

**AGENDA**  
**COMPLIANCE AND AUDIT COMMITTEE OF THE**  
**EL CAMINO HOSPITAL BOARD OF DIRECTORS**  
**Friday, August 11, 2023– 3:00 pm**

El Camino Health | 2500 Grant Road Mountain View, CA 94040, Sobrato Boardroom 2

THE PUBLIC IS INVITED TO JOIN THE OPEN SESSION PORTION OF THE MEETING LIVE AT THE ADDRESS ABOVE OR VIA TELECONFERENCE AT:

**1-669-900-9128**, MEETING CODE: **997 6066 3832#**. No participant code. Just press #.

Sharon Anolik-Shakked will be participating via teleconference from 330 East Strawberry Drive, Mill Valley, CA 94941

**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 Cybersecurity. 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 auditors. 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                                  | ACTION  | ESTIMATED TIMES       |
|---|---|---|-----------------------|
| <b>1. CALL TO ORDER/ROLL CALL</b>   | Jack Po MD, Chair                             | Information                                     | <b>3:00 – 3:01 pm</b> |
| <b>2. CONSIDER AB 2449 REQUESTS</b>   | Jack Po MD, Chair                             | <b>Possible Motion</b><br><i>public comment</i> | <b>3:01 – 3:02</b>    |
| <b>3. POTENTIAL CONFLICT OF INTEREST DISCLOSURE</b>   | Jack Po MD, Chair                             | Information                                     | <b>3:02 – 3:03</b>    |
| <b>4. PUBLIC COMMUNICATION</b><br>a. Oral Comments<br><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><br>b. Written Correspondence   | Jack Po MD, Chair                             | Information                                     | <b>3:03 – 3:08</b>    |
| <b>5. CONSENT CALENDAR</b><br><i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i><br><b>Approval</b><br>a. Minutes of the Open Session of the CAC meetings (02/22/2023 and 04/26/23)<br>b. FY24 Committee Goals, Pacing Plan, and Meeting dates<br>c. Mobile App Privacy Policy<br><b>Information</b><br>d. Status of FY23 Committee Goals | Jack Po MD, Chair                             | <b>Motion Required</b><br><i>public comment</i> | <b>3:08 – 3:15</b>    |
| <b>6. AD HOC COMMITTEE UPDATE REGARDING COMPLIANCE COMMITTEE MEMBER RECRUITMENT</b>   | Tracy Fowler, Director of Governance Services | Information                                     | <b>3:15 – 3:19</b>    |
| <b>7. ADJOURN TO CLOSED SESSION</b>   | Jack Po MD, Chair                             | <b>Motion Required</b><br><i>public comment</i> | <b>3:19 – 3:20</b>    |
| <b>8. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>  | Jack Po MD, Chair                             | Information                                     | <b>3:20 – 3:21</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) 988-7632** 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   | ACTION                 | ESTIMATED TIMES    |
|--|--|------------------------|--------------------|
| <p><b>9. CONSENT CALENDAR</b><br/> <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i><br/> <b>Approval</b><br/>                     Gov't Code Section 54957.2:</p> <ul style="list-style-type: none"> <li>a. Minutes of the Closed Session of the Compliance and Audit Committee Meetings (02/22/2023) and (04/26/23)</li> <li>b. Internal Audit Assessment and FY2024 Audit Work Plan</li> </ul> <p><b>Information</b><br/>                     Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</p> <ul style="list-style-type: none"> <li>c. KPI Scorecard and Trends</li> <li>d. Activity Logs April – June 2023</li> <li>e. Internal Audit Work Plan</li> <li>f. Internal Audit Follow-Up Table</li> </ul> | Jack Po MD, Chair  | <b>Motion Required</b> | <b>3:21 – 3:30</b> |
| <p><b>10. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</b><br/> <b>REVIEW COMPLIANCE PROGRAM RISK ASSESSMENT ACTIVITY AND PLAN</b></p>   | Margaret Hambleton, Hambleton Compliance, LLC<br>Diane Wigglesworth, Sr. Dir. Corporate Compliance;<br>Mary Rotunno, General Counsel | Information            | <b>3:30 – 3:45</b> |
| <p><b>11. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</b><br/> <b>REVIEW CYBERSECURITY PROGRAM STATUS</b></p>   | Deb Muro, CIO;<br>Mary Rotunno, General Counsel<br>Joshua Spencer, CISO  | Information            | <b>3:45 – 4:15</b> |
| <p><b>12. Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</b></p> <ul style="list-style-type: none"> <li>a. Review Progress of FY2023 Compliance Program Work Plan</li> <li>b. Review Compliance Program Work Plan for FY24</li> </ul>  | Diane Wigglesworth, Sr. Dir. Corporate Compliance;<br>Mary Rotunno, General Counsel  | Information            | <b>4:15 – 4:30</b> |
| <p><b>13. Gov't Code Sections 54957 for report an discussion on personnel matters- Senior Management:</b><br/>                     -Executive Session</p>  | Jack Po MD, Chair  | Information            | <b>4:30 – 4:40</b> |
| <p><b>14. ADJOURN TO OPEN SESSION</b></p>  | Jack Po MD, Chair  | <b>Motion Required</b> | <b>4:40-4:41</b>   |
| <p><b>15. RECONVENE OPEN SESSION/ REPORT OUT</b><br/>                     To report any required disclosures regarding permissible actions taken during Closed Session.</p>  | Jack Po MD, Chair  |                        | <b>4:41-4:45</b>   |
| <p><b>16. ROUNDTABLE</b></p>   | Jack Po MD, Chair  | Discussion             | <b>4:45 – 5:00</b> |
| <p><b>17. ADJOURNMENT</b></p>  | Jack Po MD, Chair  | <b>Motion Required</b> | <b>5:00 pm</b>     |

**Upcoming Meetings:** Regular Meetings: September 27, 2023; November 29, 2023; February 28, 2024; April 24, 2024; June 26, 2024