

**Compliance Committee Minutes**  
**September 6, 2019**  
**10:00am – 11:00am**

In attendance: Nancy B., Sandie W., Carrie P., Ann K. and Steve H.

- I. **Compliance Officer Report** – Sandie reported that:
  - a. WACOSA’s 14c Special Minimum Wage application is still pending. Nancy B. reported that she has received some written standard written correspondence back so we can be certain they have read it.
  - b. WACOSA recently underwent our annual NAID recertification. All went well and we have received our new certificate.
  - c. Sandie reported she is working on client wage statements to get them compliant with the new Wage Theft Law required by the Minnesota Legislature. Staff statements are already compliant.
  - d. Nancy shared that licensing will be coming to WACOSA October 9-11, 2019.
  - e. Steve reported that WACOSA’s CARF survey is now over leaving us with only two recommendations to correct. Our new CARF certificate was sent to WACOSA this past week. Steve has ordered new certificates for all WACOSA locations. They should be here in the next 4-6 weeks.
  
- II. **Privacy Officer Report** –
  - a. Beth reported ahead of her absence at this meeting that no privacy issues have occurred in the past quarter.
  
- III. **Security Officer Report** –
  - a. Nancy reported that no VA reports were filled inside or outside against WACOSA this past quarter.
  - b. Nancy reported that an intruder alarm went off last Saturday night in the Thriftworks! Building. Unable to reach any of the primary, local numbers, Steve we contacted by the Waite Park Police Department. An investigation into the building yielded no intruders, theft or damage. Upon inspection, the front door was not pushed tight enough to latch when staff locked up for the evening. The police reported that no assistance was needed on site but requested that the Maintenance Department at WACOSA be notified to fix the door’s locking mechanism.
    - c. Committee members discussed whether there was a need to alarm all WACOSA buildings. WACOSA’s 310 location was alarmed due to the store being housed in this facility. At this time all in attendance agreed that no other WACOSA locations need security systems since no such concerns have been an issue in the past. This topic will remain on the table for discussion should circumstances ever change.
  
- IV. **Other items** – None at this time.
  
- V. **Adjournment** - Next meeting will be December 6, 2019, 10:00am – 11:00am in the 310 Conference Room.