

HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
Board of Directors Meeting Revised Minutes
Monday, December 19, 2011
4:30 PM – 6:30 PM

COMMITTEE MEMBERS PRESENT: Commissioner Jewel Mullen (Chair), Thomas Agresta (Vice Chair), Ronald Buckman, Daniel Carmody (Secretary), Steve Casey, Peter Courtway (phone), John Gadea, Mark Heuschkel, Brenda Kelley, John Lynch, Mark Masselli (phone), Steven Thornquist, , Victoria Veltri (phone), Barbara Parks Wolf

COMMITTEE MEMBERS ABSENT: Betty Jo Pakulis (representing Lt. Governor Nancy Wyman), Ellen Andrews, Kevin Carr, Angela Mattie

HITE-CT: David Gilbertson (Chief Executive Officer), Lori Reed-Fourquet (Interim Chief Technical Officer), Bruce Chudwick (Shipman & Goodwin)

STATE AGENCY REPRESENTATIVES: Meg Hooper, Marianne Horn, Kate Winkeler (DPH)

PUBLIC REPRESENTATIVES: Michael Bloom (Rome Smith Lutz), Susan Israel, Minakshi Tikoo.

CALL TO ORDER

T. Agresta recognized a quorum and called the meeting to order at 4:34 PM.

HITE-CT BOARD OF DIRECTORS MEETING MINUTES – November 21, 2011

T. Agresta asked the Board to consider the minutes from November 21, 2011.

MOTION: A motion was made and seconded by J. Lynch and D. Carmody, respectively, to accept the November 21, 2011 minutes. S. Thornquist abstained from voting. **Motion passed.**

HITE-CT BUSINESS

TREASURER'S REPORT (T. Agresta)

1.6M+ was transferred from DPH to HITE-CT. Various vendors, suppliers, services were paid. Next transfer of funds is anticipated in March 2012.

CEO Report (D. Gilbertson)

An important focus for the CEO and Business and Operations Committee is to generate revenue by securing providers on to the HIE. Technology and testing are being implemented.

There is a process of developing the Scope of Work and Axway has shared responsibility of enlisting providers. The REC has not met with Axway and will be asked to do so to ensure there is a support mechanism within the Scope of Work. The Business & Operations Committee will work with Axway to develop the process to train the trainer and REC. Stage 2 Statement of Work must be addressed. Rate models have not been finalized. The CEO was asked to present a rate structure proposal and a high level project plan with critical path items at the January 23, 2012 meeting.

OPERATING PROCEDURES (B. Chudwick)

Two documents were presented to the Board for consideration: HITE-CT Board of Directors Resolution and interim Operating Procedures, which is the formal authorization for the CEO to operate in an interim fashion.

Section VIII of the Operating Procedures Contracting For Professional Services, (ii) will be amended to state for such contracts requiring an expenditure by the Authority over fifty thousand dollars (\$50,000) and up to and including one hundred thousand dollars (\$100,000) over a period of one fiscal year, the Chief Executive Officer must obtain approval from the Board Chairperson or Vice Chairperson.

MOTION: A motion was made and seconded by S. Casey and S. Thornquist, respectively, to amend Operating Procedures. **Motion passed.**

The interim Operating Procedures will be published in the CT Law Journal and are available for review during the 30 days public comment period. The Board will hear comments and vote on amended Operating Procedures at the February Board meeting.

INTERIM AUTHORIZATION FOR CEO

Pending final adoption of operating procedures, interim resolutions authorizing the CEO to conduct administrative operations was presented for the Board's consideration.

MOTION: A motion was made and seconded by J. Lynch and S. Casey, respectively, to adopt these resolutions. **Motion passed.**

COMMITTEE REPORTS

EXECUTIVE (T. Agresta)

Executive Committee met on 11/28 and 12/12.

On 11/28 the Committee discussed the work plan as well as assignments for the CEO and reviewed and finalized budget as the Board authorized. Public comment was also addressed at this meeting.

At the 12/12 meeting the Committee authorized the interim CEO to extend L Reed-Fourquet's contract with as Interim Chief Technical Officer (CTO). The Committee also finalized and updated qualified participation for pilot sites to participate in setting up the pilot functions for the HIE and authorized the CEO and CTO to send that information out to all appropriate individuals, which was done.

BUSINESS AND OPERATIONS (T. Agresta for K. Carr)

The critical pathway the CEO is developing is crucial. Names are being gathered and forwarded and discussions on how to proceed are ongoing.

FINANCE (D. Carmody)

The Finance Committee has not met and will meet in early 2012.

LEGAL AND POLICY (J. Lynch)

The Committee met in December and discussed a series of documents and is moving forward on Testing Participation Agreement, and hope to have first version of the final documents in the near future.

SPECIAL POPULATIONS (B. Kelley)

The Committee met in December and is close to finalizing a brochure for the testing phase that will be translated into Spanish, with the goal of also translating it into the top five or ten languages. The website is also being worked on and will include the brochure.

TECHNICAL – TESTING PARTICIPATION AGREEMENT (P. Courtway)

The Committee is focusing on the infrastructure component and evaluating the different, authentication and identity management components as well as security.

L. Reed Fourquet informed the Board of Directors that IHE/USA has offered HITE-CT to be one of two or three HIEs to participate in testing in their connect-a-thon the week of January 10, 2012. D. Gilbertson will inform the Board of the cost.

PATIENT PRIVACY (M. Horn)

The Advisory Committee on Patient Privacy and Security will hold its inaugural meeting on 1/11/12 at the LOB, chaired by Michelle Wilcox-DeBarge. S. Casey asked to be included as a committee member.

PUBLIC COMMENT

Dr. Susan Israel spoke about privacy concerns and the “opt-out” policy.

ADJOURN

MOTION: A motion was made and seconded by D. Carmody and R. Buckman, respectively, to adjourn. **Motion passed.** The meeting adjourned at 6:22 PM.