

**Health Information Technology Exchange of Connecticut
Board of Directors Meeting Summary**

December 13, 2010

The third meeting of the Health Information Technology Exchange of Connecticut (HITE-CT) Board of Directors was held on Monday, December 13, 2010 at the Connecticut Department of Information Technology, 101 East River Drive, 1st Floor Conference Room, East Hartford, CT.

VOTING DIRECTORS PRESENT: J. Robert Galvin, M.D., M.P.H., M.B.A., Thomas Agresta, M.D., Daniel Carmody, Peter Courtway (Phone), Mark Masselli, Ellen Andrews PhD, Kevin Carr, M.D. (phone), Steven Thornquist, M.D., John Lynch, Ron Buckman, M.D., Steve Casey (DoIT), Angela Mattie, J.D., Lisa Boyle, J.D., Brenda Kelley, Mark Heuschkel (DSS), Xaviel Soto (DCP)

NON-VOTING COMMITTEE MEMBERS PRESENT: Barbara Parks Wolf (OPM)

OTHERS PRESENT: Warren Wollschlager, Marianne Horn, Lynn Townshend, Marcia Petrillo, Minakshi Tikoo, Jeff Perkins, Alistair McKinnon, Roger Lambert (phone), Anthony Sewell (phone), Goujathoi Raghurama, Daniel Lindenberg, Adam Greenberg, Kitty Ing, Jeremy George

CALL TO ORDER

Dr. J. Robert Galvin, Commissioner of the Department of Public Health and Chair of the Board, called the meeting to order at 4:37 PM.

INTRODUCTIONS

Mark Heuschkel from DSS introduced himself. He is the new DSS representative to the Board, replacing Marcia Mains.

HITE-CT BOARD OF DIRECTORS SUMMARY MINUTES – NOVEMBER 15, 2010

The Board considered the summary meeting minutes from the November 15, 2010 HITE-CT meeting. John Lynch moved to approve the minutes. This was seconded by Dr. Galvin. Dan Carmody asked that the minutes be changed to reflect his desire to allow the Board Chair to have latitude with regard to which bank would be chosen as that where the HITE-CT would have its accounts initially. The motion passed, and the minutes will be amended to reflect Mr. Caromody's change.

CHAIR'S COMMENTS

Commissioner Galvin opened his remarks by reiterating the strong need for all parties interested in HIE to work together toward the goal of a secure, functional, statewide HIE.

As part of the Commissioner's comments, Lynn Townshend updated the directors with regard to the following:

1. Some of our DPH, DSS and eHealthConnecticut colleagues are in Washington for the ONC All Grantee meeting.
2. As of December 2, 2010, the Connecticut HIE Strategic & Operational Plan has been revised based on ONC feedback. The revised document has been sent to the Board, as has a comparison document showing where the changes lie. There are significant changes and additions to both the environmental scan and the gap analysis, and the 3C3 white paper transition document has been added as an addendum to the Plan.
3. The transition paper as written by the 3C3 was hand delivered to the Governor-elect's transition team on Wednesday, December 8th.

4. Update on Challenge grant: ONC has released supplemental funds to support up to 10 State Designated HIE Cooperative Agreement recipients. Each award is between \$1-2 million over a three-year period. If awarded, these funds will further enhance health information exchange in the state. DPH is planning to apply for three of the five themes detailed in the funding announcement, which are:
 - a. Theme 2: Improving long-term and post-acute care transitions
 - b. Theme 4: Enabling enhanced query for patient care
 - c. Theme 5: Fostering distributed population-level analytics
5. Committee membership lists have been approved by Commissioner Galvin and sent to the Board for the following committees: Legal & Policy, Executive, Technical, Finance and Special Populations. Still awaiting a final list from Business & Technical.
6. DPH is working to finalize a draft Annual Report to the Legislature that will be emailed to the Board for review and comment, followed by an approval vote at the January meeting.
7. Board members were solicited as to how they would like to receive information, and how often.

COMMITTEE RESPONSIBILITIES – SHORT TERM/LONG TERM

Board member John Lynch presented to the group an in-depth document on the suggested way to divide responsibilities between the Board's working committees. This document is to be reviewed by all Board members and considered at length at the next full Board meeting in January 2011.

RFP FOR LEGAL CONSULTANT

Lisa Boyle presented the draft Request for Proposals (RFP) for legal consultation services. Amendments and changes to the RFP were discussed. John Lynch moved to approve the legal services RFP with amendments; the motion was seconded by Dr. Buckman. The motion was adopted by voice vote.

PROCESS FOR RECRUITING AND HIRING LEGAL CONSULTANT

Ms. Townshend suggested the Board consider having the Legal & Policy Committee take on the responsibility of recruiting, vetting and entering into a contract with a legal consultant for the HITE-CT. After a discussion of the potential conflicts of interest that might arise, Angela Mattie moved that a 3-person subcommittee of the Legal and Policy committee be appointed to look for legal services; this motion was seconded by Mr. Carmody. Dr. Buckman asked that an amendment to the motion be made that the Chair of the Legal and Policy Committee make the appointments to this ad hoc subcommittee from the Committee's current membership. Ms. Mattie agreed to the amended motion, which was seconded by Dr. Galvin. The motion passed on a voice vote.

COMMITTEE REPORTS:

Executive Committee/Ad Hoc CEO Search Committee - "Meaningful experience" CEO qualifications

Ms. Townshend updated the Board with regard to both of these committees:

1. These two committees met together by phone on Monday, December 6, 2010 to consider the CEO recruitment process as developed by DPH's HR department, and to talk about the definition of "meaningful experience."
2. Minutes of the meeting have been posted to the DPH website.
3. DPH will make available a small amount of the planning budget (of the \$26K left that had initially been planned to be used toward legal services) for the purpose of strategically placing advertising aimed at potential CEO candidate pools.
4. Members of both committees are reviewing the proposed process, and Ms. Townshend suggested that the Ad Hoc CEO Search Committee discuss and recommend a CEO search process based on the guidelines presented by DPH at the December 6, 2010 meeting of both Committees, and have the Board vote on the process by phone next week.
5. Discussion among Board members resulted in a motion from Dr. Buckman that the Executive Committee be empowered by the full Board to make a decision on the search process after

the entire Board has reviewed and provided to Ms. Townshend their feedback. This motion was seconded by Brenda Kelley. The motion passed on a voice vote.

6. Ms. Townshend was asked by the Board to provide to the Directors by email the suggested CEO search process developed by DPH, and to have the Executive Committee meet by phone next week to consider any suggested changes to the process, and make a final ruling.

Finance Committee

1. Committee Chair Dan Carmody along with Jeff Perkins from Gartner presented the HITE-CT Financial Sustainability model to the Board. This presentation may be found at: http://www.ct.gov/dph/lib/dph/research & development/ct_hie_fss_hie_sustainability_model - final_v20101207.pdf.
2. Discussion centered on understanding the model as a whole, and on its political viability.
3. Commissioner Galvin suggested that the plan needed honing in order to be understandable by three audiences in particular: the Governor's office, the General Assembly and the Office of the National Coordinator.
4. Ms. Kelley noted that there is a challenge in getting these three groups on-board, especially those who might be affected by changes in law that may be required as a result.
5. The Board will take up this topic again at its January 2011 meeting.

Legal & Policy Committee

1. Committee Chair Lisa Boyle presented on the Legal & Policy committee work on statutory analysis for potential HIE legislation and on the RFP development.
2. Ellen Andrews asked to comment regarding the process of determining Connecticut consent model option (opt-in versus opt-out). Ms. Andrews indicated that she'd like to see this issue come to the full Board for consideration.
3. Ms. Boyle noted that the consent model had been vetted in open meeting of the Health Information Technology & Exchange Advisory Committee (the predecessor to the current HITE-CT Board of Directors), and that the model has always been a recommendation, and is subject to adjustment in this quickly changing field of HIE.
4. The issue has been tabled until the January 2011 meeting, at which time the Legal & Policy Committee is to present on the reasoning and discussion behind its recommendation, and Ms. Andrews will present regarding the reasons behind her concerns.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

With the consent of the Board, the meeting was adjourned at 6:37 pm.

Next Meeting: January 18, 2011, 4:30 – 6:30 pm at DOIT.