

AGENDA
COMPLIANCE AND AUDIT COMMITTEE MEETING
OF THE EL CAMINO HOSPITAL BOARD
Thursday, May 16, 2019 – 5:00 pm
El Camino Hospital | Conference Room E (ground floor)
2500 Grant Road, Mountain View, CA 94040

PURPOSE: To advise and assist the El Camino Hospital (ECH) Hospital Board of Directors (“Board”) in its exercise of oversight of Corporate Compliance, Privacy, Internal and External Audit, Enterprise Risk Management, and Information Technology (IT) Security. The Committee will accomplish this by monitoring the compliance policies, controls, and processes of the organization and the engagement, independence, and performance of the internal auditor and external auditor. The Committee assists the Board in oversight of any regulatory audit and in assuring the organizational integrity of ECH in a manner consistent with its mission and purpose.

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
1. CALL TO ORDER/ROLL CALL	Sharon Anolik Shakked, Chair		5:00 – 5:01pm
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Sharon Anolik Shakked, Chair		5:01 – 5:02
3. PUBLIC COMMUNICATION a. Oral Comments <i>This opportunity is provided for persons in the audience to make a brief statement, not to exceed three (3) minutes on issues or concerns not covered by the agenda.</i> b. Written Correspondence	Sharon Anolik Shakked, Chair		information 5:02 – 5:05
4. CONSENT CALENDAR <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i> Approval a. Minutes of the Open Session of the Compliance and Audit Committee Meeting (March 21, 2019) Information b. Status of FY19 Committee Goals c. Status of FY20 Committee Goals	Sharon Anolik Shakked, Chair	<i>public comment</i>	motion required 5:05 – 5:07
5. REPORT ON BOARD ACTIONS	Board Members		information 5:07 – 5:12
6. AMENDMENT OF COMMITTEE CHARTER	Sharon Anolik Shakked, Chair	<i>public comment</i>	motion required 5:12 – 5:20
7. KPIS, SCORECARD, AND TRENDS	Diane Wigglesworth, Sr. Director, Corporate Compliance		information 5:20 – 5:25
8. ADJOURN TO CLOSED SESSION	Sharon Anolik Shakked, Chair		motion required 5:25 – 5:25
9. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Sharon Anolik Shakked, Chair		5:25 – 5:26
10. CONSENT CALENDAR <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i> Approval <i>Gov’t Code Section 54957.2:</i> a. Minutes of the Closed Session of the	Sharon Anolik Shakked, Chair Mary Rotunno, General Counsel		motion required 5:26– 5:35

A copy of the agenda for the Regular Committee Meeting will be posted and distributed at least seventy-two (72) hours prior to the meeting. In observance of the Americans with Disabilities Act, please notify us at (650) 988-7504 prior to the meeting so that we may provide the agenda in alternative formats or make disability-related modifications and accommodations.

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
Compliance and Audit Committee Meeting (March 21, 2019)			
Information Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: b. Compliance Log (Mar. -Apr. 2019) c. Privacy Log (Mar. – Apr. 2019) d. Internal Audit Work Plan e. Committee Pacing Plan			
11. Gov't Code Section 32106(b) for report involving health care facility trade secret: - Business Continuity Plan Status	Jim Griffith, COO		information 5:35 – 5:45
12. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: - Report on Internal Audit Assessment and Proposed FY: 2020 Internal Audit Work Plan	Alex Robison, Protiviti Mary Rotunno, General Counsel		information 5:45 – 6:00
13. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: - Report on Internal Audit Activity	Diane Wigglesworth, Sr. Director, Corporate Compliance Mary Rotunno, General Counsel		information 6:00 – 6:10
14. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: - Enterprise Risk Management	Jim Griffith, COO Diane Wigglesworth, Sr. Director, Corporate Compliance Mary Rotunno, General Counsel		information 6:10 – 6:20
15. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: - IT Security Assessment and Discussion	Deb Muro, CIO; Brian Kreitzer, CISO Mary Rotunno, General Counsel		information 6:20 – 6:50
16. Gov't Code Sections 54957 for report and discussion on personnel matters – Senior Management: - Executive Session	Sharon Anolik Shakked, Chair		discussion 6:50 – 6:55
17. ADJOURN TO OPEN SESSION	Sharon Anolik Shakked, Chair		motion required 6:55– 6:56
18. RECONVENE OPEN SESSION/ REPORT OUT	Sharon Anolik Shakked, Chair		6:56 – 6:59
To report any required disclosures regarding permissible actions taken during Closed Session.			
19. ADJOURNMENT	Sharon Anolik Shakked, Chair	<i>public comment</i>	motion required 6:59 – 7:00pm

Upcoming Meetings: August 15, 2019 | September 26, 2019 | November 21, 2019
Meeting dates are tentative pending ECH board approval