

HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
Board of Directors Meeting Minutes
Monday, January 23, 2012
4:30 PM – 6:30 PM

COMMITTEE MEMBERS PRESENT: Betty Jo Pakulis (representing Lt. Governor Nancy Wyman), Commissioner Jewel Mullen (Chair), Thomas Agresta (Vice Chair), Ellen Andrews, Ronald Buckman, Daniel Carmody (Secretary), Kevin Carr, (phone), Steve Casey, Peter Courtway, Mark Heuschkel, Brenda Kelley, John Lynch (phone), Angela Mattie (phone), Victoria Veltri, Barbara Parks Wolf

COMMITTEE MEMBERS ABSENT: John Gadea, Mark Masselli, Steven Thornquist

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

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

PUBLIC REPRESENTATIVES: John Brady (CHA), Scott Cleary (eHealth CT), Ed Tierney (Continuc Care), Minakshi Tikoo (UCHC)

CALL TO ORDER

J. Mullen recognized a quorum and called the meeting to order at 4:40 PM.

HITE-CT BOARD OF DIRECTORS MEETING MINUTES – December 19, 2011

J. Mullen asked the Board to consider the minutes from December 19, 2011.

MOTION: A motion was made and seconded by B. Kelley and S. Casey, respectively, to amend the minutes to state that Committee’s goal is to have the brochure and website translated into the top five or ten languages spoken in Connecticut. B. Chudwick asked that under Operating Procedures Section VIII, the sentence be changed to state that the Chief Executive Officer must obtain approval from the Board Chairperson or Vice Chairperson. A motion was made and seconded by T. Agresta and S. Casey, respectively, to accept this change. All in favor. A motion was made by B. Kelley and T. Agresta, respectively, to approve the final amended minutes. **Motion passed.** B. J. Pakulis abstained.

HITE-CT BUSINESS

2012 Board of Directors meeting schedule

M. Hooper asked for adoption of the 2012 Board of Directors meeting schedule. A motion was made and seconded by S. Casey and B. J. Pakulis, respectively, to approve. **Motion passed.**

TREASURER’S REPORT (T. Agresta)

T. Agresta reported total income of \$1,805,054.01; total expenses of \$1,227,536.53; net operating income of \$577,517.48 for the period of July 2011 to January 2012. J. Mullen asked the Board to email their feedback on the formula of the Treasurer’s Report to T. Agresta and D. Gilbertson.

UPDATE ON HITE-CT OPERATING PROCEDURES COMMENT PERIOD (B. Chudwick)

The operating procedures were published in the CT Law Journal on 1/10 for a 30 day comment period. No comments have been received to date. The Board will consider any comments received at the 2/27 Board meeting.

B. Kelley questioned why the HITE-CT link was not on the home page of the DPH website. J. Mullen will consult with the Communications Office at DPH and also suggested that HITE-CT be linked to the State Health Reform Office, Office of the Healthcare Advocate, and OPM websites. The Board also discussed working with non-state sites such as CHA /provider associations to provide a link to the HITE-CT site.

CEO Report (D. Gilbertson)

Christine Kraus, Ph.D., PMP was introduced to the Board as the new Chief Administrative Officer for HITE-CT.

A chart of accounts has been set up in Quick Books. Accounts Payable/Receivable is being set up and will be outsourced as is payroll. A benefits package will need to be addressed. D. Gilbertson met with the Finance Committee to discuss cash flow. There has been an adjustment to the contract with DPH to move payment schedule up 3 months throughout the contract period. D. Gilbertson, C. Kraus and P. Courtway met with the Connecticut Hospital Association and discussed funding allocation and how to distribute the costs among the hospitals.

MOTION: A motion was made and seconded by T. Agresta and D. Carmody, respectively, to ask the Board members to prepare a summary of their stakeholder groups' needs and issues for HIE. Stakeholders are defined by their legislative appointments. Members were asked to send or bring for discussion at the February 27, 2012 Board of Director's meeting. **Motion passed.** R. Buckman abstained.

CTO Report (L. Reed-Fourquet)

L. Fourquet reported on the Configuration Marathon done in association with IT Interconnecting.

Twenty-one HITE-CT pilot applications have been received to date – (Five 1-9 person physician offices; nine 10-50 person organizations; three mid-sized organizations and four hospitals with key areas in Central CT; Norwalk and New London areas). There are opportunities with some providers that submitted for possible inoperability in DCF and mental health.

Production environment should be up by the end of March and plans are to bring initial providers on the beginning of April.

COMMITTEE REPORTS

Executive (T. Agresta)

Committee met two weeks ago on two primary issues; 1) approved pilot phase testing and 2) finances.

Business and Operations (K. Carr)

K. Carr met with T. Agresta and D. Gilbertson prior to scheduling the Operations Committee meeting. The discussion also centered on the structure for setting up the new Committee.

Finance (D. Carmody)

The Finance Committee met on 1/23 and discussed administrative procedures and framework. ONC requirements will be reviewed and will be incorporated into framework. D. Carmody will bring recommendations to the Board.

MOTION: A motion was made and seconded by D. Carmody and T. Agresta, respectively, to ask the Board members to direct the Executive Committee to engage in a dialogue with the eHealth Connecticut Board of Directors to explore ways to optimize the governance structure to capitalize and maximize operating costs and efficiencies.

MOTION: A motion was made and seconded by D. Carmody and T. Agresta, respectively, to withdrawn the motion on the understanding that this discussion would take place at the next Board meeting.

Legal and Policy (L. Reed-Fourquet)

The draft testing for the patient agreement has been completed. The HITE-CT participation agreement that will frame the agreements with the participants is being reviewed. Comments on notice to patients on draft op-out and draft op-back in and draft business associated agreements are being revised.

Special Populations (B. Kelley and L. Reed Fourquet)

There is a consensus on the brochure. The Committee is now working on creating the website.

Technical (P. Courtway)

The Committee's priority is working with Axway and its partners on access control use case (security) and identity management. The Committee is also working on the branding of the portal and master patient index management. Finalization of these configurations is anticipated by the next committee meeting.

Patient Privacy (J. Mullen)

No report. Next meeting scheduled for January 25, 2012. Since the Advisory Council is not a Committee, updates will be provided but does not need to be a HITE-CT Board of Directors meeting agenda item.

PUBLIC COMMENT

None

ADJOURN

MOTION: A motion was made by T. Agresta to adjourn. All in favor. **Motion passed.** The meeting adjourned at 6:35 PM.