

AGENDA

Corporate Compliance /Privacy and Internal Audit Committee Meeting of the El Camino Hospital Board

Thursday, January 21, 2016, 5:00 – 7:15 p.m.

El Camino Hospital, Conference Room F (ground level)

2500 Grant Road, Mountain View, California

Ramy Houssaini will participate via teleconference from the following address:

46 Rue de la Montagne Saint Genvieve 75005, Paris, France

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		
1. CALL TO ORDER/ROLL CALL	John Zoglin, Chair Corporate Compliance Committee		5:00 – 5:01 p.m.
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair Corporate Compliance Committee		5:01 – 5:02
3. PUBLIC COMMUNICATION	John Zoglin, Chair Corporate Compliance Committee		5:02 – 5:07
4. REPORT ON BOARD ACTIONS	John Zoglin, Chair Corporate Compliance Committee		5:07 – 5:10
5. MEMBER VACANICES AND RECRUITMENT RECOMMENDATIONS	John Zoglin, Chair Corporate Compliance Committee		5:10 – 5:15
6. CONSENT CALENDAR ITEMS Any Committee Member may pull an item for discussion before a motion is made. Approval: a. Minutes of Corporate Compliance Meeting of November 12, 2015	John Zoglin, Chair Corporate Compliance Committee	<i>public comment</i>	motion for recommendation required 5:15 – 5:17

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		
7. RECOMMENDATION REGARDING DELEGATING BOARD OVERSIGHT OF ORGANIZATIONAL POLICIES	Mary Rotunno, General Counsel		information 5:17 – 5:30
8. POLICIES FOR APPROVAL i. Cover Sheet – Approval of Policies ii. Summary of Policies/Protocols for Review and Approval <u>Policies with Major Revisions</u> a. PTO – Rehab Services Staff b. Certified, Licensed and Registered Employees <u>Policies with Minor Revisions</u> c. Staff Non Participation d. Solicitation and Distribution e. Discrimination in Employment f. Employee Grievance Procedures g. Employee Records h. Employment Procedures i. Rest and Meal Breaks j. Lactation Accommodation k. Time Away From Work l. Internal Transfer m. Provisional Period n. Resignation- Separation of Employment o. Management Organization p. Hospital Volunteers	John Zoglin, Chair Corporate Compliance Committee	<i>public comment</i>	motion for recommendation required 5:30– 5:35
9. KEY PERFORMANCE INDICATORS, SCORECARD AND TRENDS Memo, Scorecard, and Trend Graph	Diane Wigglesworth, Compliance/ Privacy Officer		information 5:35 – 5:40
10. NEW ARTICLES a. Moody’s – Cyber Risk b. KPMG – Health Care and Cyber Security	Diane Wigglesworth, Compliance/ Privacy Officer		information 5:40 – 5:45
11. ADJOURN TO CLOSED SESSION			5:45
12. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair Corporate Compliance Committee		5:45 – 5:47
13. CONSENT CALENDAR Any Committee Member may pull an item for discussion before a motion is made.	John Zoglin, Chair Corporate Compliance Committee		5:47 – 5:50
▪ Approval Closed Session Minutes (9/24/15), Govt. Code Section 54957.2.			motion required

AGENDA ITEM	PRESENTED BY		
<ul style="list-style-type: none"> ▪ Information Conference with legal counsel – pending or threatened litigation – Gov’t. Code Section 54956(d)(2). <ul style="list-style-type: none"> - Compliance and Privacy Logs - Internal Audit Follow Up - Internal Audit Work Plan 			information
14. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. <ul style="list-style-type: none"> - Discussion on Marketing Assessment 	Diane Wigglesworth, Compliance/ Privacy Officer David Marlow, Strategic Marketing Concepts Steve Jackson, National Research Corporation		information 5:50 – 6:20
15. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. <ul style="list-style-type: none"> - Discussion on ERM Risks 	Mick Zdeblick, Chief Operating Officer		information 6:20 – 6:35
16. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2)</i> . <ul style="list-style-type: none"> - Report on Internal Audit Activity 	Diane Wigglesworth, Compliance/ Privacy Officer		information 6:35 – 6:45
17. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2)</i> . <ul style="list-style-type: none"> - Discussion on IT Security 	Greg Walton, Chief Information Officer		information 6:45 – 7:05
18. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. <ul style="list-style-type: none"> - Discussion on Pacing Calendar 	John Zoglin, Chair Corporate Compliance Committee		information 7:05 – 7:07
19. RECONVENE OPEN SESSION To report any required disclosures regarding permissible actions taken during Closed Session.	John Zoglin, Chair Corporate Compliance Committee		7:07
20. STATUS OF FY:16 COMMITTEE GOALS	John Zoglin, Chair Corporate Compliance Committee		information 7:07 – 7:10
21. COMMITTEE COMMENTS	John Zoglin, Chair Corporate Compliance Committee		7:10 – 7:15

AGENDA ITEM	PRESENTED BY		
22. ADJOURNMENT	John Zoglin, Chair Corporate Compliance Committee		7:15 p.m.

Upcoming Corporate Compliance Committee Meetings:

- March 17, 2016
- March 23, 2016 – Semi Annual Board and Committee Education
- May 21, 2016