

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

Wednesday, October 5, 2016 – 5:00 pm

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

Christine Sublett will be participating via teleconference from 27A Boopasandra Main Rd, Boopasandra, Bengaluru 560094 India

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 – 5:02 pm
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair		5:02 – 5:03
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 5:03 – 5:06
4. CONSENT CALENDAR Any Committee Member or member of the public may remove an item for discussion before a motion is made. Approval a. Meeting Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee (8/18/16) Information b. Status of FY17 Committee Goals	John Zoglin, Chair	<i>public comment</i>	motion required 5:06 – 5:10
5. REPORT ON BOARD ACTIONS	John Zoglin, Chair		information 5:10 – 5:15
6. POLICIES FOR APPROVAL <u><i>Policies with Major Revisions</i></u> a. HR - Student Educational Experience <u><i>Policies with Minor Revisions</i></u> b. HIMS – Patient Access to Protected Health Information c. HR – Discrimination in Employment d. HR – Harassment <u><i>Policies with No Revisions</i></u> e. HIMS – Retention and Destruction of Records	Diane Wigglesworth, Sr. Director, Corporate Compliance	<i>public comment</i>	motion for recommendation required 5:15 – 5:18

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
7. KEY PERFORMANCE INDICATORS, SCORECARD AND TRENDS Memo, Scorecard, and Trend Graphs	Diane Wigglesworth, Sr. Director, Corporate Compliance		information 5:18 – 5:28
8. ADJOURN TO CLOSED SESSION	John Zoglin, Chair		motion required 5:28 – 5:29
9. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair		5:29 – 5:30
10. CONSENT CALENDAR <i>Any Committee Member may remove an item for discussion before a motion is made.</i> Approval <i>Gov't Code Section 54957.2</i> a. Meeting Minutes of the Closed Session of the Corporate Compliance/Privacy and Internal Audit Committee (8/18/16) Information <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation.</i> b. Compliance Activity Log c. Privacy Activity Log d. Internal Audit Follow Up	John Zoglin, Chair		motion required 5:30 – 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	Sharon Anolik Shakked and Christine Sublett, Recruitment Ad Hoc Committee		discussion 5:36 – 5:46
12. Report involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Results of Consolidated Financial Statements, 403(b), and Cash Balance Audit	Brian Conner, Joelle Pulver, and Bertha Minnihhan, Moss Adams, LLP		motion for recommendation required 5:46 – 6:15
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, Sr. Director, Corporate Compliance		information 6:15 – 6:25
14. Discussion involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Discussion on IT Security	Deb Muro, Interim CIO		information 6:25 – 6:40
15. Report involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Report on FY16 Summary of Physician Payments	Diane Wigglesworth, Sr. Director, Corporate Compliance		motion for recommendation required 6:40 – 6:50

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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 6:50 – 6:52
17. Report involving <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters: - Executive Session	John Zoglin, Chair		discussion 6:52 – 6:57
18. ADJOURN TO OPEN SESSION	John Zoglin, Chair		motion required 6:57 – 6:58
19. RECONVENE OPEN SESSION / REPORT OUT	John Zoglin, Chair		6:58 – 6:59
To report any required disclosures regarding permissible actions taken during Closed Session.			
20. ADJOURNMENT	John Zoglin, Chair		motion required 6:59 – 7:00 pm

Upcoming Corporate Compliance Committee Meetings:

- October 26, 2016 (*Semi-Annual Board and Committee Educational Gathering*)
- November 9, 2016 (*Compliance Committee Meeting, followed by Joint Session of Compliance Committee and Hospital Board*)
- January 19, 2017
- March 16, 2017
- May 18, 2017