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

**MEETING NOTES**

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| **Committee: Corporate Compliance** | | **Date: June 17, 2015** |
| **Attending Members: Tam Mustapha, Linda Tripp, Lisa Thomas, Michael Cole and Claire Parde** | | **Facilitator: Claire Parde** |
| **Absent Members: Robin Andrews and Tina Sharpe Guest: Theresa Lux** | | **Scribe: Lisa Thomas** |
| **TOPIC DISCUSSED** | **DISCUSSION SUMMARY** | **DECISION MADE AND/OR ACTION TO BE TAKEN,**  **BY WHOM AND WHEN DUE** |
| Review of disclosure forms | * Theresa Lux was invited to the meeting to discuss a potential conflict of interest related to her role as a board member of the Greene County Rural Health Network, which periodically competes directly with the Consortium for funding. * The following disclosure forms were reviewed: Theresa Lux, James Campion, Nancy Watrous, Karen Dornemann, Leitha Pierro, and Nancy Winch. * The following forms need follow-up: Beth Schuster and Kary Jablonka. * The following still need to submit forms: John Thompson. * Now that the new forms have been largely completed and reviewed, Board members should be reminded about their obligation to abstain from voting when a conflict of interest arises, as well as the need to complete a new disclosure form if their circumstances change. It was decided that the previously completed forms can be used as a reference. | Claire will follow-up with those that need to provide further information as well as obtain the missing form.  Claire and Lisa will draft a letter to Board members reminding them of the need to abstain from voting, when applicable, and the necessity of completing a new form should their circumstances change. |
| Other discussion | * A question was raised about whether a Board member that abstains from voting on an issue should be required to declare the reason for his/her abstention. The Committee agreed that the Board member must have a reason for abstaining, which should be both stated and recorded in the minutes. |  |
| Additional Special Meeting | July 22, 2015 at 8:30 a.m. |  |
| Next Regular Meeting | September 16, 2015 at 2:30pm |  |