

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

**Thursday, May 18, 2017 – 5:00 pm**

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

Lica Hartman will be participating via teleconference from 5400 Computer Dr. Westborough, MA 01581.  
Dennis Chiu will be participating via teleconference from 185 Greenwood Drive, Napa, CA 94558.

**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
<b>1. CALL TO ORDER / ROLL CALL</b>	John Zoglin, Chair		<b>5:00 – 5:01 pm</b>
<b>2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	John Zoglin, Chair		<b>5:01 – 5:02</b>
<b>3. PUBLIC COMMUNICATION</b> 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		<b>information</b> <b>5:02 – 5:05</b>
<b>4. CONSENT CALENDAR</b> <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i> <b>Approval</b> a. Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee Meeting (March 16, 2017) <b>Information</b> b. Status of FY17 Committee Goals	John Zoglin, Chair	<i>public comment</i>	<b>motion required</b> <b>5:05 – 5:10</b>
<b>5. REPORT ON BOARD ACTIONS</b>	John Zoglin, Chair		<b>information</b> <b>5:10 – 5:15</b>
<b>6. POLICIES FOR APPROVAL</b> a. Information Security: 1.04 Network Access Control b. Information Security: 1.02 Authorized Access to Information Systems c. Information Security: 0.01 Information Security Management Program d. Information Security: 1.01 Business Requirement for Access Control e. Information Security: 1.03 User Responsibilities f. Corporate Compliance: 51.00 Physician Financial Arrangements – Review and Approval	Diane Wigglesworth, Sr. Director, Corporate Compliance	<i>public comment</i>	<b>possible motion</b> <b>5:15 – 5:20</b>

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. <b>REVIEW PROPOSED FY18 COMMITTEE GOALS</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance	<i>public comment</i>	<b>motion required 5:20 – 5:25</b>
8. <b>REVIEW PROPOSED FY17 FINANCIAL AUDIT PLAN</b>	Brian Conner, Moss Adams		<b>information 5:25 – 5:35</b>
9. <b>HIMSS CONFERENCE: COMPLIANCE RISKS AND IT SECURITY HIGHLIGHTS</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information 5:35 – 5:45</b>
10. <b>KEY PERFORMANCE INDICATORS, SCORECARD AND TRENDS</b>	Diane Wigglesworth, Sr. Director Corporate Compliance		<b>information 5:45 – 5:50</b>
11. <b>ADJOURN TO CLOSED SESSION</b>	John Zoglin, Chair		<b>motion required 5:50 – 5:51</b>
12. <b>POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	John Zoglin, Chair		<b>5:51 – 5:52</b>
13. <b>CONSENT CALENDAR</b> <i>Any Committee Member may remove an item for discussion before a motion is made.</i> <b>Approval</b> <i>Gov't Code Section 54957.2</i> a. Minutes of the Closed Session of the Corporate Compliance/Privacy and Internal Audit Committee Meeting (March 16, 2017) <b>Information</b> <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation.</i> b. Compliance Log (March-April 2017) c. Privacy Log (March-April 2017) d. Internal Audit Follow Up e. Internal Audit Work Plan f. Pacing Plan	John Zoglin, Chair		<b>motion required 5:52– 5:54</b>
14. Report involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Report on Internal Audit Assessment and Work Plan	Alex Robison, Protiviti		<b>motion required 5:54 – 6:04</b>
15. 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		<b>information 6:04 – 6:14</b>
16. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets: - Discussion on ERM Reporting	Mick Zdeblick, COO		<b>possible motion 6:14 – 6:34</b>
17. 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		<b>possible motion 6:34 – 6:54</b>

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
<b>18.</b> Report involving <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters: - Executive Session	John Zoglin, Chair		<b>discussion</b> <b>6:54 – 6:57</b>
<b>19. ADJOURN TO OPEN SESSION</b>	John Zoglin, Chair		<b>motion required</b> <b>6:57 – 6:58</b>
<b>20. RECONVENE OPEN SESSION / REPORT OUT</b>	John Zoglin, Chair		<b>6:58 – 6:59</b>
To report any required disclosures regarding permissible actions taken during Closed Session.			
<b>21. ADJOURNMENT</b>	John Zoglin, Chair		<b>motion required</b> <b>6:59 – 7:00pm</b>

**Upcoming Meetings**

- June 14, 2017 (*Joint Session with Hospital Board*)
  
- (tentative upon Committee and Board approval)*
- August 17, 2017
- September 28, 2017
- November 16, 2017
- January 18, 2018
- March 15, 2018
- May 17, 2018