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

**MEETING NOTES**

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| **Committee: Corporate Compliance** | **Date: March 18, 2015** |
| **Attending Members: Tam Mustapha, Tina Sharpe, Robin Andrews, Lisa Thomas, Michael Cole and Claire Parde** | **Facilitator: Claire Parde** |
| **Absent Members: Linda Tripp** | **Scribe: Lisa Thomas** |
| **TOPIC DISCUSSED** | **DISCUSSION SUMMARY** | **DECISION MADE AND/OR ACTION TO BE TAKEN,****BY WHOM AND WHEN DUE** |
| Disclosure of Financial Interests Form Revisions  | * In Part A – change the bullets to numbers
* Page 2 – add yes/no at the top of the page
* Number the pages
* Make the form fillable
* Page 3, clarify the requirement for Directors to complete section
* On the last page “For Office Use Only” add lines for signature and title
* The form should specify the timeframe to which the questions in the third bullet point pertain.
 | Claire will make these changes and circulate the updated form among the members. |
| Review of disclosure forms | * The following disclosure forms were reviewed: Robin Andrews, Michael Cole, Lisa Evans, Chelly Hegan, PJ Keeler, Arthur Koweek, Tam Mustapha, Arthur Proper, Jeff Rovitz, Tina Sharpe, Ken Stall, Scott Thomas, Angella Timothy and Linda Tripp.
* The following forms need follow-up: Jim Campion, Karyn Dornemann, Theresa Lux, Leitha Pierro, Beth Schuster and Nancy Watrous.
* The following forms still need to be reviewed: Nancy Winch, Kary Jablonka
* The following still need to submit forms: John Thompson.
 | Claire and Tam will follow-up with those that need to provide further information. Claire will obtain the missing forms.  |
| Other discussion regarding the content of the forms | The bylaws need to be reviewed with regard to non-Independent Directors and their membership in certain Committees. The Committee discussed whether it is a conflict for members of our Board to also sit on the Board of the Greene County Rural Health Network, which periodically competes directly with the Consortium for funding. The Committee decided to further discuss the issue with the Board members for whom it is relevant.  | Claire will check the bylaws for clarification on non-Independent Directors on Committees. |
| Note  | Michael Cole excused himself from this meeting at 3:30pm. |  |
| Next Meeting | Date and Time: **June 17, 2015 at 2:30 p.m.** |  |