

AGENDA

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

Thursday, March 17, 2016, 5:00 – 7:10 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 STATUS	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 for January 21, 2016 b. FY:17 Committee Meeting Dates	John Zoglin, Chair Corporate Compliance Committee	<i>public comment</i>	motion for recommendation required 5:15 – 5:20

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		
<p>7. POLICIES FOR APPROVAL i. Cover Sheet – Approval of Policies</p> <p><u>Policies with Major Revisions</u> a. Meal and Rest Breaks aa. Meal and Rest Breaks (Redline)</p> <p><u>Policies with Minor Revisions</u> b. Provisional Period</p>			
<p>8. REVIEW COMMITTEE CHARTER</p>	Diane Wigglesworth, Compliance/ Privacy Officer	<i>public comment</i>	<p>possible motion for recommendation required 5:20– 5:25</p>
<p>9. REVIEW PROPOSED RECOMMENDATIONS FOR FY:2017COMMITTEE GOALS</p>	Diane Wigglesworth, Compliance/ Privacy Officer	<i>public comment</i>	<p>possible motion for recommendation required 5:25– 5:30</p>
<p>10. REVIEW PROPOSED FY 2016 FINANCIAL AUDIT PLAN</p>	Diane Wigglesworth, Compliance/ Privacy Officer	<i>public comment</i>	<p>information 5:30– 5:35</p>
<p>11. PROPOSAL REGARDING DELEGATING BOARD OVERSIGHT OF ORGANIZATIONAL POLICIES</p>	Diane Wigglesworth, Compliance/ Privacy Officer		<p>information 5:35– 5:40</p>
<p>12. KEY PERFORMANCE INDICATORS, SCORECARD AND TRENDS Memo, Scorecard, and Trend Graph</p>	Diane Wigglesworth, Compliance/ Privacy Officer		<p>information 5:40 – 5:45</p>
<p>13. NEW ARTICLES a. Hospital Paid Ransom to Hackers</p>	Diane Wigglesworth, Compliance/ Privacy Officer		<p>information 5:45 – 5:47</p>
<p>14. ADJOURN TO CLOSED SESSION</p>			5:47
<p>15. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</p>	John Zoglin, Chair Corporate Compliance Committee		5:47 – 5:48
<p>16. CONSENT CALENDAR Any Committee Member may pull an item for discussion before a motion is made.</p>	John Zoglin, Chair Corporate Compliance Committee		5:48 – 5:55
<ul style="list-style-type: none"> ▪ Approval Closed Session Minutes (1/21/16), Govt. Code Section 54957.2. ▪ Information Conference with legal counsel – pending 			<p>motion required</p> <p>information</p>

AGENDA ITEM	PRESENTED BY		
or threatened litigation – Gov’t. Code Section 54956(d)(2). - Compliance and Privacy Logs - Internal Audit Follow Up - Internal Audit Work Plan			
17. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. - Discussion on ERM Reporting	Mick Zdeblick, Chief Operating Officer		information 5:55 – 6:15
18. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2)</i> . - Report on OIG Work Plan Activity	Diane Wigglesworth, Compliance/ Privacy Officer		information 6:15 – 6:20
19. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2)</i> . - Report on Internal Audit Activity	Diane Wigglesworth, Compliance/ Privacy Officer		information 6:20 – 6:25
20. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2)</i> . - Summary of Physician Financial Arrangements	Diane Wigglesworth, Compliance/ Privacy Officer		possible motion for recommendation required 6:25 – 6:30
21. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2)</i> . - Discussion on IT Security	Greg Walton, Chief Information Officer		information 6:30 – 6:40
22. Report involving - <i>Gov’t. Code Section 54957</i> for discussion and report on personnel matters - Discussion on CISO Reporting Structure	Tomi Ryba, CEO		information 6:40 – 6:50
23. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. - Discussion on Pacing Calendar	John Zoglin, Chair Corporate Compliance Committee		information 6:50 – 6:55
24. RECONVENE OPEN SESSION To report any required disclosures regarding permissible actions taken during Closed Session.	John Zoglin, Chair Corporate Compliance Committee		6:55
25. ERM REPORTING TOOL AND PLAN FOR CONTINUOUS MONITORING	John Zoglin, Chair Corporate Compliance Committee	<i>public comment</i>	possible motion for recommendation required 6:55 – 7:00
26. STATUS OF FY:16 COMMITTEE GOALS	John Zoglin, Chair Corporate Compliance Committee		information 7:00 – 7:04
27. COMMITTEE COMMENTS	John Zoglin, Chair Corporate Compliance Committee		7:04 – 7:10

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28. ADJOURNMENT	John Zoglin, Chair Corporate Compliance Committee		7:10 p.m.

Upcoming Corporate Compliance Committee Meetings:

- March 23, 2016 – Semi Annual Board and Committee Education
- May 21, 2016
- June 8, 2016 (Joint Session of Compliance Committee and Hospital Board)