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

**MEETING NOTES**

|  |  |  |
| --- | --- | --- |
| **Committee: Corporate Compliance** | | **Date: September 16, 2015** |
| **Attending Members: Tam Mustapha, Robin Andrews, Lisa Thomas, Michael Cole, Claire Parde, Linda Tripp, Tina Sharpe (arrived at 3:07pm)** | | **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** |
| Letter to the Board regarding Disclosure of Financial Interests Forms | The Committee reviewed a draft of 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. It was recommended to change the last bulleted item to read: “the intention to pursue an opportunity that the agency is also known to be pursuing.” | Claire will make this change and send out to all Board members. |
| Review of disclosure forms | The following disclosure forms were reviewed: Kary Jablonka and John Thompson. | All forms will be updated again in April. The Committee decided that Claire as well as all Program Managers should complete this form. Claire can review the forms from the Program Managers. The Committee can review Claire’s form. |
| Other discussion | Claire disclosed to the Committee that she is now part of the Alcohol and Substance Abuse Sub-Committee of the Community Services Board and has been nominated to sit on the NYSARH Board. In addition, Claire has been asked to sit on the Advisory Board of FreshStart Brands. The Healthcare Consortium is one of a handful of charitable organizations in Columbia County that receives contributions from Fresh Start Brands.  Save the date: Board Retreat October 22, 2015 9am – 3:30pm at Solaris |  |
| Next Meeting | December 16, 2015 at 2:30pm |  |