



**HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

Tuesday, September 3, 2013

4:30 pm – 6:00 pm

**Bureau of Enterprise Systems and Technology
East Hartford, CT**

COMMITTEE MEMBERS PRESENT: Elizabeth Keyes (for Commissioner Mullen, Chairperson), Mark Raymond (Vice-Chair/Treasurer), Daniel Carmody (Secretary) (phone), Demian Fontanella (representing Victoria Veltri), (phone), Commissioner Roderick Bremby (phone), Ronald Buckman (phone), Kevin Carr (phone), Mark Masselli (phone), Angela Mattie (phone), Bettye Jo Pakulis (representing Lieutenant Governor Nancy Wyman), Barbara Parks Wolf

COMMITTEE MEMBERS ABSENT: Ellen Andrews, John Gadea, Brenda Kelley, Steven Thornquist

HITE-CT & HIT Coordinator: John DeStefano (Chief Technology Officer), Christine Kraus (Administrative Project Officer), Minakshi Tikoo (HIT Coordinator), Bruce Chudwick (Shipman & Goodwin), Kevin McEleneey (Updike, Kelly & Spellacy)

STATE AGENCY REPRESENTATIVES: Karen Buffkin (OPM) (phone), Vanessa Kapral (DPH) (phone), Joan Soulsby (OPM)

PUBLIC REPRESENTATIVES: Ed Tierney

CALL TO ORDER

M. Raymond called the meeting to order at 4:40 PM.

HITE-CT BOARD OF DIRECTORS MEETING MINUTES – August 6, 2013 Meeting Minutes

MOTION: A motion was made and seconded by E. Keyes and R. Bremby, respectively, to approve the minutes. All in favor. **Motion passed.** B.J. Pakulis abstained.

HITE-CT BOARD BUSINESS

Treasurer's Report

C. Kraus provided the current financial status of HITE-CT.

For current status as of 8/31/13: total assets = \$309,470.22. HITE-CT's current liabilities are \$2,600,056.05 leaving a net income of -\$91,586.86. C. Kraus presented the cash flow document. Total expenses for August 2013 are \$55,315.28 which includes a \$7,372.80 payment for D&O insurance.

MOTION: A motion was made and seconded by D. Carmody and E. Keyes, respectively, to approve the Treasurer's report. All in favor. **Motion passed.**

EXECUTIVE SESSION

Pursuant to Conn. Gen. Stat. Section 1-200(6)(B) strategy and negotiations with respect to a pending claim with the Axway contract.

MOTION: At 4:46 p.m. a motion was made and seconded by B.J. Pakulis and E. Keyes, respectively, to move into Executive Session to discuss attorney-client privileged communications relating to the strategy and negotiations with respect to a pending claim with the Axway contract. K. McEleney, B. Chudwick, K. Buffkin, J. DeStefano, C. Kraus, M. Tikoo, V. Kapral, J. Soulsby were invited to attend.

Executive Session ended at 4:59 p.m.

HITE-CT AGENCY BUSINESS

CTO REPORT

J. DeStefano reported that the Department of Public Health (DPH) has requested a refund of Year 1 unspent funds in the amount of \$179,435.98, to be returned by 9/9/13. J. DeStefano asked the Board for direction on the request. M. Raymond stated that if these are the terms of the HITE-CT/DPH contract, the funds would need to be returned.

MOTION: A motion was made by R. Buckman to send a check in the stated amount to DPH and to inquire about having the money returned to be applied to a subsequent year. No second.
MOTION DISMISSED.

K. McEleney suggested this action could have legal implications with the current pending contract dispute and suggested further discussion before a vote on the motion.

MOTION: A motion was made and seconded by R. Bremby and B.J. Pakulis, respectively, to add another Executive Session (Pursuant to Conn. Gen. Stat. Section 1-200(6)(B) strategy and negotiations with respect to a pending claim with the Axway contract) to the agenda. The Executive Session will follow item 5 (HITE-CT Agency Business) on the agenda. All in favor.
Motion passed.

HITE-CT F208 Fixed Asset Controls Policy

C. Kraus reported a gap in the HITE-CT F208 Fixed Asset Controls Policy. The current policy states:

Items purchased with a unit cost of \$5,000.00 or less are to be expensed and added to the Fixed Asset Register at zero (\$0.00) basis under the category of "Sensitive Items." Sensitive Items will have a unit cost between \$50 and \$1,000 and an estimated useful life of two years or more. Examples of sensitive items are calculators, computer printers, typewriters, desks, chairs, etc.

Under these policy guidelines, items costing between \$1,001 and \$4,999 would not be recorded. It was recommended that HITE-CT revise the range for Sensitive Items from \$50 - \$1,000 to \$50 - \$4,999.99.

MOTION: A motion was made and seconded by D. Carmody and K. Carr respectively, to modify the HITE-CT F208 Fixed Asset Controls Policy as presented by C. Kraus. All in favor. **Motion passed.**

D&O Insurance

C. Kraus reported that HITE-CT obtained a D&O insurance policy through Lloyd's with an aggregate limit of liability for \$2 million. A premium of \$7,372.80 was paid providing for coverage through July 2014.

Other Business

J. DeStefano proposed that HITE-CT participate at the CT Partners for Health Patient Engagement Conference on 9/17/13 at a cost of \$1,000 for a table, which is within the budget. DPH and the Department of Social Services could potentially share a table, so all three groups are represented. Commissioner Bremby (DSS) said he would follow up with his team and could support sharing costs so that the three groups are represented. Organizations participating at the educational forum include: Healthy CT, Yale New Haven Hospital, CT Hospital Association, Access Health CT, Qualidigm, VNA Community Healthcare, Genesis HealthCare, Masonicare, eHealthCT, and the Connecticut Pharmaceutical Association. Commissioner Mullen will open the conference. Discussion followed about the role of HITE-CT at the conference. M. Raymond and D. Carmody did not endorse the \$1,000 expenditure given the conference's focus on patient engagement, which is not HITE-CT's immediate charge. On the other hand, D. Fontanella emphasized that while we are currently challenged with identifying our mission, participation at the conference would be a low-cost way to engage providers and potential stakeholders. M. Raymond suggested that this goal could be met through attendance instead of sponsoring a table. V. Kapral suggested checking to see if Rhode Island Quality Institute would be attending and to perhaps partner with them. The Board consensus was to attend in lieu of sponsoring a table.

EXECUTIVE SESSION

Pursuant to Conn. Gen. Stat. Section 1-200(6)(B) strategy and negotiations with respect to a pending claim with the Axway contract.

MOTION: At 5:25 p.m. a motion was made and seconded by B.J. Pakulis and R. Bremby, respectively, to move into Executive Session to discuss attorney-client privileged communications relating to the strategy and negotiations with respect to a pending claim with the Axway contract. K. McEleney, B. Chudwick, K. Buffkin, J. DeStefano, C. Kraus, M. Tikoo, V. Kapral, J. Soulsby were invited to attend.

Executive Session ended at 5:46 p.m.

MOTION: A motion was made and seconded by R. Buckman and R. Bremby, respectively, to direct the HITE-CT CTO, J. DeStefano, to explore alternative options to returning the Year 1 unspent funds to DPH by 9/9/13. All in favor. **Motion passed.** E. Keyes abstained.

OTHER BUSINESS

None

PUBLIC COMMENT

None

ADJOURNMENT

MOTION: A motion was made and seconded by R. Buckman and R. Bremby, respectively, to adjourn. All in favor. **Motion passed.** The meeting adjourned at 5:51 p.m.

SCHEDULE OF MEETINGS

October 1, 2013

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