

## AGENDA

### Corporate Compliance /Privacy and Internal Audit Committee Meeting of the El Camino Hospital Board

**Thursday, May 19, 2016, 5:00 – 7:00 p.m.**

El Camino Hospital, Conference Room E (ground level)  
2500 Grant Road, Mountain View, California

John Zoglin will participate via teleconference from 481 85th Avenue, New York, NY

*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		
<b>1. CALL TO ORDER/ROLL CALL</b>	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		5:00 – 5:01 p.m.
<b>2. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		5:01 – 5:02
<b>3. PUBLIC COMMUNICATION</b>	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		5:02 – 5:07
<b>4. COMMITTEE RECRUITMENT</b>	Diane Wigglesworth, Compliance/ Privacy Officer		5:07 – 5:12
<b>5. CONSENT CALENDAR ITEMS</b> Any Committee Member may pull an item for discussion before a motion is made. <b>Approval:</b> a. Minutes of Corporate Compliance Meeting for March 17, 2016	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee	<i>public comment</i>	<b>motion for recommendation required</b> 5:12 – 5:15
<b>6. POLICIES FOR APPROVAL</b> i. Cover Sheet – Approval of Policies <u>New Policy</u> a. Electronic Signature <u>Policies with Minor Revisions</u> b. HR – Educational Program	Diane Wigglesworth, Compliance/ Privacy Officer	<i>public comment</i>	<b>motion for recommendation required</b> 5:15 – 5:18

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		
7. REVIEW COMMITTEE CHARTER	Diane Wigglesworth, Compliance/ Privacy Officer	<i>public comment</i>	<b>motion for recommendation required</b> 5:18– 5:23
8. KEY PERFORMANCE INDICATORS, SCORECARD AND TRENDS Memo, Scorecard, and Trend Graph	Diane Wigglesworth, Compliance/ Privacy Officer		<b>information</b> 5:23 – 5:28
9. NEW ARTICLES a. Healthcare Executives Increasing Security Budgets	Diane Wigglesworth, Compliance/ Privacy Officer		<b>information</b> 5:28 – 5:33
10. ADJOURN TO CLOSED SESSION			5:33
11. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Sharon Anolik- Shakked, Vice Chair Corporate Compliance Committee		5:33 – 5:34
12. CONSENT CALENDAR Any Committee Member may pull an item for discussion before a motion is made.	Sharon Anolik- Shakked, Vice Chair Corporate Compliance Committee		5:34 – 5:38
<ul style="list-style-type: none"> <li>▪ <b>Approval</b> Closed Session Minutes (1/21/16), <i>Govt. Code Section 54957.2.</i></li> <li>▪ <b>Information</b> Conference with legal counsel – pending or threatened litigation – Gov’t. Code Section 54956(d)(2).                             <ul style="list-style-type: none"> <li>- Compliance and Privacy Logs</li> <li>- Internal Audit Follow Up</li> <li>- Internal Audit Work Plan</li> </ul> </li> </ul>			<b>motion required</b>  <b>information</b>
13. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. - Discussion on Committee Assessment	Joann McNutt, Nygren Consulting		<b>information</b> 5:38 – 6:01
14. <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. - Discussion on Clinical Research	Ryan Schroeder, Director Clinical Research		<b>information</b> 6:01 – 6:11
15. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2).</i> - Discussion on IT Security	Hassnain Malik, Chief Information Security Officer		<b>information</b> 6:11 – 6:36
16. Conference with legal counsel – pending or threatened litigation - <i>Gov’t. Code Section 54956.9(d)(2).</i> - Report on Internal Audit Activity	Diane Wigglesworth, Compliance/ Privacy Officer		<b>information</b> 6:36 – 6:41

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<b>17.</b> Report involving - <i>Gov't. Code Section 54957</i> for discussion and report on personnel matters - Discussion on CISO Reporting Structure	Tomi Ryba, CEO		<b>possible motion for recommendation required</b> 6:41 – 6:46
<b>18.</b> <i>Health and Safety Code Section 32106(b)</i> for a report involving health care facility trade secrets. - Discussion on Pacing Calendar	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		<b>information</b> 6:46 – 6:51
<b>19. RECONVENE OPEN SESSION</b> To report any required disclosures regarding permissible actions taken during Closed Session.	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		6:51
<b>20. REPORT ON BOARD ACTIONS</b>	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		6:51 – 6:56
<b>21. STATUS OF FY:16 COMMITTEE GOALS</b>	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		<b>information</b> 6:56 – 6:57
<b>22. COMMITTEE COMMENTS</b>	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		6:57 – 7:00
<b>23. ADJOURNMENT</b>	Sharon Anolik-Shakked, Vice Chair Corporate Compliance Committee		7:00 p.m.

**Upcoming Corporate Compliance Committee Meetings:**

- June 8, 2016 (Joint Session of Compliance Committee and Hospital Board)
- August 18, 2016
- September 29, 2016
- November 17, 2016