

AGENDA
CORPORATE COMPLIANCE/PRIVACY AND INTERNAL AUDIT
COMMITTEE MEETING OF THE EL CAMINO HOSPITAL BOARD

Thursday, August 18, 2016 – 5:00 pm

El Camino Hospital, Conference Room F (ground floor)
2500 Grant Road, Mountain View, CA 94040

Dennis Chiu will be participating via teleconference from Best Western Inn at the Vines, 100 Soscol Ave, Napa, CA 94559

PURPOSE: The Corporate Compliance/Privacy and Internal Audit Committee is responsible for providing direction for both the Corporate Compliance and Internal Audit programs at all locations of El Camino Hospital (ECH). Responsibilities include providing oversight on compliance issues requiring executive-level interaction, assessing physician relationship risk as it relates to compliance, reviewing HIPAA/Privacy laws as they relate to compliance, and directing ECH on compliance strategies. The Committee also serves as the ad-hoc mobilization team for any external investigations and/or actions. Further, additional responsibilities include providing direction and oversight to ongoing internal audit activity and determining appropriate organizational response in order to identify and mitigate organizational risk.

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
1. CALL TO ORDER / ROLL CALL	John Zoglin, Chair		5:00 – 5:01 pm
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair		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 on issues or concerns not covered by the agenda.</i> b. Written Correspondence	John Zoglin, 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> <u>Approval</u> a. Meeting Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee (5/19/16) <u>Information</u> b. Status of FY17 Committee Goals c. Article of Interest	John Zoglin, Chair	<i>public comment</i>	motion required 5:07 – 5:10
5. REPORT ON BOARD ACTIONS	John Zoglin, Chair		information 5:10 – 5:15
6. FY17 INTERNAL AUDIT WORK PLAN	Diane Wigglesworth, Compliance/Privacy Officer	<i>public comment</i>	motion required 5:15 – 5:25
7. KEY PERFORMANCE INDICATORS, SCORECARD AND TRENDS Memo, Scorecard, and Trend Graphs	Diane Wigglesworth, Compliance/Privacy Officer		information 5:25 – 5:30

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 650-988-7504 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		ESTIMATED TIMES
8. ADJOURN TO CLOSED SESSION	John Zoglin, Chair		motion required 5:30 – 5:31
9. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair		5:31 – 5:32
10. CONSENT CALENDAR <i>Any Committee Member may remove an item for discussion before a motion is made.</i> <u>Approval</u> <i>Gov't Code Section 54957.2</i> a. Meeting Minutes of the Closed Session of the Corporate Compliance/Privacy and Internal Audit Committee (5/19/16) <u>Information</u> <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation.</i> b. Compliance and Privacy Logs c. Internal Audit Follow Up d. Internal Audit Work Plan	John Zoglin, Chair		motion required 5:32 – 5:36
11. Discussion involving <i>Gov't Code Sections 54957 and 54957.6</i> for discussion and report on personnel matters: - Report on Committee Recruitment	John Zoglin, Chair		discussion 5:36 – 5:56
12. Report involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Report on FY16 Patient Safety/Claims	Sheetal Shah, Director of Risk Management & Patient Safety		possible motion 5:56 – 6:11
13. Report involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Report on Internal Audit Activity	Diane Wigglesworth, Compliance/Privacy Officer		information 6:11 – 6:46
14. Discussion involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Discussion on IT Security	Hassnain Malik, Chief Information Security Officer		information 6:46 – 7:06
15. Report involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Report on FY16 Compliance Program	Diane Wigglesworth, Compliance/Privacy Officer		possible motion 7:06 – 7:13
16. Discussion involving <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets: - Pacing Plan	John Zoglin, Chair		information 7:13 – 7:16

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
17. Report involving <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters: - Executive Session	John Zoglin, Chair		discussion 7:16 – 7:26
18. ADJOURN TO OPEN SESSION	John Zoglin, Chair		motion required 7:26 – 7:27
19. RECONVENE OPEN SESSION / REPORT OUT To report any required disclosures regarding permissible actions taken during Closed Session.	John Zoglin, Chair		7:27 – 7:28
20. ADJOURNMENT	John Zoglin, Chair		motion required 7:28 – 7:29 pm

Upcoming Corporate Compliance Committee Meetings:

- September 29, 2016
- October 26, 2016 (*Semi-Annual Board and Committee Educational Gathering*)
- November 9, 2016 (*Joint Session of Compliance Committee and Hospital Board*)
- November 17, 2016