



**Minutes of the Open Session of the
Corporate Compliance/Privacy and Internal Audit Committee
Wednesday, October 5, 2016
El Camino Hospital | 2500 Grant Road, Mountain View, CA 94040
Conference Rooms A&B (ground floor)**

Members Present

John Zoglin, Chair
Sharon Anolik Shakked, Vice Chair
Dennis Chiu
Christine Sublett (via teleconference)

Members Absent

None

Agenda Item	Comments/Discussion	Approvals/Action
1. CALL TO ORDER/ ROLL CALL	The open session meeting of the Corporate Compliance/ Privacy and Internal Audit Committee of El Camino Hospital (the “Committee”) was called to order at 5:00 pm by Chair Zoglin. A verbal roll call was taken. Ms. Sublett participated via teleconference. All Committee members were present.	
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Chair Zoglin asked if any Committee members may have a conflict of interest with any of the items on the agenda. No conflicts were reported.	
3. PUBLIC COMMUNICATION	None.	
4. CONSENT CALENDAR	<p>Chair Zoglin asked if any member of the Committee or the public wished to remove any items from the consent calendar. Ms. Anolik Shakked requested that the August 18, 2016 open session minutes be removed.</p> <p>Ms. Anolik Shakked requested that the reference to the “Information Security Committee goal” be amended to read “Information Security plan goal to this Committee.”</p> <p>Motion: To approve the consent calendar: Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee Meeting of August 18, 2016 (as amended) and Status of FY17 Committee Goals.</p> <p>Movant: Anolik Shakked Second: Chiu Ayes: Anolik Shakked, Chiu, Sublett, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	<i>Consent calendar approved</i>
5. REPORT ON BOARD ACTIONS	<p>Chair Zoglin highlighted actions taken by the Board in August and September, including appointing an interim CEO, Don Sibery, at its September 27, 2016 meeting. He reported that Board Chair Neal Cohen, MD and Director Lanhee Chen are in the process of negotiating the contract with Mr. Sibery and that the Interim CEO Search Ad Hoc Committee will be selecting a firm to conduct the search for a permanent CEO.</p> <p>Cindy Murphy, Board Liaison, clarified that the funding for the</p>	

	<p>Behavioral Health Services Building was approved in the amount of \$72,500,000.</p>	
<p>6. POLICIES FOR APPROVAL</p>	<p>In response to Chair Zoglin’s question, Beth Willy, Director of Clinical Education, described the scale of student activity in 2016, including 280 nursing students (clinical groups and individual preceptorships at ECH for a semester) and 50-75 students in other non-clinical placements throughout the year.</p> <p>Ms. Sublett noted that the HIMS policies that were presented misspelled HIPAA, and that HIM should be capitalized. Ms. Wigglesworth will bring the policies back to the appropriate departments for spelling revisions.</p> <p>In response to Ms. Sublett’s question, Ms. Wigglesworth explained that the recently conducted audit of the policy approval process revealed that there is room for improvement for organizational policy tracking. A team is currently reaching out to the business owners of approximately 300 policies to get the appropriate necessary approvals. e-Policy, the newly introduced online system, has uncovered these discrepancies, and there is now a dedicated person responsible for policies.</p> <p>Motion: To recommend the Board approve the policies after spelling has been corrected.</p> <p>Movant: Anolik Shakked Second: Chiu Ayes: Anolik Shakked, Chiu, Sublett, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	<p><i>Revised policies recommended for approval</i></p>
<p>7. KEY PERFORMANCE INDICATORS SCORECARDS AND TRENDS</p>	<p>Ms. Wigglesworth reported that the IT Security issues, which would be discussed further in closed session, received appropriate responses from staff. She also described pharmacy charges that had been charged incorrectly due to a rounding error, but corrective actions were taken and rebilling occurred, which was validated by Compliance. She clarified that the rounding issue was part of the ECH Epic build, but only applied to a small set of medications.</p>	
<p>8. ADJOURN TO CLOSED SESSION</p>	<p>Motion: To adjourn to closed session at 5:15pm.</p> <p>Movant: Chiu Second: Anolik Shakked Ayes: Anolik Shakked, Chen, Sublett, Zoglin Noes: None Abstentions: None Absent: None Recused: None</p>	<p><i>Adjourned to closed session at 5:15pm.</i></p>
<p>9. AGENDA ITEM 19: RECONVENE OPEN SESSION/ REPORT OUT</p>	<p>Open session was reconvened at 7:27pm. During the closed session, the Committee approved the closed session minutes of the Corporate Compliance/Privacy and Internal Audit Committee meeting of August 18, 2016, by a vote in favor of all members present (Anolik Shakked, Chiu, Sublett (by phone), Zoglin). The Committee also recommended the Hospital Board approve the Results of the Consolidated Financial Statements,</p>	

	403(b), and Cash Balance Audits, and the FY16 Summary of Physician Payments by a vote in favor of all members present (Anolik Shakked, Chiu, Sublett (by phone), Zoglin).	
10. AGENDA ITEM 20: ADJOURNMENT	Motion: To adjourn at 7:28 pm. Movant: Chiu Second: Anolik Shakked Ayes: Anolik Shakked, Chiu, Sublett, Zoglin Noes: None Abstentions: None Absent: None Recused: None	<i>Meeting adjourned at 7:28 pm.</i>

Attest as to the approval of the foregoing minutes by the Corporate Compliance/Privacy and Internal Audit Committee of El Camino Hospital:



John Zoglin
Chair, Compliance Committee