

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD  
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES  
MARCH 16, 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**

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 (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (ASHBURN, VA); BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**ABSENT:**       **BOARD MEMBERS:** DAN SHERRANGE

**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 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 Anne Whipple 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: 852 3980 5304 and Passcode: 655026. Motions were seconded by Committee Member Anne Whipple 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 Anne Whipple 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 (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (ASHBURN, VA);  
BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** DAN SHERRANGE

5. **Approval of Minutes**

Committee minutes for the February 16, 2022, Compliance Committee Meetings were provided for review and revision.

**MOVED BY COMMITTEE MEMBER BETINNA LAWTON, SECONDED BY BOARD MEMBER CAPTAIN DEREK DEGEARE TO APPROVE THE AGENDA ITEM NO. 5.**

**AYES: BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA), COMMITTEE CHAIR;  
JENNIFER ADELI (GREAT FALLS, VA); CAPTAIN DEREK DEGEARE (ASHBURN, VA);  
BETTINA LAWTON (VIENNA, VA); ANNE WHIPPLE (GREAT FALLS, VA)

**NOES: BOARD MEMBERS:** NONE

**ABSTAIN: BOARD MEMBERS:** NONE

**ABSENT: BOARD MEMBERS:** DAN SHERRANGE

6. **Follow up items**

**Director of Quality Improvement Joan Rodgers** mentioned a delay in finalizing the personalized employee training report, additional time is needed to find a solution for the integration of the learning management system and the personnel system. As it's been previously noted, the Department of Information Technology cannot merge the two systems due to the lack of similar staff identification numbers. Reported on the ongoing audit by the Health Services Advisory Group (HSAG) as part of the Department of Justice settlement with Developmental Disabilities which is

extended to 2023 where one year of compliance with standards has to be demonstrated. The review consisted of 135 support coordination charts and 1 chart from developmental disabilities residential from the time period of January 1, 2021, through June 30, 2021. The audit concluded at the end of February 2022, but no feedback has been provided. Additionally, the Department of Justice conducted an audit using an independent reviewer, the audit focused on the Quality and Implementation Risk Management Plan throughout the organization with emphasis on support coordination and developmental disabilities services. No feedback has been provided. Lastly, the Department of Behavioral Health and Developmental Services conducted an unannounced audit by a licensed specialist that reviewed the risk management plan pertinent to support coordination. Positive feedback was received regarding support coordination charts, awaiting further feedback on the risk management plan.

**Committee Member Bettina Lawton** requested the inclusion of external audit information pertinent to the Department of Justice and Health Services Advisory Group in future Audit Reports.

## 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 February 2022.

### C. **Electronic Health Record Update**

- **Executive Director Daryl Washington** requested the removal of this item from the Compliance Committee Agenda, noting it will be covered during the Executive Director Report in the Executive Committee and Board Meetings. The Chair agreed with this request.

## 8. Open Discussion

None were raised.

## 9. Adjournment

Committee Chair Garrett McGuire made the motion to adjourn the meeting at 4:32 p.m.

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04/20/20222

Date Approved

DocuSigned by:

*Sameera Awan*

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Clerk to the Board