Compliance Committee Meeting
Draft Minutes
March 11, 2019

Called to order at 7:00 AM., by Board Compliance Committee Chair, Bob Urata, MD

Compliance Committee and Board Members:
Board Members: Bob Urata, MD; Marshal Kendziorek, Deborah Johnston (absent), and Kenny Solomon-Gross

Staff/Other: Chuck Bill, CEO (absent); Nathan Overson, Compliance Officer; Megan Costello, Assistant Municipal Attorney

Agenda Approval: Marshal Kendziorek made a MOTION to approve the agenda as presented. Mr. Overson noted that the Navigant Report under Executive Session did not need to be reviewed as an executive session item. Hearing no further requests for change, the agenda was approved with change.

Previous Board Compliance Meeting Minutes Approval: Mr. Kendziorek made a MOTION to approve the minutes without change. Hearing no requests for change, the minutes were approved without change.

Education and Training: Mr. Overson provided compliance education and training. Training consisted of an overview of what a compliance program is, and two topics from “Measuring Compliance Program Effectiveness: A Resource Guide”. The two topics of “Lines of Communication and Reporting” and “Response and Prevention of Detected Offenses” were covered.

In discussion during the training Mr. Kendziorek asked what the recommended procedure would be when an employee circumvents the chain of command and goes straight to the Compliance Officer. Dr. Urata stated that he believed there was a policy that highlighted a reporting outline that gave staff and physicians an option to contact the board president if necessary. Mr. Overson explained that there is a reporting policy, but will take a look at whether there should be an algorithm to accompany the policy. Mr. Kendziorek wanted to know how the process of sorting out the issues that may be brought up to the wrong department is being handled. Mr. Overson explained that between Legal, Risk, Compliance and Human Resources there is an understanding that any of the departments will all take the initial complaint and then reroute internally as necessary because some issues do touch on multiple areas of concern.

Compliance Officer Report: Mr. Overson gave an update on the progress toward the 2019 compliance Risk Assessment. The Hospital Compliance Committee is currently working on identifying and prioritizing risks in specific risk areas in preparation for completing the 2019 compliance work plan. The Hospital Compliance Committee moved to carry forward the 2018 work plan as it relates to 2019, and also to break out into smaller advisory groups to meet individually to assess shared risks.

Elements of Compliance Dashboard:
A Policy/Document Review dashboard report was presented and approved as an ongoing compliance dashboard element. A Compliance Log dashboard report was presented and generally approved. Mr. Kendziorek asked if there was a way to capture outstanding risks; Mr. Overson will look into what that may entail. A Monitoring and Auditing dashboard element will be submitted once the monitoring and auditing portion of the work plan is established and a schedule is developed. Currently the regularly
scheduled internal audits are chart reviews performed by the revenue cycle team and the Compliance Officer.

Mr. Overson presented the action item report generated from the Navigant compliance assessment dated 1-29-2017; all action items were completed by 01-31-2018

Executive session: The meeting did not go into executive session.

Meeting Adjourned 7:59 am

Next Meeting 06/11/2019 at 7:00 am