

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

Thursday, November 19, 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:
 1-669-900-9128, MEETING CODE: 760-083-0558#. No participant code. Just press #.**

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 CAC Meeting (10/01/2020) Information b. Status of FY21 Committee Goals c. Articles of Interest	Sharon Anolik Shakked, Chair	<i>public comment</i>	motion required 5:05 – 5:15
5. REPORT ON BOARD ACTIONS	Board Members		information 5:15 – 5:20
6. ADJOURN TO CLOSED SESSION	Sharon Anolik Shakked, Chair		motion required 5:20– 5:21
7. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Sharon Anolik Shakked, Chair		5:21 – 5:22
8. 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 CAC Meeting (10/1/2020)	Sharon Anolik Shakked, Chair		motion required 5:22 – 5:40

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
<p>Information Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> b. KPI Scorecard and Trends c. Activity Log September 2020 d. Activity Log October 2020 e. Internal Audit Work Plan f. Internal Audit Follow Up Table g. Committee Pacing Plan 			
<p>9. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: - Enterprise Risk Management</p>	Jim Griffith, COO; Mary Rotunno, General Counsel		information 5:40 – 5:50
<p>10. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: - IT Security Discussion</p>	Deb Muro, CIO; Mary Rotunno, General Counsel		discussion 5:50 – 6:20
<p>11. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: - Email Retention Procedures</p>	Diane Wigglesworth, Sr. Director Corporate Compliance; Mary Rotunno, General Counsel		discussion 6:20 – 6:35
<p>12. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation: Report on Internal Audit Activity</p>	Diane Wigglesworth, Sr. Director, Corporate Compliance; Mary Rotunno, General Counsel		information 6:35 – 6:40
<p>13. Gov't Code Sections 54957 for report and discussion on personnel matters – Senior Management: - Executive Session</p>	Sharon Anolik Shakked, Chair		discussion 6:40 – 6:50
<p>14. ADJOURN TO OPEN SESSION</p>	Sharon Anolik Shakked, Chair		motion required 6:50 – 6:51
<p>15. RECONVENE OPEN SESSION/ REPORT OUT</p>	Sharon Anolik Shakked, Chair		information 6:51 – 6:55
<p>To report any required disclosures regarding permissible actions taken during Closed Session.</p>			
<p>16. ADJOURNMENT</p>	Sharon Anolik Shakked, Chair		motion required 6:55 – 7:00pm

Upcoming Meetings:

Regular Meetings:

January 28, 2021

March 18, 2021

April 28, 2021 (Joint Board and Committee Educational Session)

May 20, 2021