

HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT
Board of Directors Regular Meeting Minutes
Monday, March 19, 2012
4:30 PM – 6:30 PM

COMMITTEE MEMBERS PRESENT: Commissioner Jewel Mullen (Chair), Thomas Agresta (Vice Chair), Ellen Andrews, Ronald Buckman, Daniel Carmody (Secretary), Steve Casey, Peter Courtway (phone), Demian Fontanella, Mark Heuschkel, John Lynch, Mark Masselli (phone), Angela Mattie (phone), Steven Thornquist, Barbara Parks Wolf

COMMITTEE MEMBERS ABSENT: Betty Jo Pakulis (representing Lt. Governor Nancy Wyman), Kevin Carr; John Gadea, Brenda Kelley

HITE-CT: Bruce Chudwick (Shipman & Goodwin), David Gilbertson (Chief Executive Officer)

STATE AGENCY REPRESENTATIVES: Marianne Horn (DPH), Uma Kutty (DPH), Kate Winkeler (DPH)

PUBLIC REPRESENTATIVES: Scott Cleary (eHealth CT), Uma Ganesan (DSS), Susan Israel, Steve Ruth (eHealth CT), Ed Tierney (Continua Care), Minakshi Tikoo (UCHC)

CALL TO ORDER

J. Mullen called the meeting to order at 4:40 PM.

HITE-CT BOARD OF DIRECTORS MEETING MINUTES – February 27, 2012

J. Mullen asked the Board to review the minutes from February 27, 2012.

MOTION: A motion was made and seconded by P. Courtway and S. Thornquist, respectively, to approve the minutes. All in favor. **Motion passed.**

CONNECTICUT HEALTH INFORMATION EXCHANGE COORDINATION

Office of National Coordinator Requirements Program Information Notice (PIN) (M. Horn)

ONC is requiring an update to the State plan. The deadline for this update is June 8, 2012. This is a HITE-CT responsibility.

HIE Coordination Team (M. Horn)

Did not meet this month.

HITE-CT BOARD BUSINESS

Treasurer's Report (T. Agresta)

T. Agresta reported a current balance of \$346,000 and \$876,749 in accounts receivable that is grant funding which is expected to be transferred soon. Total current assets are \$1,223,343.29; accounts payable - \$932,677.48; total net income - \$290,665.81.

MOTION: A motion was made and seconded by S. Casey and J. Lynch, respectively, to approve the minutes. All in favor. **Motion passed.**

T. Agresta, D. Carmody and D. Gilbertson are working on creating an accounting format for the Treasurer's Report that will be sent out as part of the meeting notices in advance of the meetings, with the goal of having this completed by the next Board of Directors meeting.

J. Mullen informed the Committee that In-Kind support from BEST and DPH has been finalized which provides office space for HITE-CT at 101 East River Drive, 6th floor, E. Hartford, CT.

Constituent Summaries Update (A. Mattie)

Four students from Quinnipiac University are working with C. Kraus on preparing the summary of the Constituent Value Proposition statements which is expected to be completed by the next Board of Directors meeting. A. Mattie asked that this be put on the next agenda and these students be given time for presentation and follow through.

M. Tikoo gave a brief review on the status of the stakeholder interviews that UConn has conducted which is a mixed method evaluation with five components consisting of a physician survey, lab survey, pharmacy survey, consumer survey and stakeholder survey. The findings showed that access to information on HITE is needed and Dr. Tikoo suggested that the Board consider public announcements on the HITE-CT website that clearly state what HITE-CT is and the service(s) that will be available.

Legislation SB 368 An Act Concerning The HITE-CT (T. Agresta)

T. Agresta and J. Lynch submitted testimony stating HITE-CT was in opposition to this bill as written.

HITE-CT AGENCY BUSINESS

CEO Report (D. Gilbertson)

D. Gilbertson reported continued progress on configuring and testing the HIE. One issue that needs to be resolved, one of the software components expected to be in place will not be delivered until June 2012. The vendor will address what their proposals are and how they plan to deliver the functionality without that software until it is available.

A day long program review meeting was held with Axway, D. Gilbertson and some Board members. D. Agresta discussed value proposition and asked the Board for their input on a fee arrangement

D. Gilbertson suggested conducting focus groups with provider groups, insurers and laboratories. The hospitals have addressed their needs from HITE-CT and Mr. Gilbertson will respond.

Axway is helping to develop a sales plan which is anticipated by the end of the week. D. Gilbertson has taken the lead in developing an overall program plan.

HITE-CT has the services of a human resource specialist through Paycheck that will provide HR manuals/videos/brochures for training, on-boarding, interviewing and legal matters.

D. Gilbertson has conducted initial screening of twenty-six CTO candidates and will invite four to six for a second interview.

D. Gilbertson has interviewed sixteen students from the HIC program at Capitol Community College to volunteer to help committee chairs with scheduling, agenda, minutes etc and have sent resumes on to the chairs for consideration.

J. Lynch will schedule Legal & Policy meeting the first week of April to address the Participation Agreement and fee schedule to present to the Executive Committee by April 9 and the full Board by April 16.

MOTION: A motion was made and seconded by D. Carmody and J. Lynch, respectively, to move that the fee schedule and participation agreement be reviewed by the Executive Committee for ratification or approval and brought back to the full Board for final approval at the next Board of Directors meeting scheduled for April 16, 2012. All in favor. **Motion passed.**

MOTION: A motion was made and seconded by S. Thornquist and J. Lynch, respectively, to move that the Board submit feedback on the fee structure to D. Gilbertson via email. All in favor. **Motion passed.**

COMMITTEE REPORTS

Executive (T. Agresta)

The Executive Committee met on March 12. The discussion involved legislation, preparation for the program review and finances.

Business and Operations (T. Agresta)

The Executive Committee needs to address the intent and structure of the Committee.

Finance (D. Carmody)

The Finance Committee is scheduled to meet April 2, 2012 to discuss the 2013 budget.

D. Carmody brought seven financial policies to the Board for approval

MOTION: A motion was made and seconded by D. Carmody and J. Lynch, respectively, to move that the Board adopt the financial policies as presented for adoption by the full Board. All in favor. **Motion passed.**

S. Thornquist asked that Cash Management Procedure F204, paragraph 9, be amended to read "Deposit slips will immediately be returned to the bookkeeper for reconciliation and filing."

MOTION: A motion was made and seconded by S. Thornquist and J. Lynch, respectively, to amend policy F204 as described. All in favor. **Motion passed.**

Legal and Policy (J. Lynch)

The Participation Agreement must be sent out in advance of the next committee meeting scheduled for April 4, 2012.

Special Populations

D. Gilbertson attended the Special Populations meeting and reported to the Board in B. Kelly's absence. Among the issues discussed at this meeting was the marketing method that needs to be crafted for each of the different constituents and stakeholders.

Technical (P. Courtway)

The Technical Committee has not met since the last Board of Director's meeting. P. Courtway discussed on-boarding materials to be finalized.

Public Comment

Uma Ganesan, Associate Director at DSS, introduced herself to the Board and spoke of working with Mark Heuschkel on Medicaid Incentive Program

Adjourn

MOTION: A motion was made by T. Agresta and D. Carmody, respectively, to adjourn. All in favor.

Motion passed. The meeting adjourned at 6:30 PM.

SCHEDULE OF MEETINGS

April 16, 2012

May 21, 2012

DRAFT