

# AGENDA

## CORPORATE COMPLIANCE/PRIVACY AND INTERNAL AUDIT COMMITTEE

### OF THE EL CAMINO HOSPITAL BOARD OF DIRECTORS

**Thursday, September 28, 2017 – 5:00 pm**

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

**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>	Christine Sublett, Committee Member		<b>5:00 – 5:01 pm</b>
<b>2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Christine Sublett, Committee Member		<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, not to exceed 3 minutes on issues or concerns not covered by the agenda.</i> b. Written Correspondence	Christine Sublett, Committee Member		<b>information</b> <b>5:02 – 5:05</b>
<b>4. CONSENT CALENDAR ITEMS:</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 (August 17, 2017)  <b>Information</b> b. Status of FY18 Committee Goals	Christine Sublett, Committee Member	<i>public comment</i>	<b>motion required</b> <b>5:05 – 5:10</b>
<b>5. REPORT ON BOARD ACTIONS</b>	Christine Sublett, Committee Member		<b>information</b> <b>5:10 – 5:15</b>
<b>6. POLICY FOR APPROVAL</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance	<i>public comment</i>	<b>possible motion</b> <b>5:15 – 5:20</b>
<b>7. GOVERNMENT INVESTIGATION POLICY AND EDUCATION PLAN</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information</b> <b>5:20 – 5:30</b>
<b>8. KPIs, SCORECARD, AND TRENDS</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information</b> <b>5:30 – 5:35</b>
<b>9. ADJOURN TO CLOSED SESSION</b>	Christine Sublett, Committee Member		<b>motion required</b> <b>5:35 – 5:36</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
<b>10. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Christine Sublett, Committee Member		<b>5:36 – 5:37</b>
<b>11. 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 (August 17, 2017)  <i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> b. Compliance Log (July-Aug. 2017) c. Privacy Log (July-Aug. 2017) d. Internal Audit Work Plan e. Committee Pacing Plan	Christine Sublett, Committee Member		<b>motion required</b> <b>5:37 – 5:45</b>
<b>12. Health &amp; Safety Code Section 32106(b)</b> for report involving health care facility trade secrets: - Consolidated Financial Statements, 403(b), and Cash Balance Audit Results	Brian Conner, Joelle Pulver, and Bertha Minnihan of Moss Adams, LLP		<b>motion required</b> <b>5:45 – 6:05</b>
<b>13. Health &amp; Safety Code Section 32106(b)</b> for report involving health care facility trade secrets: - FY17 Physician Payment Summary Report	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>motion required</b> <b>6:05 – 6:10</b>
<b>14. Gov't Code Section 54956.9(d)(2) –</b> conference with legal counsel – pending or threatened litigation: - Report on Internal Audit Activity	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information</b> <b>6:10 – 6:15</b>
<b>15. Health and Safety Code Section 32106(b)</b> for report and discussion involving health care facility trade secrets: - ERM Reporting Discussion	Mick Zdeblick, COO; Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>discussion</b> <b>6:15 – 6:45</b>
<b>16. Gov't Code Section 54956.9(d)(2) –</b> conference with legal counsel – pending or threatened litigation: - IT Security Discussion	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information</b> <b>6:45 – 6:50</b>
<b>17. Gov't Code Section 54957</b> for discussion and report on personnel performance matters: - Executive Session	Christine Sublett, Committee Member		<b>discussion</b> <b>6:50 – 6:55</b>
<b>18. ADJOURN TO OPEN SESSION</b>	Christine Sublett, Committee Member		<b>motion required</b> <b>6:55 – 6:56</b>
<b>19. RECONVENE OPEN SESSION / REPORT OUT</b>	Christine Sublett, Committee Member		<b>6:56 – 6:57</b>
To report any required disclosures regarding permissible actions taken during Closed Session.			
<b>20. ADJOURNMENT</b>	Christine Sublett, Committee Member		<b>motion required</b> <b>6:57 – 6:58pm</b>

**Upcoming Meetings**

- November 16, 2017
- January 18, 2018
- March 15, 2018
- May 17, 2018

**Board & Committee Educational Gatherings**

- October 25, 2017
- April 25, 2017