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

**MEETING NOTES**

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| **Committee: Corporate Compliance** | **Date: March 17, 2016** |
| **Attending Members: Tam Mustapha, Linda Tripp, Lisa Thomas, Claire Parde, and Robin Andrews (arrived at 1:30pm)** | **Facilitator: Claire Parde** |
| **Absent Members: Michael Cole and Tina Sharpe**  | **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: Robin Andrews, Jim Campion, Michael Cole, Chelly Hegan, Kary Jablonka, PJ Keeler, Arthur Koweek, Theresa Lux, Kevin McDonald, Jack Mabb, Tam Mustapha, Leitha Pierro, Arthur Proper, Jeff Rovitz, Beth Schuster, Ken Stall, Scott Thomas, Linda Tripp, Nancy Watrous, and Sarah Sterling.
* The following forms need revision by the member: Michael Cole, Kevin McDonald and PJ Keeler.
* The following still need to submit forms: John Thompson, Lisa Evans and Tina Sharpe. Nancy Benz, Community Relations Officer of Camphill Ghent and new Board Member as of 4/6/2016, will need to complete one as well.
* Additional changes to the form were recommended: add a space for “name” on the front page, remove the second question on the review page (aware of any conflict), and reorder the list of relatives.
* When reviewing the completed forms, a discussion was had about potential conflicts. They can’t all be listed out on the form, but Board Members need to be aware of potential conflicts. Claire will provide each Committee with a list of those agencies that have a contract with CCCHC. The Chair as well as Committee Members should take an active role in asking about potential conflicts or interests. This should be part of the meeting agenda.
 | Claire will follow-up with those that need to provide further information as well as obtain the missing forms.Claire will make changes to the form. Robin has a suggested order for the relatives and will provide that to Claire.  |
| Other discussion  | * Claire is working on the flow chart that differentiates between a compliance issue and a personnel issue.
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| Next Meeting | June 1, 2016 at 2:15 p.m. (immediately before the regularly scheduled Board Meeting) |  |