

**AGENDA**  
**COMPLIANCE AND AUDIT COMMITTEE MEETING**  
**OF THE EL CAMINO HOSPITAL BOARD**

**Thursday, May 21, 2020 – 5:00 pm**

El Camino Hospital, 2500 Grant Road, Mountain View, CA 94040

**PURSUANT TO STATE OF CALIFORNIA EXECUTIVE ORDER N-29-20 Dated March 18, 2020, EL CAMINO HEALTH WILL NOT BE PROVIDING A PHYSICAL LOCATION FOR THIS MEETING. INSTEAD, THE PUBLIC IS INVITED TO JOIN THE OPEN SESSION MEETING VIA TELECONFERENCE AT 1-866-365-4406 MEETING CODE 9407053#.**

**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 (3/19/2020) <b>Information</b> b. Status of FY20 Committee Goals c. Proposed 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>	Sharon Anolik Shakked, Chair		<b>information</b> <b>5:10 – 5:15</b>
<b>6. KPIS, SCORECARD, AND TRENDS</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information</b> <b>5:15 – 5:25</b>
<b>7. ADJOURN TO CLOSED SESSION</b>	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>5:25– 5:26</b>
<b>8. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Sharon Anolik Shakked, Chair		<b>5:26 – 5:30</b>
<b>9. 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> <i>Gov’t Code Section 54957.2:</i> a. Minutes of the Closed Session of the CAC Meeting (1/23/2020 and 3/19/2020)	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>5:30 – 5:45</b>

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
<p><b>Information</b>  <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      b. Activity Log January 2020                      c. Activity Log February 2020                      d. Activity Log March 2020                      e. Activity Log April 2020                      f. Internal Audit Work Plan                      g. Committee Pacing Plan</p>			
<p><b>10.</b> <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:                      - Report Internal Audit Assessment and Proposed FY2021 Work Plan</p>	Alex Robison, Protiviti Mary Rotunno, General Counsel		<p><b>possible motion</b>  <b>5:45 – 6:00</b></p>
<p><b>11.</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>	Alex Robison, Protiviti Diane Wigglesworth, Sr. Director, Corporate Compliance; Mary Rotunno, General Counsel		<p><b>information</b>  <b>6:00 – 6:30</b></p>
<p><b>12.</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>information</b>  <b>6:30 – 6:40</b></p>
<p><b>13.</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; Mike Mellor, Interim CISO Mary Rotunno, General Counsel		<p><b>discussion</b>  <b>6:40 – 7:10</b></p>
<p><b>14.</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>7:10 – 7:20</b></p>
<p><b>15. ADJOURN TO OPEN SESSION</b></p>	Sharon Anolik Shakked, Chair		<p><b>motion required</b>  <b>7:20 – 7:23</b></p>
<p><b>16. RECONVENE OPEN SESSION/                      REPORT OUT</b>                      To report any required disclosures regarding permissible actions taken during Closed Session.</p>	Sharon Anolik Shakked, Chair		<p><b>information</b>  <b>7:23 – 7:25</b></p>
<p><b>17. ADJOURNMENT</b></p>	Sharon Anolik Shakked, Chair		<p><b>motion required</b>  <b>7:25 – 7:30pm</b></p>

**Upcoming Meetings:**

Regular Meetings: August 20, 2020, September 24, 2020, November 19, 2020, January 28, 2021, March 18, 2021, May 20, 2021