**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM, INC.**

**MEETING NOTES**

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| **Committee: Corporate Compliance** | | **Date: December 16, 2015** |
| **Attending Members: Tam Mustapha, Robin Andrews, Lisa Thomas, Michael Cole, Claire Parde, Linda Tripp, Tina Sharpe** | | **Facilitator: Claire Parde** |
| **Absent Members: none** | | **Scribe: Lisa Thomas** |
| **TOPIC DISCUSSED** | **DISCUSSION SUMMARY** | **DECISION MADE AND/OR ACTION TO BE TAKEN,**  **BY WHOM AND WHEN DUE** |
| Review of disclosure forms | The following disclosure forms were reviewed: Kevin McDonald.  The Committee noted that some questions are confusing and redundant. The following changes were recommended:   * Unbold “in the past 12 months” in question #3 on page 2. * Remove question #2 in the box on page 2. * Change the numbers to letters in the boxes on pages 2 and 3. | Claire will make the recommended changes to the form. The Committee decided that new forms should be completed in February. Robin will train Board members at the February 3rd meeting and new forms will be handed out. Tina volunteered to use her form as an example. This was emailed to Robin on 12/17. |
| Complaints | The Committee discussed which complaints should be handled by the Corporate Compliance Committee and which should be referred to the Personnel Committee. It was agreed that the Corporate Compliance Committee should handle complaints pertaining to compliance with laws and contract terms, while the Personnel Committee should address matters pertaining to staff. The group did acknowledge that there could be some issues that pertain to both Committees, such as a complaint from an employee about a violation of the Fair Labor Standards Act. In such cases, the Committees will work in close coordination. Generally, a personnel matter requires the involvement of the Personnel Committee only if a complaint is made about the Executive Director; otherwise, all complaints are managed by the Director and her designees. | Claire and Lisa will develop a flow chart indicating issues to be handled by each Committee. |
| Other discussion | It was recommended that a note be added to the Board meeting agenda reminding members who may and may not vote on an issue and to be mindful of potential conflicts. | Claire will add this to the agenda whenever a board action is noted. |
| Next Meeting | TBD |  |