

AGENDA

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

Thursday, January 18, 2018 – 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
1. CALL TO ORDER/ROLL CALL	Sharon Anolik Shakked, Chair		5:00 – 5:01pm
2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Sharon Anolik Shakked, 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, not to exceed three (3) minutes on issues or concerns not covered by the agenda.</i> b. Written Correspondence	Sharon Anolik Shakked, 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> Approval a. Minutes of the Open Session of the Corporate Compliance/Privacy and Internal Audit Committee Meeting (November 16, 2017) Information b. Status of FY18 Committee Goals	Sharon Anolik Shakked, Chair	<i>public comment</i>	motion required 5:05 – 5:07
5. REPORT ON BOARD ACTIONS	Board Members		information 5:07 – 5:10
6. POLICIES FOR APPROVAL	Diane Wigglesworth, Sr. Director, Corporate Compliance	<i>public comment</i>	possible motion 5:10 – 5:20
7. REVIEW EMPLOYEE IT SECURITY/HIPAA AWARENESS TRAINING CONTENT	Diane Wigglesworth, Sr. Director, Corporate Compliance		information 5:20 – 5:25
8. KPIS, SCORECARD, AND TRENDS	Diane Wigglesworth, Sr. Director, Corporate Compliance		information 5:25 – 5:30
9. ADJOURN TO CLOSED SESSION	Sharon Anolik Shakked, Chair		motion required 5:30 – 5:31
10. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Sharon Anolik Shakked, Chair		5:31 – 5:32

AGENDA ITEM	PRESENTED BY	ESTIMATED TIMES
<p>11. CONSENT CALENDAR <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i></p> <p>Approval <i>Gov't Code Section 54957.2:</i></p> <p>a. Minutes of the Closed Session of the Corporate Compliance/Privacy and Internal Audit Committee Meeting (November 16, 2017)</p> <p>Information <i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i></p> <p>b. Compliance Log (Nov-Dec 2017) c. Privacy Log (Nov-Dec 2017) d. Internal Audit Work Plan e. Committee Pacing Plan</p>	Sharon Anolik Shakked, Chair	motion required 5:31 – 5:40
<p>12. <i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> - Report on Internal Audit Activity</p>	Diane Wigglesworth, Sr. Director, Corporate Compliance; Alex Robison, Protiviti	information 5:40 – 6:05
<p>13. <i>Health and Safety Code Section 32106(b)</i> for a report and discussion involving health care facility trade secrets: - ERM Activity and Framework</p>	David Clark, Interim COO; Diane Wigglesworth, Sr. Director, Corporate Compliance	discussion 6:05 – 6:30
<p>14. <i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> - IT Security Discussion</p>	Michael Mellor, Interim CISO	information 6:30 – 6:50
<p>15. <i>Gov't Code Sections 54957</i> for report and discussion on personnel matters: - Executive Session</p>	Sharon Anolik Shakked, Chair	discussion 6:50 – 6:55
<p>16. ADJOURN TO OPEN SESSION</p>	Sharon Anolik Shakked, Chair	motion required 6:55 – 6:56
<p>17. RECONVENE OPEN SESSION/ REPORT OUT To report any required disclosures regarding permissible actions taken during Closed Session.</p>	Sharon Anolik Shakked, Chair	6:56 – 6:59
<p>18. ADJOURNMENT</p>	Sharon Anolik Shakked, Chair	motion required 6:59 – 7:00pm

Upcoming Meetings

- March 15, 2018
- May 17, 2018

Board/Committee Educational Gatherings

- April 25, 2018