

**AGENDA**  
**COMPLIANCE AND AUDIT COMMITTEE OF THE**  
**EL CAMINO HOSPITAL BOARD OF DIRECTORS**  
**Wednesday, May 15, 2024 – 5:00 pm**

El Camino Hospital | 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: **946 2876 8556 #**. 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.

	<b>AGENDA ITEM</b>	<b>PRESENTED BY</b>	<b>ACTION</b>	<b>ESTIMATED TIMES</b>
<b>1</b>	<b>CALL TO ORDER AND ROLL CALL</b>	Jack Po MD, Chair	Information	<b>5:00 – 5:01 pm</b>
<b>2</b>	<b>AB 2449 – REMOTE PARTICIPATION</b>	Jack Po MD, Chair	<b>Possible Motion</b>	<b>5:01 – 5:02</b>
<b>3</b>	<b>POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Jack Po MD, Chair	Information	<b>5:02 – 5:03</b>
<b>4</b>	<b>PUBLIC COMMUNICATION</b> a. Oral Comments <i>This opportunity is provided for persons to address the Board on any matter within the subject matter jurisdiction of the Board that is not on this agenda. Speakers are limited to three (3) minutes each.</i> b. Written Public Comments <i>Comments may be submitted by mail to the El Camino Hospital Board of Directors at 2500 Grant Avenue, Mountain View, CA 94040. Written comments will be distributed to the Board as quickly as possible. Please note it may take up to 24 hours for documents to be posted on the agenda.</i>	Jack Po MD, Chair	Information	<b>5:03 – 5:08</b>
<b>5</b>	<b>CONSENT CALENDAR ITEMS:</b> <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 (2/28/2024) b. Approve Minutes of the Closed Session of the CAC meetings (2/28/2024) c. Approve New Generative Artificial Intelligence Usage Policy d. Receive Status of FY 24 Committee Goals e. Receive FY 24 Committee Pacing Plan	Jack Po MD, Chair	<b>Motion Required</b>	<b>5:08 – 5:15</b>
<b>6</b>	<b>PROPOSED FY 2025 COMPLIANCE AND AUDIT COMMITTEE DATES AND COMMITTEE GOALS</b>	Diane Wigglesworth, Compliance/Privacy Officer	<b>Motion Required</b>	<b>5:15 – 5:25</b>

	<b>AGENDA ITEM</b>	<b>PRESENTED BY</b>	<b>ACTION</b>	<b>ESTIMATED TIMES</b>
<b>7</b>	<b>RECESS TO CLOSED SESSION</b>	Jack Po MD, Chair	<b>Motion Required</b>	<b>5:25 – 5:26</b>
<b>8</b>	<p><i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i></p> <ul style="list-style-type: none"> <li>- Receive Compliance Program Reports                             <ul style="list-style-type: none"> <li>a. KPI Scorecard and Trends</li> <li>b. Activity Logs February - March 2024</li> <li>c. Internal Audit Work Plan FY 2024</li> <li>d. Internal Audit Follow-Up Table</li> </ul> </li> </ul>	Diane Wigglesworth, Compliance/Privacy Officer; Theresa Fuentes, Chief Legal Officer	Discussion	<b>5:26 – 5:45</b>
<b>9</b>	<p><i>Gov't Code Section 54957 (b) for discussion and report on personnel performance matters-Senior Management</i></p> <ul style="list-style-type: none"> <li>- Discuss Personnel Matters Regarding Compliance Office Staff and Succession Plans</li> </ul>	Deanna Dudley, CHRO; Diane Wigglesworth, Compliance/Privacy Officer; Theresa Fuentes, Chief Legal Officer	Discussion	<b>5:45 – 6:00</b>
<b>10</b>	<p><i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i></p> <ul style="list-style-type: none"> <li>- Review Internal Audit Risk Assessment and FY: 2025 Audit Work Plan</li> </ul>	Alex Robison, Protiviti; Theresa Fuentes, Chief Legal Officer	<b>Motion Required</b>	<b>6:00 – 6:15</b>
<b>11</b>	<p><i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i></p> <ul style="list-style-type: none"> <li>- Receive Internal Audit Report</li> </ul>	Alex Robison, Protiviti; Theresa Fuentes, Chief Legal Officer	Discussion	<b>6:15 – 6:30</b>
<b>12</b>	<p><i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i></p> <ul style="list-style-type: none"> <li>- Receive Enterprise Risk Management Update</li> </ul>	Carlos Bohorquez, CFO; Diane Wigglesworth, Compliance/Privacy Officer; Theresa Fuentes, Chief Legal Officer	Discussion	<b>6:30 – 6:45</b>
<b>13</b>	<p><i>Gov't Code Sections 54957 (b) for discussion and report on personnel performance matters-Senior Management:</i></p> <ul style="list-style-type: none"> <li>- Executive Session</li> </ul>	Jack Po MD, Chair	Discussion	<b>6:45 – 6:55</b>
<b>14</b>	<b>RECONVENE TO OPEN SESSION</b>	Jack Po MD, Chair	<b>Motion Required</b>	<b>6:56 – 6:57</b>
<b>15</b>	<p><b>CLOSED SESSION REPORT OUT</b>                      To report any required disclosures regarding permissible actions taken during Closed Session.</p>	Jack Po MD, Chair	Information	<b>6:57 – 6:59</b>
<b>16</b>	<b>ADJOURNMENT</b>	Jack Po MD, Chair	<b>Motion Required</b>	<b>7:00 pm</b>

Upcoming Meetings: June 26, 2024