

## AGENDA

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

**Thursday, March 15, 2018 – 5:00 pm**

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

Bob Rebitzer will be participating via teleconference from 28 Seaverns Ave, Jamaica Plain, MA 02130.

**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>	Sharon Anolik Shakked, Chair		<b>5:00 – 5:01pm</b>
<b>2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Sharon Anolik Shakked, Chair		<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 three (3) minutes on issues or concerns not covered by the agenda.</i> b. Written Correspondence	Sharon Anolik Shakked, Chair		<b>information</b> <b>5:02 – 5:05</b>
<b>4. CONSENT CALENDAR</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 (January 18, 2018) <b>Information</b> b. Status of FY18 Committee Goals	Sharon Anolik Shakked, Chair	<i>public comment</i>	<b>motion required</b> <b>5:05 – 5:07</b>
<b>5. REPORT ON BOARD ACTIONS</b>	Board Members		<b>information</b> <b>5:07 – 5:10</b>
<b>6. REVIEW PROPOSED FY18 FINANCIAL AUDIT PLAN</b>	Brian Conner and Joelle Pulver, Moss Adams		<b>information</b> <b>5:10 – 5:25</b>
<b>7. KPIs, SCORECARD, AND TRENDS</b>	Diane Wigglesworth, Sr. Director, Corporate Compliance		<b>information</b> <b>5:25 – 5:30</b>
<b>8. ADJOURN TO CLOSED SESSION</b>	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>5:30 – 5:31</b>
<b>9. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Sharon Anolik Shakked, Chair		<b>5:31 – 5:32</b>

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
<p><b>10. CONSENT CALENDAR</b>  <i>Any Committee Member or member of the public may remove an item for discussion before a motion is made.</i></p> <p><b>Approval</b>  <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 (January 18, 2018)</p> <p><b>Information</b>  <i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i></p> <p>b. Compliance Log (Jan-Feb 2018)                      c. Privacy Log (Jan-Feb 2018)                      d. Internal Audit Work Plan                      e. Committee Pacing Plan</p>	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>5:32 – 5:40</b>
<p><b>11.</b> <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		<b>information</b> <b>5:40 – 5:50</b>
<p><b>12.</b> <i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i>                      - IT Security Discussion</p>	Deb Muro, CIO		<b>information</b> <b>5:50 – 6:15</b>
<p><b>13.</b> <i>Gov't Code Sections 54957 for report and discussion on personnel matters – Senior Management:</i>                      - Executive Session</p>	Sharon Anolik Shakked, Chair		<b>discussion</b> <b>6:15 – 6:20</b>
<p><b>14. ADJOURN TO OPEN SESSION</b></p>	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>6:20 – 6:21</b>
<p><b>15. RECONVENE OPEN SESSION/ REPORT OUT</b>                      To report any required disclosures regarding permissible actions taken during Closed Session.</p>	Sharon Anolik Shakked, Chair		<b>6:21 – 6:22</b>
<p><b>16. COMMITTEE-SELF ASSESSMENT RESULTS</b></p>	Sharon Anolik Shakked, Chair		<b>discussion</b> <b>6:22 – 6:42</b>
<p><b>17. COMMITTEE CHARTER REVIEW</b></p>	Diane Wigglesworth, Sr. Director, Corporate Compliance	<i>public comment</i>	<b>possible motion</b> <b>6:42 – 6:47</b>
<p><b>18. FY19 PROPOSED COMMITTEE GOALS AND MEETING DATES</b></p>	Diane Wigglesworth, Sr. Director, Corporate Compliance	<i>public comment</i>	<b>possible motion</b> <b>6:47 – 6:59</b>
<p><b>19. ADJOURNMENT</b></p>	Sharon Anolik Shakked, Chair		<b>motion required</b> <b>6:59 – 7:00pm</b>

**Upcoming Meetings**

- May 9, 2018 (*joint session with Hospital Board to discuss ERM*)
- May 17, 2018

**Board/Committee Educational Gatherings**

- April 25, 2018