



**HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Tuesday, April 1, 2014
4:30 pm – 5:05 pm
DAS/Bureau of Enterprise Systems and Technology
East Hartford, CT**

COMMITTEE MEMBERS PRESENT: Mark Raymond (Chair/Treasurer), Daniel Carmody (Secretary) (phone), Ron Buckman (phone), Demian Fontanella (representing Victoria Veltri), Vanessa Kapral (for Commissioner Mullen, DPH) (phone), Mark Masselli (phone), Angela Mattie (phone), Bettye Jo Pakulis (representing Lieutenant Governor Nancy Wyman) (phone), Steven Thornquist (phone), Barbara Parks Wolf (phone)

COMMITTEE MEMBERS ABSENT: Ellen Andrews, Commissioner Roderick Bremby, Kevin Carr, John Gadea

HITE-CT & HIT Coordinator: Christine Kraus (Administrative Project Officer), Louis Matteo (IT Project Lead), Minakshi Tikoo (HIT Coordinator) (phone), Bruce Chudwick (Shipman & Goodwin)

STATE AGENCY REPRESENTATIVES: Joan Soulsby (OPM) (phone)

PUBLIC REPRESENTATIVES: Ed Tierney

CALL TO ORDER

D. Carmody, the Board Secretary, called the meeting to order at 4:45 PM.

HITE-CT BOARD OF DIRECTORS MEETING MINUTES – March 4, 2014 Meeting Minutes

MOTION: A motion was made and seconded by A. Mattie and B.J. Pakulis, respectively, to approve the minutes. All in favor. **Motion passed.** D. Carmody and S. Thornquist abstained.

HITE-CT BOARD BUSINESS

Treasurer's Report

C. Kraus provided the current financial status of HITE-CT, noting that the March financials have not yet been reconciled. She will email the final statements to the Board when they are finalized.

For current status as of 3/31/14: total fixed assets = \$532,655.78. HITE-CT's current liabilities are \$9,596.15. Total liabilities and equity are \$664,019.94. Total expenses for March 2014 are \$24,247.48. The Webster account balance is \$126,938.29.

MOTION: A motion was made and seconded by S. Thornquist and V. Kapral, respectively, to approve the Treasurer's report. All in favor. **Motion passed.**

HITE-CT Agency Business

DSS – HITE-CT Memorandum of Understanding (MOU)

C. Kraus reported that the HITE-CT Executive Committee and Commissioner Bremby met in March to discuss the Department of Social Services (DSS) – HITE-CT MOU. The MOU details the Provider Directory services and support that HITE-CT will provide DSS. The funding for these services is \$172,020 for the period of 3/15/14 to 6/30/14. The Executive Committee approved the MOU and authorized M. Raymond, Board Chair, to execute and deliver it with the understanding that the full Board would be asked to ratify the approval at their Board meeting.

C. Kraus noted that DSS will pre-fund HITE-CT the \$172,020 and copies of all invoices will be sent to DSS. She mentioned that the accountants are closing out the HITE-CT grant account and setting up separate accounting for the DSS expenses.

BOARD RATIFICATION RESOLUTION

MOTION: A motion was made and seconded by S. Thornquist and D. Carmody, respectively; Resolved, that approval of the MOU and authorization for the Board Chair to execute and deliver the MOU on behalf of the Board is hereby ratified and confirmed.

Discussion followed about the availability of resources to fulfill the deliverables. C. Kraus reported that L. Matteo, the IT Technical Consultant, is funded through 6/30/14 to work with the vendor and state agencies on the project. HITE-CT is working with DSS and the Bureau of Enterprise Systems and Technology (BEST) to identify the agency staff resources required to complete the Provider Directory implementation, as stated in the MOU. L. Matteo noted that these resources are needed to make decisions, such as weighting algorithms and required data elements. Board members asked about a project plan and deliverable dates. L. Matteo explained that our draft plan will be updated when we have input from the agency resources that are to be assigned to the project. Board members voiced concern that HITE-CT is obligating itself to deliverables when the schedule is predicated on other agency resources. D. Carmody suggested that a high level, milestone document, mutually agreed upon by DSS and HITE-CT be incorporated as an exhibit to the MOU.

MOTION: A motion was made and seconded by S. Thornquist and D. Carmody, respectively, to modify the motion as follows: Resolved, that approval of the MOU and authorization for the Board Chair to execute and deliver the MOU on behalf of the Board is hereby ratified and confirmed, provided that a high level project plan be attached. **Motion passed.**

MOTION: A motion was made and seconded by S. Thornquist and D. Carmody, respectively: Resolved, that approval of the MOU and authorization for the Board Chair to execute and deliver the MOU on behalf of the Board is hereby ratified and confirmed, provided that a high level project plan be attached. **Motion passed.**

HITE-CT AGENCY BUSINESS

REPORT/UPDATE

L. Matteo had no additional updates.

OTHER BUSINESS

In-Kind Statements

C. Kraus thanked everyone for their responsiveness in returning their 1Q14 in-kind statements—a requirement for the grant close-out.

HITE-CT Audits

The independent audits of HITE-CT have been completed and are posted on the HITE-CT website: www.hitect.org. The state audit is near completion.

PUBLIC COMMENT

None

ADJOURNMENT

MOTION: A motion was made and seconded by S. Thornquist and M. Raymond, respectively, to adjourn. All in favor. **Motion passed.** The meeting adjourned at 5:06 p.m.

SCHEDULE OF MEETINGS

May 6, 2014