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

**MEETING NOTES**

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| **Committee: Corporate Compliance** | | **Date: March 29, 2017** |
| **Attending Members: Tam Mustapha, Lisa Thomas, Michael Cole, Claire Parde, and Linda Tripp** | | **Facilitator: Claire Parde** |
| **Absent Members: Tina Sharpe** | | **Scribe: Lisa Thomas** |
| **TOPIC DISCUSSED** | **DISCUSSION SUMMARY** | **DECISION MADE AND/OR ACTION TO BE TAKEN,**  **BY WHOM AND WHEN DUE** |
| Corporate Compliance Training for the Board | Lisa and Claire presented the Committee with training slides, which were drafted with 3 purposes in mind:   1. Familiarize the Board with elements of the Corporate Compliance Plan 2. Provide guidance on the completion of the Disclosure of Interests Form 3. Provide guidance on the completion of the Code of Ethical Conduct Attestation   At the meeting, Board members will be provided with packets containing the following: the Corporate By-laws, which contain the Conflict of Interest and Whistleblower Policies, the Code of Ethical Conduct, the Code of Ethical Conduct Attestation, the Corporate Compliance memo to staff, a blank Disclosure of Interests Form and the disclosure form from last year to be used as a guide for completing this year’s form. Copies of the previous year’s forms will be provided to ensure the originals stay intact. Board members will be given guidance and time at the meeting to complete the Code of Ethical Conduct Attestation and Disclosure of Financial Interests forms.  Recommended changes to the slides:   * Slide 3 – add Corporate Compliance Committee of the Board * Slide 6 – add that the dropbox is a physical box in the office; the staff memo will be reissued in April; and Corporate Compliance Committee   Recommended change to by-laws: the header needs to be changed to the date when changes to the bylaws were last made.  Recommended change to staff memo: “no retribution may be taken against you” to “no retribution should be taken against you”  A suggestion was made to add a non-retaliatory piece to the training. As this is a message for staff and is currently included in the memo that staff will receive in April, no change is needed.  A discussion arose about providing examples of what kinds of interests should be disclosed. This will help Board members understand the difference between interests and conflicts. From this conversation, Claire offered that she was recently made aware that Theresa Lux, in her capacity as ED of Catholic Charities of Columbia and Greene Counties, may, on occasion, find herself acting as an agent of other member agencies under the umbrella of the Diocese, and, by extension, of programs that might be similar to some of our own. The committee agreed that this is a great example of something that should be disclosed. The Committee asked Claire to speak with Theresa Lux about sharing this example during the training.  The Board should be reminded that when circumstances change, they need to report it.  It was also suggested that all documents pertaining to this training be uploaded to the web. | Claire and Lisa will make the changes to the slides, by-laws and staff memo as well as copy all necessary documents for the training.  Claire and Lisa will take the lead on providing this training to the Board.  Claire will speak to Theresa Lux about sharing this example at the training.  Claire will upload all necessary documents to the web. |
| Staff Training | Staff will receive Corporate Compliance training at the April staff meeting as well as receive the memo referenced above. Staff do easily confuse personnel issues with Corporate Compliance, so the distinction between those types of issues and corporate compliance issues will be made plain. |  |
| Complaints | An inquiry was made by the Committee to the Corporate Compliance Officer if there have been any complaints. There have not been. This will also be conveyed at the Board meeting. | Lisa to make the Board aware that there haven’t been any complaints. |
| Other discussion | Claire decided that April will be the Consortium’s Corporate Compliance month.  Lisa should have a sign on her door that she is the Compliance Officer. | Lisa will put a “Corporate Compliance Officer” sign on her door. |
| Next Meeting | June 21, 2017 at 2:30pm  We will be reviewing disclosure forms. |  |