



# ALAMEDA COUNTY MEDICAL CENTER

Highland Campus • Fairmont Campus

John George Psychiatric Pavilion • Ambulatory Healthcare Services

## AUDIT AND COMPLIANCE COMMITTEE MEETING

TUESDAY, July 24, 2012

### Central Administration Offices Located at Highland Hospital

1411 East 31<sup>st</sup> Street Oakland, CA 94602

Barbara L. McElroy, Clerk of the Board

(510) 437-8468

### LOCATION:

Open Session: E3-19 Conference Room

### COMMITTEE MEMBERS

Daniel Boggan, Jr., *Chair*

Valerie D. Lewis, Esq.

Kirk E. Miller

### AGENDA

#### TAB #1 CLOSED SESSION

3:00 – 3:30 p.m.

Conference with Legal Counsel: Significant Exposure to Potential  
Litigation

[Government Code Section 54956.9]

*Douglas B. Habig, General Counsel*

#### OPEN SESSION

Convenes at approximately 3:30 p.m.

#### ROLL CALL

#### TAB #2 ACTION: Approval of Minutes

3:30 p.m.

A. None (inaugural meeting)

#### TAB #3 Old Business

3:30 - 3:45 p.m.

A. **REVIEW: Audit and Compliance Committee Charter**

*Kirk E. Miller, Audit and Compliance Committee Member*

*Douglas B. Habig, General Counsel*

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**TAB #4 External Audit Reporting**

- A. **REPORT: Introduction of MGO Audit Team and Annual Audit Work Plan** 3:45 - 4:00 p.m.  
*Marion R. Schales, Chief Financial Officer*  
*Cynthia Pon, Partner, Macias, Gini & O'Connell, LLP*

**TAB #5 Internal Audit Reporting** 4:00 - 4:20 p.m.  
*Rick Kibler, Director of Internal Audit*

- A. **REPORT: Status of FY2012 Internal Audit Annual Plan**  
B. **REPORT: Inpatient Pharmacy Update**  
C. **REPORT: Management Letter Findings Follow-up**  
D. **REPORT: Outpatient Retail Pharmacy**  
E. **ACTION: FY2013 Internal Audit Plan**  
  
*Recommendation: Motion to Approve*

**TAB #6 REPORT: Compliance Update**

- A. **REPORT: APMC Proposed Compliance Program** 4:20 - 4:55 p.m.  
*Douglas B. Habig, General Counsel*

**TAB #7 Annual Audit and Compliance Committee Agenda Calendar and Follow-up** 4:55 – 5:00 p.m.

- A. **INFORMATION: Audit and Compliance Committee Master Calendar and Follow-up Worksheet**  
*Kirk E. Miller, Audit and Compliance Committee Member*  
*Marion R. Schales, Chief Financial Officer*

**TAB #8 Reading Materials**

- A. A Guide to the Board's Compliance Oversight Duties  
B. The Compliance Revolution Will be Televised: As Governance Turns Up Heat on Healthcare Fraud, OIG Videos Offer Practical Compliance Pointers

**TAB #9 REPORT: Legal Counsel’s Report on Action Taken in Closed Session**

*Douglas B. Habig, General Counsel*

**Public Comment**

**Board of Trustees Remarks**

**ADJOURNMENT**

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### **Our Mission**

Alameda County Medical Center is committed to maintaining and improving the health of all County residents, regardless of ability to pay. The Medical Center will provide comprehensive, high quality medical treatment, health promotion, and health maintenance through an integrated system of hospitals, clinics, and health services staffed by individuals who are responsive to the diverse cultural needs of our community. The Medical Center, as a training institution, is committed to maintaining an environment that is supportive of a wide range of educational programs and activities. Education of medical students, interns, residents, continuing education for medical nursing, and other staff, along with medical research, are all essential components of our environments.

### **Strategic Vision**

Alameda County Medical Center will be recognized as a leading integrated health care system available to all residents of Alameda County. We will champion expansion of health care coverage and access to help reduce health disparities within the County's diverse communities.

### **Meeting Procedures**

The Board of Trustees is the Policy Body of the Alameda County Medical Center. The Board has several standing Committees where ordinances and resolutions are the subject of hearings at which members of the public are urged to testify. Board procedures do not permit: 1) persons in the audience at a Committee meeting to vocally express support or opposition to statements by Board Members or by other persons testifying; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the Clerk of the Board or to its members, 1411 East 31<sup>st</sup> Street Oakland, CA 94602.

### **Disability Access**

The Meeting Rooms are wheelchair accessible. Assistive listening devices are available upon request at the Clerk of the Board's Office. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Board. Requests made at least 48 hours in advance of the meeting will help to ensure availability. The nearest accessible BART station is Lake Merritt. Accessible AC Transit Bus Route 62 stops at the entrance to Highland Hospital. Route 11 stops one block away, on 14<sup>th</sup> Avenue at East 31<sup>st</sup> Street. For schedule updates, call AC Transit at (510) 817-1717; BART at (510) 465-2278. There is accessible parking in the main patient parking lot enter on East 31<sup>st</sup> Street.

In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to perfumes and various other chemical-based scented products. Please help us to accommodate these individuals.

***The ACMC Board of Trustees is committed to protecting the private health information (PHI) of our patients. We ask that speakers refrain from disclosing or discussing the PHI of others. Please also know that, should you decide to disclose your PHI, the Trustees will still likely refer your matter, to the extent it involves PHI, to the executive staff for a confidential review of the facts and for confidential handling. If you would like more information regarding the confidentiality of PHI as it relates to the Health Insurance Privacy and Accountability Act, please refer to 45CFR Section 164.101, et.seq.***