



Minutes of the Open Session of the
Corporate Compliance/Privacy and Internal Audit Committee
Thursday, November 16, 2017
El Camino Hospital | Conference Room F
2500 Grant Road, Mountain View, CA 94040

Members Present

Sharon Anolik Shakked, Chair
 Neysa Fligor
 Robert Rebitzer
 Christine Sublett (via teleconference)
 John Zoglin

Members Absent


Lica Hartman

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 5:10pm by Chair Anolik Shakked. A verbal roll call was taken. Ms. Hartman was absent. Ms. Sublett participated via teleconference. Ms. Fligor joined the meeting at 5:17pm during Agenda Item 7: KPIs, Scorecard, and Trends. All other Committee members were present.	
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Chair Anolik Shakked asked if any Committee members may have a conflict of interest with any of the items on the agenda. No conflicts were noted.	
3. PUBLIC COMMUNICATION	None.	
4. CONSENT CALENDAR	<p>This agenda item was taken out of order to enable a quorum to be present. Chair Anolik Shakked asked if any member of the Committee or the public wished to remove an item from the consent calendar. Ms. Fligor requested that Agenda Item 4b "Progress Against Committee Goals" be discussed.</p> <p>Ms. Fligor requested that the status be revised to reflect that any upcoming item is "to be reviewed," to avoid any confusion as to whether or not a task was already completed.</p> <p>Ms. Fligor asked whether the Committee should add additional goals, as it appeared everything except one item was already completed for FY18. The Committee and staff discussed the status of the outstanding goals and the aggressive timelines set for FY18 goals at the Committee's request. Staff noted that goal revisions need to be approved by the Governance Committee and the Hospital Board and Committee goals for FY19 will be reviewed and approved by the Committee in March.</p> <p>Motion: To approve the consent calendar: Meeting Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee (September 28, 2017).</p> <p>Movant: Zoglin Second: Rebitzer Ayes: Anolik Shakked, Fligor, Rebitzer, Sublett, Zoglin Noes: None Abstentions: None Absent: Hartman Recused: None</p>	<i>Consent Calendar approved</i>

5. APPOINTMENT OF VICE CHAIR	Chair Anolik Shakked reported that she has appointed Ms. Neysa Fligor as Vice Chair of the Committee.	
6. REPORT ON BOARD ACTIONS	Committee Member Zoglin referred to the recent Board actions as further detailed in the packet, highlighting the District Board's recruitment efforts to fill the two new seats on the Hospital Board and the value add of the Estes Park Conference that Board and Committee members attended recently.	
7. KPIs, SCORECARD, AND TRENDS	<p>Ms. Wigglesworth reported that trends are consistent with the prior year. She explained that there has been an increase in the number of privacy breaches self-reported by the Hospital to CDPH (13 YTD for FY18; 7 for FY17) and agreed to provide more detail at the next meeting. The Committee requested specific identification of meaningful variance and highlights of repeat offenders in the trends. Ms. Wigglesworth agreed to provide more context, but cautioned that some of the detail requested may be more appropriate for closed session.</p> <p>Ms. Sublett recommended using a third party tool for incident tracking and analytics. Ms. Wigglesworth noted that the QRR system currently and primarily used for tracking patient safety trends could provide some of this functionality for compliance matters.</p>	<i>Additional context for reports to CDPH to be reported at the next meeting</i>
8. ADJOURN TO CLOSED SESSION	<p>Motion: To adjourn to closed session at 5:32pm 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 (September 28, 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: 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>Movant: Zoglin Second: Fligor Ayes: Anolik Shakked, Fligor, Rebitzer, Sublett, Zoglin Noes: None Abstentions: None Absent: Hartman Recused: None</p>	<i>Adjourned to closed session at 5:32pm.</i>
9. AGENDA ITEM 16: RECONVENE OPEN SESSION/ REPORT OUT	<p>Open session was reconvened at 7:04pm. Agenda Items 9-15 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 September 28, 2017 by a unanimous vote of all members present (Anolik Shakked, Fligor, Rebitzer, Sublett, Zoglin). Ms. Hartman was absent.</p>	
10. AGENDA ITEM 17: ADJOURNMENT	<p>Motion: To adjourn at 7:04 pm.</p> <p>Movant: Zoglin Second: Fligor Ayes: Anolik Shakked, Fligor, Rebitzer, Sublett, Zoglin</p>	<i>Meeting adjourned at 7:04pm.</i>

	Noes: None Abstentions: None Absent: Hartman Recused: None	
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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