

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

Thursday, January 19, 2017 – 5:00 pm

El Camino Hospital, Conference Room G (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
1. CALL TO ORDER / ROLL CALL	John Zoglin, Chair		5:00 – 5:01 pm
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair		5:01 – 5:02
3. PUBLIC COMMUNICATION 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		information 5:02 – 5:05
4. CONSENT CALENDAR <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i> <u>Approval</u> a. Meeting Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee (11/9/16) b. Meeting Minutes of the Joint Open Session of the Hospital Board of Directors and the Corporate Compliance/Privacy and Internal Audit Committee (11/9/16) <u>Information</u> c. Status of FY17 Committee Goals	John Zoglin, Chair	<i>public comment</i>	motion required 5:05 – 5:10
5. REPORT ON BOARD ACTIONS	John Zoglin, Chair		information 5:10 – 5:15
6. POLICIES FOR APPROVAL AND BOARD POLICY OVERSIGHT i. Cover Sheet – Approval of Policies <u>Policies with Major Revisions</u> a. Board of Directors Approval of Hospital Policies	Diane Wigglesworth, Compliance/ Privacy Officer	<i>public comment</i>	motion for recommendation required 5:15 – 5:25

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
<u>Policies with Minor Revisions</u> b. Administrative – Policy on Policies			
7. KEY PERFORMANCE INDICATORS, SCORECARD AND TRENDS Memo, Scorecard, and Trend Graphs	Diane Wigglesworth, Compliance/Privacy Officer		information 5:25 – 5:30
8. ADJOURN TO CLOSED SESSION	John Zoglin, Chair		motion required 5:30 – 5:31
9. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	John Zoglin, Chair		5:31 – 5:32
10. CONSENT CALENDAR <i>Any Committee Member may remove an item for discussion before a motion is made.</i> <u>Approval</u> <i>Gov't Code Section 54957.2</i> a. Meeting Minutes of the Closed Session of the Corporate Compliance/Privacy and Internal Audit Committee (11/9/16) b. Meeting Minutes of the Closed Session of the Hospital Board of Directors and the Corporate Compliance/Privacy and Internal Audit Committee (11/9/16) <u>Information</u> <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation.</i> c. Compliance Activity Log d. Privacy Activity Log e. Internal Audit Follow Up f. Internal Audit Work Plan g. Pacing Plan	John Zoglin, Chair		motion required 5:32 – 5:45
11. 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, Compliance/Privacy Officer		information 5:45 – 6:10
12. Discussion involving <i>Gov't Code Section 54956(d)(2) – Conference with legal counsel – pending or threatened litigation:</i> - Discussion on IT Security Plan	Deb Muro, Interim CIO		motion for recommendation required 6:10 – 6:45
13. Report involving <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters: - Executive Session	John Zoglin, Chair		discussion 6:45 – 6:50

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
14. ADJOURN TO OPEN SESSION	John Zoglin, Chair		motion required 6:50 – 6:51
15. RECONVENE OPEN SESSION / REPORT OUT	John Zoglin, Chair		6:51 – 6:55
To report any required disclosures regarding permissible actions taken during Closed Session.			
16. ADJOURNMENT	John Zoglin, Chair		motion required 6:55 – 7:00 pm

Upcoming Corporate Compliance Committee Meetings:

- March 16, 2017
- May 18, 2017