first phase of discovery last month which focuses on identifying what functions are in the EHR, how well it covers the business needs, and detecting any problems that need to be addressed during the implementation phase, the go live target date is in September 2022

### C. **CSB Serious Incident (Level III) Report**

- Deputy Director of Administrative Operations Daniel Herr provided the Serious Incident Report (SIR) Report for October 2021.

## 8. Open Discussion

Committee Vice Chair Dan Sherrange requested an update on the wait-list problem in Virginia Hospitals during the Executive Committee meeting.

## 9. Closed Session

Committee Vice Chair Dan Sherrange inquired whether there any matters that required discussion in closed session, none were raised.

## 10. Adjournment

Committee Member Captain Derek DeGeare made the motion to adjourn the meeting at 4:24 p.m.

**AYES: BOARD MEMBERS:** DAN SHERRANGE (CHANTILLY, VA), COMMITTEE VICE CHAIR;  
JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY,  
VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** BETTINA LAWTON; GARRETT MCGUIRE

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01/19/2022

Date Approved

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*Josefine Cadima*

Clerk to the Board