

AGENDA
COMPLIANCE AND AUDIT COMMITTEE OF THE
EL CAMINO HOSPITAL BOARD OF DIRECTORS
Wednesday, February 28, 2024– 5:00 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: **974 5553 0941#**. No participant code. Just press #.

Jack Po, MD will be participating via teleconference from 1402 Nilda Ave. Mountain View, CA 94040

Julia Miller will be participating via teleconference from 1611 New Brunswick Ave. Sunnyvale, CA 94087

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
1	CALL TO ORDER/ROLL CALL	Jack Po MD, Chair	Information	5:00 – 5:01 pm
2	CONSIDER AB 2449 REQUESTS	Jack Po MD, Chair	Possible Motion	5:01 – 5:02
3	POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Jack Po MD, Chair	Information	5:02 – 5:03
4	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 <i>Comments may be submitted by mail to the El Camino Hospital Board Compliance and Audit Committee at 2500 Grant Road, Mountain View, CA 94040. Written comments will be distributed to the committee as quickly as possible. Please note it may take up to 35 hours for documents to be posted on the agenda.</i>	Jack Po MD, Chair	Information	5:03 – 5:08
5	CONSENT CALENDAR ITEMS: <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i> a. Approve Minutes of the Open Session of the CAC meetings (11/27/2023) b. Approve Minutes of the Closed Session of the CAC meetings (11/27/2023) c. Approve New Generative Artificial Intelligence Usage Policy d. Approve revision to Physician Financial Arrangement Policy e. Receive Status of FY 24 Committee Goals f. Receive FY 24 Committee Pacing Plan	Jack Po MD, Chair	Motion Required	5:08 – 5:15
6	REVIEW PROPOSED FY 2024 FINANCIAL AUDIT PLAN	Joelle Pulver, Moss Adams; Carlos Bohorquez, CFO	Discussion	5:15 – 5:30
7	REVIEW PROCESS AND TIMELINE FOR SUCCESSION PLAN FOR COMPLIANCE OFFICER ROLE	Tamara Stafford, Director Talent Development	Discussion	5:30 – 5:40

	AGENDA ITEM	PRESENTED BY	ACTION	ESTIMATED TIMES
8	RECESS TO CLOSED SESSION	Jack Po MD, Chair	Motion Required	5:40 – 5:41
9	<i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> <ul style="list-style-type: none"> - Receive Compliance Program Reports <ul style="list-style-type: none"> a. KPI Scorecard and Trends b. Activity Logs November - January 2024 c. Internal Audit Work Plan FY 2024 d. Internal Audit Follow Up Table 	Diane Wigglesworth, Compliance/Privacy Officer; Theresa Fuentes, Chief Legal Officer	Discussion	5:41 – 5:50
10	<i>Gov't Code Section 54957(a) – discussion and report regarding cyber security threats to essential public services</i> <ul style="list-style-type: none"> - Receive Cybersecurity Program Report 	Deb Muro, CIO; Josh Spencer, Interim CISO; Theresa Fuentes, Chief Legal Officer	Discussion	5:50 – 6:05
11	<i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> <ul style="list-style-type: none"> - Receive Summary Physician Financial Arrangement 	Mark Adams, MD and CMO; Diane Wigglesworth, Compliance/Privacy Officer; Theresa Fuentes, Chief Legal Officer	Discussion	6:05 – 6:15
12	<i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> <ul style="list-style-type: none"> - Receive Internal Audit Report 	Diane Wigglesworth, Compliance/Privacy Officer; Theresa Fuentes, Chief Legal Officer	Discussion	6:15 – 6:35
13	<i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> <ul style="list-style-type: none"> - Receive OIG Workplan and Management Responses 	Diane Wigglesworth, Compliance/Privacy Officer; Theresa Fuentes, Chief Legal Officer	Discussion	6:35 – 6:45
14	Gov't Code Sections 54957 (b) for discussion and report on personnel performance matters- Senior Management: -Executive Session	Jack Po MD, Chair	Discussion	6:45 – 6:55
15	RECONVENE OPEN SESSION/	Jack Po MD, Chair	Motion Required	6:56 – 6:57
16	CLOSED SESSION REPORT OUT To report any required disclosures regarding permissible actions taken during Closed Session.	Jack Po MD, Chair	Information	6:57 – 6:59
17	ADJOURNMENT	Jack Po MD, Chair	Motion Required	7:00pm

Upcoming Meetings: May 15, 2024, June 26, 2024