



**Minutes of the Open Session of the
Compliance and Audit Committee
of the El Camino Hospital Board of Directors
Thursday, August 20, 2020**

El Camino Hospital | 2500 Hospital Drive, Mountain View, CA 94040

Members Present**

Sharon Anolik Shakked, Chair

Lica Hartman

Jack Po, MD, Vice Chair

Christine Sublett

Julia Miller

Members Absent

****All via teleconference**

Agenda Item	Comments/Discussion	Approvals/ Action
1. CALL TO ORDER/ ROLL CALL	The open session meeting of the Compliance and Audit Committee of El Camino Hospital (“the Committee”) was called to order at 5:00pm by Chair Anolik Shakked. All Committee members participated via teleconference and were present at roll call. A quorum was present pursuant to State of California Executive Orders N-25-20 dated March 12, 2020 and N-29-20 dated March 18, 2020.	<i>Called to order at 5:00pm</i>
2. POTENTIAL CONFLICT OF INTEREST	Chair Anolik Shakked asked if any Committee members had a conflict of interest with any of the items on the agenda. No conflicts were reported.	
3. PUBLIC COMMUNICATION	None.	
4. CONSENT CALENDAR	<p>Chair Anolik Shakked asked if any member of the Committee or the public wished to remove any agenda items from the consent calendar.</p> <p>Diane Wigglesworth requested to pull Agenda Item 4a for an amendment to the open minutes to correct an error under ‘Consent Calendar’. In the first sentence under ‘Goal #3’, she requested the first sentence to be amended and restated to say “Goal #3 review the results and mitigation action plan of a privacy and security risk assessment of SVMMD.”</p> <p>Chair Anolik Shakked pulled Agenda Item 4c for discussion. She questioned what controls the organization has in place to ensure the gap with Epic is not exploited at the hospital. Ms. Wigglesworth stated that the hospital’s Epic system contains claim edit rules for surgical services billed by providers that will trigger a review in an HIM work queue to evaluate medical necessity, chart documentation and coding rules before services are billed.</p> <p>Motion: To approve the consent calendar a) Minutes of the Open Session of the Compliance and Audit Committee Meeting (05/21/2020) with the requested amendment; and for information: b) Status of FY20 Committee Goals (as modified) and c) Articles of Interest</p> <p>Movant: Po Second: Sublett Ayes: Anolik Shakked, Hartman, Miller, Po, & Sublett Noes: None Abstentions: None Absent: None Recused: None</p>	<i>Consent Calendar approved</i>
5. REPORT ON BOARD ACTIONS	Jack Po, M.D. reported on the board actions and discussed materials as presented in the packet.	

	Chair Anolik Shakked asked if any Committee members had any questions about the Report on Board Actions. No questions were reported.	
6. KPIs, SCORECARD, AND TRENDS	<p>Ms. Wigglesworth reported on the Key Performance Indicators. Ms. Wigglesworth stated that the organization continues to address all concerns or questions brought to the department. The topics most frequently addressed are HIPAA privacy, billing, and documentation issues. In the month of June, there were some privacy errors that needed to be reported to the California Department of Public Health (CDPH). Those errors have been addressed and actions taken to mitigate risk going forward.</p> <p>In response to a committee member's questions, Ms. Wigglesworth stated that management has encouraged staff to report vendor related issues to Compliance or IT to ensure vendors are complying with hospital policies in place.</p>	
7. ADJOURN TO CLOSED SESSION	<p>Motion: To adjourn to closed session at 5:16pm.</p> <p>Movant: Miller Second: Po Ayes: Anolik Shakked, Hartman, Miller, Po, & Sublett Noes: None Abstentions: None Absent: None Recused: None</p>	<i>Adjourned to closed session at 5:16pm</i>
8. AGENDA ITEM 19: RECONVENE OPEN SESSION/ REPORT OUT	<p>Open session was reconvened at 7:20pm. Agenda items 8-18 were discussed in closed session. During the closed session, the Committee approved the Minutes of the Closed Session of the Compliance and Audit Committee Meeting (5/21/2020) with an amendment to move the September 24, 2020 meeting to October 1, 2020.</p> <p>Chair Anolik Shakked requested to place IT Security to be discussed earlier on for future agendas.</p>	<i>Open session reconvened at 7:20pm</i>
9. AGENDA ITEM 17: ADJOURNMENT	<p>Motion: To adjourn at 7:22pm.</p> <p>Movant: Sublett Second: Miller Ayes: Anolik Shakked, Hartman, Miller, Po, & Sublett Noes: None Abstentions: None Absent: None Recused: None</p>	<i>Meeting adjourned at 7:22pm</i>

Attest as to the approval of the foregoing minutes by the Compliance and Audit Committee of El Camino Hospital:

DocuSigned by:



Sharon Anolik Shakked

Chair, Compliance and Audit Committee