

HEALTH SERVICES AND DEVELOPMENT AGENCY
AUDIT COMMITTEE MINUTES
DECEMBER 16, 2009

COMMITTEE MEMBERS PRESENT

Atchley, Bryan, Chair
Koella, Carl, III
Handorf, Charles, M.D., Vice-Chair
Gaither, Keith, designee for the TennCare Director
Jones, Clark

AGENCY STAFF PRESENT

Hill, Melanie, Executive Director
Bobbitt, Melissa, Administrative Services Assistant III
Christoffersen, Jim, Deputy General Counsel
Craighead, Alecia, Statistical Analyst III
Farber, Mark, Assistant Executive Director
Finchum, Rhonda, Office Manager
Earhart, Phillip, Health Planner III
Wells, Phil, Health Planner III

AGENCY MEMBERS PRESENT

Bishop, Jimmy
Lammert, Gregory
Weaver, Faye

Chairman Atchley called the meeting to order in Meeting Room 12 of Legislative Plaza, Nashville, Tennessee.

I. Charter Review

Ms. Hill stated that Mr. Koella had recommended one change on page 2, under Standards of Conduct, bullet-point 4: Inform the Comptroller's Office when fraud is detected – to change to: Inform the Comptroller's Office in the unlikely event fraud is detected.

Dr. Handorf moved to adopt the change. Mr. Koella seconded the motion. The motion CARRIED [5-0-0] by unanimous voice vote. **APPROVED**

AYE: Atchley, Handorf, Gaither, Jones, Koella
NAY: None

II. Risk Assessment Review

Ms. Hill stated that one change has been made to the risk assessment on page one, under the Control Objective that Certificates of Need are properly granted. One internal control has been added. Publication of Intent will be documented in the file which is a check off sheet that staff uses to ensure that all required information is included in the Letter of Intent and Publication of Intent.

Mr. Jones moved to adopt the change. Dr. Handorf seconded the motion. The motion CARRIED [5-0-0] by unanimous voice vote. **APPROVED**

AYE: Atchley, Handorf, Gaither, Jones, Koella

NAY: None

IV. Other Business

Ms. Hill stated that Shared Services Solution's (SSS) audit of the control objective of Certificates of Need (CON) being properly granted made the following recommendations for consideration: 1) The Agency consider the ways of maximizing the strong practice of documenting in board meeting minutes the specific details related to the statutory criteria for each certificate of need decision by giving reasons for each criteria; 2) Staff follow though on plan to include completeness checklist in each CON file; and 3) consider additional steps to assure that a copy of the minutes documenting each decision is included in 100% of the CON files.

Mr. Koella commented that, going forward, all motions, opposed and unopposed, will include comments based on each of the three criteria.

V. Minutes

Mr. Gaither moved to approve the Minutes from the July 22, 2009 meeting. Mr. Koella seconded. The motion carried [5-0-0] by unanimous voice vote. **APPROVED**

AYE: Atchley, Handorf, Gaither, Jones, Koella

NAY: None

VI. Adjournment

Mr. Atchley announced there being no other business the meeting was adjourned.

Melanie M. Hill, Executive Director

MMH/MAB