



**HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
EXECUTIVE COMMITTEE REGULAR MEETING
AUGUST 6, 2012 MINUTES
4:30 PM – 6:30 PM
CONNECTICUT DEPARTMENT OF PUBLIC HEALTH**

COMMITTEE MEMBERS PRESENT: Commissioner Jewel Mullen (Chair), Tom Agresta (Vice-Chair) (phone), Dan Carmody (phone), Kevin Carr (phone), Peter Courtway (phone), John Lynch (phone)

HITE-CT: David Gilbertson, John DeStefano (phone), Chris Kraus, Peter Armstrong (HITE-CT intern), Louise Getman (HITE-CT intern)

DPH REPRESENTATIVES: Marianne Horn (phone)

PUBLIC ATTENDEES: None

CALL TO ORDER

J. Mullen recognized a quorum and called the meeting to order at 4:35 PM.

REVIEW OF MINUTES

MOTION: Upon a motion made and seconded by T. Agresta and P. Courtway, respectively, the Executive Committee moved for adoption of the minutes from July 2, 2012. All in favor; no opposed.
Motion passed.

HITE-CT BUSINESS

Executive Director Report (D. Gilbertson)

HITE-CT Benefits Package – D. Gilbertson presented a revised benefits package, which reflects the language requested by the Board members. The revised plan includes 6 holidays and 24 days of PTO, along with a 401K retirement plan (5% automatic and 5% match) with vesting at hire date. As requested, PTO will be accrued monthly from the date of hire, and an additional day of PTO will be earned on the anniversary date of hire for the first six years, for a maximum of 30 PTO days. The insurance stipend will be paid monthly. The benefits plan will be incorporated into an HR Manual developed collaboratively with Paychex HR staff.

J. Mullen raised a question about the CEO having the authority to award additional PTO days to employees. Discussion followed about ensuring equitable and fair treatment in this regard. D. Carmody supported giving the CEO the latitude to award additional PTO in hiring negotiations. While the Board would not need to be consulted on each decision, the process needs to be transparent and all decisions must be justified. D. Gilbertson will draft an Administrative Policy that outlines specific criteria and parameters to be followed by the CEO with regard to this PTO practice. J. Mullen also asked for clarification about the additional PTO day that is awarded each year on the anniversary date.

MOTION: Upon a motion made and seconded by T. Agresta and J. Lynch, respectively, the Executive Committee moved for accepting the proposed Benefits plan with clarification about the longevity PTO

and an Administrative Policy to be developed and distributed to the Executive Committee by D. Gilbertson. All in favor; no opposed. **Motion passed.**

The revised Benefits Plan with the Administrative Policy will be distributed at the next HITE-CT Board of Directors meeting

New Hires

D. Gilbertson reported that we completed Round 1 interviews for the Program Development Officer. He requested approval to proceed with the Round 2 interviews for the three candidates selected. This position is charged with helping to create a business plan, define our products, and create the adoption and marketing strategies, which are critical to HITE-CT reaching its ONC targets. This individual will also follow up with potential customers, and seek and apply for grants. D. Gilbertson understands the Board's concern for bringing on new staff during a transition period, but emphasized the importance of having experienced staff involved with strategy development. J. Mullen confirmed the need for the position, but indicated the timing was off. She reiterated that the Board was not supportive of hiring new staff before a transition plan has been approved. D. Gilbertson understands the Board's viewpoint and asked the Committee to consider the open hire during the transition plan discussion.

Transition Plan

D. Gilbertson explained his transition plan—the activities, status, deliverables, direction, issues, key decisions, due dates and person who would be responsible. D. Carmody stressed the urgency of identifying a person who could temporarily exercise administrative authority assigned to the CEO in the HITE-CT policies (e.g., check-signing, contracts, etc.). Secondly, he indicated a need for the Board to make a decision about the Axway contract, and the future direction of the HIE. D. Gilbertson will work with Greg Lallier and some of the Committee members on drafting a letter to Axway about any contract issues.

Sustainability Plan

D. Gilbertson is drafting the HITE-CT sustainability plan due to ONC on 8/13/12. Our focus is on Direct, which will not bring in funds to sustain the organization. It is critical that we obtain additional funding to sustain the organization until we offer other income-producing services. The HITE-CT team is meeting with Representative Ritter and Senator Gerratano, the Chairs of the Public Health Committee, on 8/8/12 to discuss potential sources of short-term funding for HITE-CT. K. Carr and D. Carmody suggested outlining our financial and resource needs for Direct, a HISP marketplace, or a full HIE—where we are at and where we need to be. J. Mullen noted that while our focus is on Direct, our long-range goal is to move forward toward a more integrated HIE.

J. Mullen confirmed that we have met all the ONC reporting dates. She announced that DPH is in the contract stage for appointing Minakshi Tikoo as HIT Coordinator.

Committee Updates

Legal and Policy – no update

Business and Operations – The search continues for a Co-Chair.

Finance – D. Carmody has been working with D. Gilbertson on the Sustainability Plan.

OTHER BUSINESS

No other business.

PUBLIC COMMENT

No public comment.

EXECUTIVE SESSION - Pursuant to Conn. Gen. Stat. Section 1-210(b)(10), to discuss communications privileged by attorney-client relationship relating to D. Gilbertson's transition/agreement.

MOTION: At 6:12 p.m. a motion was made and seconded by D. Carmody and T. Agresta, respectively, to move into Executive Session to discuss attorney-client privileged communications relating to D. Gilbertson's transition/agreement and to invite D. Gilbertson and M. Horn to remain. All in favor.

Motion passed.

Executive Session ended at 6:30 PM.

ADJOURNMENT

Upon a motion made and seconded by D. Carmody and T. Agresta, respectively, to adjourn. All in favor.

Motion passed.

The meeting adjourned at 6:30 PM.

SCHEDULE OF MEETINGS

August 27, 2012