

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES
JANUARY 19, 2022**

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

Acting Committee Chair Dan Sherrange called the meeting to order at 4:00 p.m.

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** DAN SHERRANGE (CHANTILLY, VA), ACTING COMMITTEE CHAIR; JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (LOUDON COUNTY, VA); BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

ABSENT: **BOARD MEMBERS:** GARRETT MCGUIRE

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, Assistant Deputy Director Barbara Wadley-Young and Board Clerk Joseline Cadima.

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

Preliminary Motions

Acting Committee Chair Dan Sherrange 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: 865 1746 3555 and Passcode: 203194. Motions were seconded by Committee Member

Bettina Lawton and unanimously approved. Acting Committee Chair Dan Sherrange 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 Bettina Lawton and unanimously passed.

3. **Matters of the Public.**

None were presented.

4. **Amendments to the Meeting Agenda**

Committee Members decided to remove the Approval of the December 8, 2021, Meeting Minutes and place it on the upcoming February 16, 2022, Compliance Committee Meeting Agenda and requested the Electronic Health Record Update be provided at the Executive Committee Meeting.

MOVED BY COMMITTEE MEMBER CAPTAIN DEREK DEGEARE, SECONDED BY COMMITTEE MEMBER BETINNA LAWTON TO APPROVE AGENDA ITEM NO. 4.

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

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: GARRETT MCGUIRE

5. **Per Agenda No. 4, Meeting Minutes for the December 8, 2021, Compliance Committee Meeting were removed from this meeting agenda.**

6. **Follow up items**

Director of Quality Improvement Joan Rodger provided an update on developing a specialized report with the help of the County's Management System Administrator to monitor CSB employee compliance on 14 courses (2 upon orientation, 2 courses that are bi-annual, and 8 that are annually) that are required by the Department of Behavioral Health and Developmental Services and Licensed Programs. There will be a short testing phase to ensure that the report gathers the information needed, and an update will be provided in the February meeting. There is a current Health Services Advisory Group audit for individuals with a Developmental Disability as part of the settlement with Department of Justice that is wrapping up. The review is encompassing 135 charts from Developmental Disabilities Support Coordination and 1 from Developmental Disability Residential from the time period of January 1, 2021, through June 30, 2021.

7. **Updates**

A. ComplyTrack Reports

- **Director of Quality Improvement Joan Rodgers** provided the Audit Action Plan Report, Correct Action Plan Report, and the Education Reports.

B. CSB Serious Incident (Level III) Report

- **Director of Quality Improvement Joan Rodgers** provided the Serious Incident Report (SIR) Report for December 2021.

C. Staff Vacancy Impact

- **Executive Director Daryl Washington** noted a billing retraction of around \$30,000.00 for services should not have been billed. This led to two staff members being let go by the CSB.
- **Director of Quality Improvement Joan Rodgers** commented on assigning Office of Compliance Risk and Management (OCRM) staff to service areas, there will be a deeper connection with programs on the field and will allow OCRM staff and clinical staff to have that consistent support. OCRM will also increase its randomized sample audits to 20 a month, continue to support targeted audits for billing services, and will make themselves available to provide supervisors to audit those who are identified as having poor performance issues.
- **Assistant Deputy Director Barbara Wadley-Young** reported on how workload is being spread to different staff members to provide assistance on different levels due to the vacancy impact.

D. Electronic Health Record Update

- **Per the Amended Agenda, this item was moved to the Executive Committee Meeting on January 19, 2022, at 4:30 p.m.**

E. Crisis Services Regulations

- **Executive Director Daryl Washington** requested to cover this item on the Executive Committee Meeting.

8. Open Discussion

Committee Member Bettina Lawton asked if there are any new reasons for the most recent resignations.

Deputy Director of Administrative Operations Daniel Herr responded that there are no new reasons, the main reasons continue to be salary, compensation and workload.

Closed Session

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

9. Adjournment

Committee Member Captain Derek DeGeare made the motion to adjourn the meeting at 4:37 p.m.

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

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: GARRETT MCGUIRE

02/16/2022

Date Approved

Joseline Cadima

Clerk to the Board