

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

Thursday, May 19, 2022 – 5:00 pm
El Camino Hospital, 2500 Grant Road, Mountain View, CA 94040

PURSUANT TO GOVERNMENT CODE SECTION 54953(e)(1), EI CAMINO HEALTH **WILL NOT BE PROVIDING A PHYSICAL LOCATION TO THE PUBLIC FOR THIS MEETING**. INSTEAD, THE PUBLIC IS INVITED TO JOIN THE OPEN SESSION MEETING VIA TELECONFERENCE AT:

1-669-900-9128, MEETING CODE: 972 2206 8123#. 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 | Jack Po MD, Chair | | 5:00 – 5:01pm |
| 2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES | Jack Po MD, Chair | | information 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 | Jack Po MD, 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 (3/30/2022) b. FY 2023 Committee Goals Information c. Report of Board Actions and Education Session d. Status of FY 2022 Committee Goals | Jack Po MD, Chair | <i>public comment</i> | motion required 5:05 – 5:15 |
| 5. AD HOC COMMITTEE UPDATE REGARDING COMPLIANCE COMMITTEE MEMBER RECRUITMENT | Jack Po MD, Chair Shiraz Ali, Director of CEO | | information 5:15 – 5:20 |
| 6. ADJOURN TO CLOSED SESSION | Jack Po MD, Chair | | motion required 5:20– 5:21 |
| 7. POTENTIAL CONFLICT OF INTEREST DISCLOSURES | Jack Po MD, 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 (3/30/2022) | Jack Po MD, Chair | | motion required 5:22 – 5:35 |

| AGENDA ITEM | PRESENTED BY | | ESTIMATED TIMES |
|--|---|-----------------------|--|
| <p>Information <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> b. KPI Scorecard and Trends c. Activity Log March 2022 d. Activity Log April 2022 e. Internal Audit Work Plan f. Internal Audit Follow Up Table g. Committee Pacing Plan | | | |
| <p>9. <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> - Report on Enterprise Compliance Reporting Structure | Diane Wigglesworth, Sr. Director Corporate Compliance; Mary Rotunno, General Counsel | | information 5:35 – 5:45 |
| <p>10. <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> - Review IT Cybersecurity Strategic Plan and Identified Enterprise Cyber Risks | Joe Voje, CISO; Deb Muro, CIO; Mary Rotunno, General Counsel | | discussion 5:45 – 6:10 |
| <p>11. <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> - Report Internal Audit Activity | Alex Robison, Steve Cabello and Dugan Krwawicz, Protiviti; Mary Rotunno, General Counsel | | information 6:10 – 6:30 |
| <p>12. <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> - Review Internal Audit Assessment and Proposed FY 2023 Internal Audit Work Plan | Alex Robison, Protiviti; Mary Rotunno, General Counsel | | motion required 6:30 – 6:45 |
| <p>13. <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> - Compliance Work Plan Updates for FY 2022 | Diane Wigglesworth, Sr. Director Corporate Compliance; Mary Rotunno, General Counsel | | information 6:45 – 6:50 |
| <p>14. <i>Gov't Code Sections 54957</i> for report and discussion on personnel matters – Senior Management:</p> <ul style="list-style-type: none"> - Executive Session | Jack Po MD, Chair | | discussion 6:50 – 6:59 |
| <p>15. ADJOURN TO OPEN SESSION</p> | Jack Po MD, Chair | | motion required 6:59 – 7:00 |
| <p>16. RECONVENE OPEN SESSION/ REPORT OUT</p> <p>To report any required disclosures regarding permissible actions taken during Closed Session.</p> | Jack Po MD, Chair | | information 7:00 – 7:01 |
| <p>17. ADJOURNMENT</p> | Jack Po MD, Chair | <i>public comment</i> | motion required 7:01pm |

Upcoming Meetings: September 2022, November 2022, February 2023, April 2023, June 2023