



**Minutes of the Open Session of the  
Corporate Compliance/Privacy and Internal Audit Committee  
Thursday, September 28, 2017  
El Camino Hospital | Conference Room E  
2500 Grant Road, Mountain View, CA 94040**

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**Members Present**

Neysa Fligor  
Lica Hartman  
Robert Rebitzer  
Christine Sublett  
John Zoglin

**Members Absent**

Sharon Anolik Shakked

Agenda Item	Comments/Discussion	Approvals/ Action
1. <b>CALL TO ORDER/ ROLL CALL</b>	The open session meeting of the Corporate Compliance/Privacy and Internal Audit Committee of El Camino Hospital (the "Committee") was called to order at 5:00pm by Committee Member Sublett. A silent roll call was taken. Ms. Anolik Shakked was absent. Mr. Zoglin arrived at 5:08pm during Agenda Item 6: Policy for Approval. All other Committee members were present.	
2. <b>POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Ms. Sublett asked if any Committee members may have a conflict of interest with any of the items on the agenda. No conflicts were noted.	
3. <b>PUBLIC COMMUNICATION</b>	None.	
4. <b>CONSENT CALENDAR</b>	<p>Ms. Sublett asked if any member of the Committee or the public wished to remove an item from the consent calendar. No items were removed.</p> <p><b>Motion:</b> To approve the consent calendar: Meeting Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee (August 17, 2017).</p> <p><b>Movant:</b> Fligor <b>Second:</b> Hartman <b>Ayes:</b> Fligor, Hartman, Rebitzer, Sublett, <b>Noes:</b> None <b>Abstentions:</b> None <b>Absent:</b> Anolik Shakked, Zoglin <b>Recused:</b> None</p>	<i>Consent Calendar approved</i>
5. <b>REPORT ON BOARD ACTIONS</b>	Ms. Sublett referred to the recent Board actions as further detailed in the packet.	
6. <b>POLICY FOR APPROVAL</b>	<p>Diane Wigglesworth, Sr. Director, Corporate Compliance, explained that the proposed policy revisions were so extensive that for ease of review clean, final versions rather than redlines were provided. She summarized the proposed HR Leave of Absence and Government Investigations Policies and explained that the Joint Commission requires Board approval of these policy revisions. Ms. Fligor requested that the HR policy be further amended to clarify the five (5) day requirement for reporting. She also requested that the Government Investigations Policy be amended by adding the word "valid" before "subpoena" and "warrant" when they are used in the document.</p> <p><b>Motion:</b> To recommend that the Board approve the policies: HR Leave of Absence and Government Investigation as further amended.</p>	<i>Policies recommended for approval</i>

	<b>Movant:</b> Zoglin <b>Second:</b> Hartman <b>Ayes:</b> Fligor, Hartman, Rebitzer, Sublett, Zoglin <b>Noes:</b> None <b>Abstentions:</b> None <b>Absent:</b> Anolik Shakked <b>Recused:</b> None	
<b>7. GOVERNMENT INVESTIGATION POLICY AND EDUCATION PLAN</b>	Ms. Wigglesworth explained that, in light of recent national events, it is important to review this policy with staff. She is working with the Talent Development Department to refresh the compliance training module for all staff related to interactions with law enforcement, some training has already begun via e-mail Intercom communications, and the organization will conduct targeted education for employees most likely to have contact with law enforcement.	
<b>8. KPIs SCORECARD, AND TRENDS</b>	Ms. Wigglesworth reviewed the KPI Scorecard with the Committee members, noting that the only change was a slight increase in the total number of privacy breaches self-reported to CDPH, but that CDPH did not request any additional follow-up.	
<b>9. ADJOURN TO CLOSED SESSION</b>	<p><b>Motion:</b> To adjourn to closed session at 5:27 pm pursuant to <i>Gov't Code Section 54957.2</i> for approval of Meeting Minutes of the Closed Session of the Corporate Compliance/Privacy and Internal Audit Committee (August 17, 2017); pursuant to <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation: for information (Compliance Activity Log, Privacy Activity Log, Internal Audit Follow Up, Internal Audit Work Plan, Committee Pacing Plan); pursuant to <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation: Consolidated Financial Statements, 403(b), and Cash Balance Audit Results; pursuant to <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets: FY17 Physician Payment Report; pursuant to <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation: Report on Internal Audit Activity; pursuant to <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets: ERM Reporting Discussion; pursuant to <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation: IT Security Discussion; pursuant to <i>Gov't Code Section 54957</i> for discussion and report on personnel matters: Executive Session.</p> <p><b>Movant:</b> Zoglin  <b>Second:</b> Hartman  <b>Ayes:</b> Fligor, Hartman, Rebitzer, Sublett, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> Anolik Shakked  <b>Recused:</b> None</p>	<i>Adjourned to closed session at 5:27 pm.</i>
<b>10. AGENDA ITEM 19: RECONVENE OPEN SESSION/ REPORT OUT</b>	<p>Open session was reconvened at 7:00pm. Agenda Items 10-18 were covered in closed session.</p> <p>During the closed session, the Committee approved the Closed Session Minutes of the Corporate Compliance/Privacy and Internal Audit Committee Meeting of August 17, 2017, and recommended for approval the FY17 Financial Audit, and the FY17 Physician Payment Summary Report Report by a vote of all members present (Fligor, Hartman,</p>	

	Rebitzer, Sublett, Zoglin). Ms. Anolik Shakked was absent.	
<b>11. AGENDA ITEM 20: ADJOURNMENT</b>	<b>Motion:</b> To adjourn at 7:02 pm. <b>Movant:</b> <b>Second:</b> <b>Ayes:</b> Fligor, Hartman, Rebitzer, Sublett, Zoglin <b>Noes:</b> None <b>Abstentions:</b> None <b>Absent:</b> Anolik Shakked <b>Recused:</b> None	<i>Meeting adjourned at 7:02 pm.</i>

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



Sharon Anolik Shakked  
Chair, Corporate Compliance/  
Privacy and Internal Audit Committee