



Compliance Committee Meeting Kit

An agenda and minutes template that makes each meeting count, and prove it counted.

A CareCompli resource for skilled nursing and assisted living facilities

Why this kit exists

A compliance committee that meets without structure produces minutes that read like attendance sheets. When a reviewer asks for a year of committee minutes, they are checking for evidence the committee actually governed: items raised, decisions made, follow-ups tracked to the next meeting. This kit provides the agenda and minutes skeletons that generate that evidence as a byproduct of simply running the meeting well.

Part 1: The standing agenda

1. Call to order	Attendance, quorum, approval of prior minutes.
2. Open items from last meeting	Each with owner and status. Nothing disappears between meetings.
3. Reports and communication	Hotline and complaint activity since last meeting: volume, categories, anything open past target.
4. Investigations and corrective actions	Matters closed, corrective actions overdue or due soon, verification completed.
5. Auditing and monitoring	Audits completed since last meeting, findings, audits upcoming.
6. Training and education	Completion status by role, overdue lists, upcoming assignments.
7. Policies	Policies revised or due for review, acknowledgment status.
8. Regulatory developments	New or changed requirements since last meeting and what they touch.
9. Escalations to the governing body	What the board needs to hear, and who delivers it.
10. New business and adjournment	Next meeting date set before adjourning.

Part 2: The minutes template

Header: date, attendees and roles, quorum noted. Then one block per agenda item with three fixed fields:

Discussed	What was raised, with enough substance that a reader a year later understands it.
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Decided	The decision, or the explicit decision to defer.
Follow-up	Owner by name, due date, and where it will be reported back.

Close every set of minutes with a single list: all open follow-ups carried to the next meeting, each with owner and due date.

Field guide: *The single most common minutes failure is decisions without owners. Committee agreed training completion needs improvement is not evidence of governance; J. Rivera to deliver the overdue-training list to unit managers by the 15th, status next meeting, is.*

State note: Some states require compliance committees by law for certain provider types, including composition and cadence requirements. Confirm what your state mandates; this agenda meets or exceeds common structural expectations, but required membership and frequency are state-specific.

How CareCompli answers this

The hardest part of a good committee meeting is assembling the picture. The portal keeps the picture assembled.

What this document asks of you	In the CareCompli portal
Agenda items 3 through 7	Hotline activity, corrective action status, audit results, training completion, and policy status are live reports pulled in minutes, not assembled from spreadsheets for days.
Open items that never disappear	Follow-ups become tracked tasks with owners, due dates, and automatic reminders.
Regulatory developments	Our regulatory monitoring surfaces what changed and what it touches, reviewed by our team.
Board escalations	Board-ready reporting is generated from the same records the committee just reviewed.

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