

Health Information Technology Exchange of Connecticut Personnel Search Committee Meeting Minutes

May 24, 2011

3:00 PM – 4:00 PM (Teleconference)

COMMITTEE MEMBERS PRESENT: Mark Masselli (Chair), John Fontana, John Lynch, Angela Mattie

DPH REPRESENTATIVES: Penny Davis, Sarju Shah

PUBLIC REPRESENTATIVES: none

CALL TO ORDER:

Mark Masselli called the meeting to order at 3:03 PM.

REVIEW OF MINUTES

Angela Mattie motioned to approve the May 5, 2011 Personnel Search Committee meeting minutes. **MOTION:** Upon a motion made and seconded by Angela Mattie and John Lynch, respectively, the Committee voted in favor of adopting the minutes from May 5, 2011. **Motion Passed.**

PERSONNEL UPDATE AND NEXT STEPS

a. CEO Search

The CEO position has been posted to the selected sites as well as 37 state HIE websites. Thus far, there have been eight responses to the posting.

b. Technical Director

Committee members recommended the position description be sent to the Technical Committee for review, input and approval prior to posting.

c. Executive Assistant

Committee members requested EA description to include a flexible schedule statement. In addition, members agreed that in an "ideal scenario", senior leadership will have the ability to hire the EA; however, the committee is prepared to post in the beginning of July.

Note: Since the HITE-CT is a quasi-public agency, they are not subject to the same jurisdiction as an Executive Branch agency and therefore not required to follow the Executive Branch hiring decisions.

d. Interim/ Consultant Position

The interim position was discussed at the May 16 Board meeting and the May 23 Executive Committee meeting. Since the board meeting, several HIE consulting service organizations were identified. In addition, the Executive Committee discussed hiring a "Clerk of the Work" who would manage, coordinate, and enable the rollout of the exchange until a CEO is hired. The development of statement of work, and the posting will occur prior to the next board meeting on June 20th.

INFRASTRUCTURE AND SUPPORT SERVICES

Members would like to begin the process of exploring office locations. Penny Davis will provide the contact information for the Department of Public Works.

BENEFITS/ MEDICAL PACKAGE

Members would like to examine packages that can be offered to staff. Information about MEHIP and CBIA will be sent to members.

OTHER COMMENTS

If CEOs of other organizations will be used to support the CEO interview process then there needs to be a process defined.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Upon a motion made and seconded by John Lynch and Mark Masselli, respectively, the Search Committee meeting adjourned at 3:50 PM.

The next meeting is scheduled for the week of June 13, 2011.

ACTION ITEMS

ACTION ITEMS	PERSON RESPONSIBLE	STATUS
<input type="checkbox"/> Committee members will receive CEO responses on a weekly basis.	P. Davis	Ongoing
<input checked="" type="checkbox"/> Redistribute Position Evaluation/Scorecard to Committee members.	P. Davis	Completed
<input type="checkbox"/> Tech Director position sent to the Tech Committee chair.	S. Shah	Pending Chair's response
<input checked="" type="checkbox"/> EA description will reflect flexible schedule requirements.	P. Davis	Completed
<input type="checkbox"/> EA description to be posted in the beginning of July.	P. Davis	Pending
<input type="checkbox"/> Development of Statement of Work and advertising/posting places identified.	J. Lynch P. Courtway S. Shah	Pending
<input checked="" type="checkbox"/> Request DOIT assistance for SoW and RFP process (if needed).	S. Shah M. Horn	Completed
<input checked="" type="checkbox"/> DPW contact information to be sent to Committee Members.	P. Davis	Completed
<input type="checkbox"/> Work with D.Carmody to maximize dollars around infrastructure (e.g. share rent/space)	D. Carmody	Pending
<input checked="" type="checkbox"/> Distribute MEHIP and CBIA packages to Members	S. Shah	Completed
<input type="checkbox"/> Contact ONC for CEO recommendations	M. Hooper S. Shah	Ongoing