

HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
Board of Directors Meeting Minutes
Monday, February 27, 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), Steve Casey (phone), Peter Courtway (phone), Damian Fontanella (representing Victoria Veltri), Mark Heuschkel, Brenda Kelley, John Lynch (phone), Mark Masselli (phone), Angela Mattie, Steven Thornquist, Barbara Parks Wolf

COMMITTEE MEMBERS ABSENT: Kevin Carr; John Gadea

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), Marianne Horn (DPH), Uma Kutty (DPH), Kate Winkeler (DPH)

PUBLIC REPRESENTATIVES: John Brady (CHA), Russell Bratman (UCHC), Michael Blechner (UCHC), Scott Cleary (eHealth CT), John Mahlstedt (UCHC), Dan Olshansky (DMHAS), Steve Ruth (eHealth CT), Ed Tierney (ContinuaCare), Minakshi Tikoo (UCHC), Margarita Torres (DSS)

CALL TO ORDER

J. Mullen recognized a quorum and called the meeting to order at 4:45 PM. Committee members, HITE-CT, State representatives and public representatives introduced themselves.

HITE-CT BOARD OF DIRECTORS MEETING MINUTES – January 23, 2012

J. Mullen asked the Board to review the minutes from January 23, 2012.

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

CONNECTICUT HEALTH INFORMATION EXCHANGE COORDINATION (Meg Hooper)

Office of National Coordinator Requirements Program Information Notice (PIN)

Connecticut Strategic and Operational plan must be updated and submitted to ONC for approval by June 8, 2012. ONC is requesting that it be a summary of the new strategies, updated financial sustainability, policies and procedures. ONC is not requesting a new rewritten plan. Discussion about the PIN requirements followed. Board members are asked to review the PIN (sent out with the agenda) and it will be looked at again at the next Board meeting..

HIE Coordination Team

M. Hooper reported that the HIE Coordination Team for Connecticut, consisting of Capital Community College, DSS, REC, DPH and HITE-CT, is again meeting on a regular basis to discuss collaboration to coordinate efforts in communicating with providers and consumers .

HITE-CT Board Business

Treasurer's Report (D. Gilbertson)

D. Gilbertson reported a January month end balance of \$400,000. The monthly operational expenditure is \$80,000 (staff/legal fees etc.). Implementation and configuration fees to Axway averaged approximately \$100,000 per month since December and are expected to continue to average

that amount for the next few months until the system is configured. A \$750,000 invoice has been received from Axway for March payment. The contract with DPH has been amended to move the grant funding to line up with some of the invoices. \$876,000 in grant funding is expected in March. A decision has to be made as to which invoices will be paid in March. D. Gilbertson will furnish the Board with monthly financial reports.

HITE-CT OPERATING PROCEDURES (B. Chudwick)

The operating procedures were brought to the Board in December 2011. The Board made changes at its December 19th meeting. The procedures were published in the Connecticut Law Journal on January 10th for public comment and the public was invited to comment both orally and in writing to the Board. No comments were received as of this date. With the public comment period over the Board can now adopt the operating procedures.

MOTION: A motion was made and seconded by D. Carmody and M. Heuschkel, respectively, to adopt the operating procedures as presented. All in favor. **Motion passed.**

In-kind forms: M. Hooper distributed Connecticut Health Information Exchange Cooperative Agreement (Grant Award 90HT0043-01) match requirement forms to the Committee for their review and signature. The Summary of In-kind Contribution Funds Partially Charged to the Grant for the time period January 1, 2011-December 31, 2011 must be signed and submitted to the ONC in order for funds to be approved.

Statement of Financial Interests: M. Hooper reminded the Board members of the Office of State Ethics (OSE) filing that they, as public officials, with a decision –making role in the financial allocation of funds, are required to file annually with the OSE by May 1. The following link is provided to the OSE SFI filing webpage: <https://www.oseapps.ct.gov/sfi/security/loginhome.aspx?ethicsNav=|>

CONSTITUENT SUMMARIES (T. Agresta)

T. Agresta asked for feedback at the next meeting on the constituent summaries on the value proposition for the HIE and the Board member’s experience. A. Mattie offered to work with graduate students at Quinnipiac University to prepare a single document that compiles the different stakeholder group’s feedback and comments on the Exchange.

J. Mullen invited A. Mattie to extend an invitation to interested students to attend HITE-CT Board of Directors meetings.

HITE-CT Agency Business

(a) CEO Report (D. Gilbertson)

(i) Operating Budget and (ii) Staffing Plan

D. Gilbertson presented an estimated operating budget for March 2012 through February of 2013 and a staffing plan based on the current budget. J. Mullen asked for a draft of the budget for anticipated expenses and more detail on expense assumptions and how they were built. D. Gilbertson will submit.

The Board asked for detail on job descriptions.

J. Mullen asked, by the next meeting, for clarification on what has been procured from Axway to ensure that expenses are not being incurred for services thought to already have been negotiated. J. Mullen also suggested identifying skill sets needed for purchasing consultant services.

COMMITTEE REPORTS

MOTION: A motion was made and seconded by D. Carmody and S. Thornquist, respectively, to move the Committee reports to the next Board meeting. All in favor. **Motion passed.**

PUBLIC COMMENT

There was no public comment

EXECUTIVE SESSION, pursuant to CGS Section 1-210(b)(10), to discuss attorney-client privileged communication regarding HITE-CT employees' participation in State programs

MOTION: At 6:45 pm. J. Mullen motioned to have the Board move into Executive Session to discuss attorney client privileged communication regarding HITE-CT employees' participation in State programs. S. Thornquist seconded the motion. All in favor.

B. Chudwick, D. Gilbertson, M. Horn, M. Hooper, and K. Winkeler were invited into Executive Session. Executive Session ended at 7:05pm.

MOTION: A motion was made and seconded by R. Buckman and S. Thornquist, respectively, to authorize the Vice-Chair to bring forward clarifying legislation regarding HITE-CT employee participation in the State program in the enabling legislation to the legislature for approval. All in favor. **Motion passed.**

MOTION: A motion was made and seconded by R. Buckman and S. Thornquist, respectively, to amend the previous motion to include any expense related thereto. All in favor. **Motion passed.**

ADJOURN

MOTION: A motion was made by T. Agresta and D. Carmody, respectively to adjourn. All in favor. **Motion passed.** The meeting adjourned at 7:45 PM.

SCHEDULE OF MEETINGS

March 19, 2012

April 16, 2012