



**Minutes of the Open Session of the
Compliance and Audit Committee
of the El Camino Hospital Board of Directors
Thursday, October 1, 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. No requests were reported.</p> <p>Motion: To approve the consent calendar a) Minutes of the Open Session of the Compliance and Audit Committee Meeting (08/20/2020); and for information: b) Status of FY21 Committee Goals</p> <p>Movant: Miller 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	<p>Jack Po, M.D. reported on the board actions and discussed materials as presented in the packet.</p> <p>Chair Anolik Shakked asked if any Committee members had any questions about the Report on Board Actions. No questions were reported.</p>	
6. COMMITTEE SELF- ASSESSMENT RESULTS	<p>Cindy Murphy, Director, Governance Services, reported on the results of the Committee Self-Assessment as presented in the packet.</p> <p>In response to committee members’ questions, Ms. Murphy reported that another Committee had moved the Report on Board Actions to the consent calendar and replaced it with a Chair’s report to enable the Committee to (1) receive more information about the work of the Board and (2) save time for discussion about important issues.</p> <p>In regards to turnover issues within the CAC committee, Ms. Miller volunteered to talk to the Board Chair, and Ms. Murphy offered to remind</p>	

	<p>the Board Chair about the frequent turnover of Board members serving on the Committee when FY22's slate is developed in June. Dr. Po suggested bringing more community members into the Compliance and Audit Committee.</p> <p>Chair Anolik Shakked asked if any members had any comments or suggestions about either having more meetings, making the meetings longer, or looking into putting some lesser important topics for the consent calendar to enable more time for discussion of important issues facing the Committee. Ms. Hartman suggested looking into discussing the more important topics within the current scheduled meetings and not making meetings longer than normal. Chair Anolik Shakked reported that she and Ms. Wigglesworth had discussed placing the KPI, Scorecard, and Trends Report, Internal Audits with no findings or very low findings, and the Internal Audit Follow-Up on the consent calendar. Other members agreed with these suggestions.</p> <p>Chair Anolik Shakked suggested including Article(s) of Interest to the Consent Calendar for information to satisfy the Committee's interest in education on specific topics mentioned in the Self- Assessment Report.</p>	
7. KPIs, SCORECARD, AND TRENDS	<p>Chair Anolik Shakked asked if any members of the committee had any questions regarding the information provided in the packet.</p> <p>In response to a committee member's questions, Ms. Wigglesworth stated that management requires that all new employees' healthstream training be completed within 30 days of their date of hire. In the packet, 100% means that the organization has been 100% compliant with that requirement.</p> <p>Chair Anolik Shakked suggested Ms. Wigglesworth provide new Committee members with a one page document during onboarding that explains and will orient them on how to read the scorecard.</p>	
8. ADJOURN TO CLOSED SESSION	<p>Motion: To adjourn to closed session at 5:50pm.</p> <p>Movant: Miller</p> <p>Second: Po</p> <p>Ayes: Anolik Shakked, Hartman, Miller, Po, & Sublett</p> <p>Noes: None</p> <p>Abstentions: None</p> <p>Absent: None</p> <p>Recused: None</p>	<i>Adjourned to closed session at 5:50pm</i>
9. AGENDA ITEM 17: RECONVENE OPEN SESSION/ REPORT OUT	<p>Open session was reconvened at 7:20pm. Agenda items 9-16 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 (08/20/20) with a minor amendment and the Financial Audit Results.</p>	<i>Open session reconvened at 7:20pm</i>
10. AGENDA ITEM 18: ADJOURNMENT	<p>Motion: To adjourn at 7:22pm.</p> <p>Movant: Po</p> <p>Second: Sublett</p> <p>Ayes: Anolik Shakked, Hartman, Miller, Po, & Sublett</p> <p>Noes: None</p> <p>Abstentions: None</p> <p>Absent: None</p> <p>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

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Sharon Anolik Shakked

Chair, Compliance and Audit Committee