

**AGENDA**  
**COMPLIANCE AND AUDIT COMMITTEE MEETING**  
**OF THE EL CAMINO HOSPITAL BOARD**  
**Thursday, August 15, 2019 – 5:00 pm**  
 El Camino Hospital, Conference Room E (ground floor)  
 2500 Grant Road, Mountain View, CA 94040

Lica Hartman will be participating via teleconference from 9876 Wilshire Blvd, Beverly Hills, CA 90210.

**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
<b>1. CALL TO ORDER/ROLL CALL</b>	Sharon Anolik Shakked, Chair		<b>5:00 – 5:01pm</b>
<b>2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Sharon Anolik Shakked, Chair		<b>5:01 – 5:02</b>
<b>3. PUBLIC COMMUNICATION</b> 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		<b>information</b> <b>5:02 – 5:05</b>
<b>4. CONSENT CALENDAR</b> <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i> <b>Approval</b> a. Minutes of the Open Session of the CAC Meeting (5/16/ 2019) <b>Information</b> b. Status of FY20 Committee Goals	Sharon Anolik Shakked, Chair	<i>public comment</i>	<b>motion required</b> <b>5:05 – 5:10</b>
<b>5. REPORT ON BOARD ACTIONS</b>	Board Members		<b>information</b> <b>5:10 – 5:15</b>
<b>6. RETENTION AND DESTRUCTION OF ORGANIZATION RECORDS</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>discussion</b> <b>5:15 – 5:20</b>
<b>7. AUDITOR ENGAGEMENT REVIEW: AMENDMENT TO PROPERTY MANAGEMENT CONSULTING AGREEMENT</b>	Jim Griffith, COO		<b>discussion</b> <b>5:20 – 5:25</b>
<b>8. KPIS, SCORECARD, AND TRENDS</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information</b> <b>5:25 – 5:30</b>
<b>9. ADJOURN TO CLOSED SESSION</b>	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>5:30 – 5:30</b>
<b>10. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Sharon Anolik Shakked, Chair		<b>5:30 – 5:31</b>
<b>11. CONSENT CALENDAR</b> <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i>	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>5:31 – 5:40</b>

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
<p><b>Approval</b>  <i>Gov't Code Section 54957.2:</i>                      a. Minutes of the Closed Session of the CAC Meeting (5/16/2019)</p> <p><b>Information</b>  <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      b. Compliance Log (May-June 2019)                      c. Privacy Log (May-June 2019)                      d. Internal Audit Work Plan                      e. Committee Pacing Plan</p>			
<p><b>12.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - Report on SVMD Compliance Program</p>	Bruce Harrison, President, SVMD; Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>5:40 – 5:50</b></p>
<p><b>13.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - Enterprise Risk Management</p>	Jim Griffith, COO; Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>5:50 – 6:00</b></p>
<p><b>14.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - Business Continuity</p>	Jim Griffith, COO; Ken King, CASO; Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>6:00 – 6:05</b></p>
<p><b>15.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - Report on Internal Audit Activity</p>	Diane Wigglesworth, Sr. Director, Corporate Compliance; Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>6:05 – 6:10</b></p>
<p><b>16.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - FY19 Patient Safety/Claims Report</p>	Sheetal Shah, Director, Risk Management & Patient Safety; Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>6:10 – 6:20</b></p>
<p><b>17.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - FY19 Annual Compliance and Privacy Report</p>	Diane Wigglesworth, Sr. Director, Corporate Compliance; Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>6:20 – 6:30</b></p>
<p><b>18.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - IT Security Discussion</p>	Deb Muro, CIO; Brian Kreitzer, CISO; Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>6:30 – 6:55</b></p>
<p><b>19.</b> <i>Gov't Code Sections 54957</i> for report and discussion on personnel matters – Senior Management:                      - Executive Session</p>	Sharon Anolik Shakked, Chair		<p><b>discussion</b>  <b>6:55 – 6:58</b></p>
<p><b>20. ADJOURN TO OPEN SESSION</b></p>	Sharon Anolik Shakked, Chair		<p><b>motion required</b>  <b>6:58 – 6:59</b></p>
<p><b>21. RECONVENE OPEN SESSION/                      REPORT OUT</b></p>	Sharon Anolik Shakked, Chair		<p><b>6:59 – 7:00</b></p>

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
To report any required disclosures regarding permissible actions taken during Closed Session.			
<b>22. ADJOURNMENT</b>	Sharon Anolik Shakked, Chair		<b>motion required 7:00pm</b>

**Upcoming Meetings:**

Regular Meetings: September 26, 2019; November 21, 2019; January 23, 2020; March 19, 2020; May 21, 2020

Education Sessions: October 23, 2019; April 22, 2020