

**Health Information Technology Exchange of Connecticut
Executive Committee Regular Meeting
February 15, 2012 Minutes
4:30 PM – 6:00 PM**

COMMITTEE MEMBERS PRESENT: J. Mullen (Chair) Tom Agresta (Vice-Chair), Dan Carmody (phone), Peter Courtway (phone), John Lynch (phone), Mark Masselli (phone)

HITE-CT: David Gilbertson, Lori Reed-Fourquet

DPH REPRESENTATIVES: Meg Hooper, Marianne Horn, Kate Winkeler

PUBLIC ATTENDEES: No Public in Attendance

CALL TO ORDER

T. Agresta recognized a quorum and called the meeting to order at 4:40 PM.

REVIEW OF MINUTES

MOTION: Upon a motion made and seconded by D. Carmody and J. Lynch, respectively, the Executive Committee moved for adoption of the minutes from January 30, 2012. **Motion Passed.**

T. Agresta asked that the agenda be amended to accommodate time for the Executive Director Report to be discussed first.

HITE-CT BUSINESS

Executive Director Report

David Gilbertson presented a power point report addressing the following activities:

- A.** Axway Contract update – D. Gilbertson requested to modify the Axway contract with HITE-CT to include eliminating one-time charges and convert it a monthly payment schedule. The Executive Committee wanted clarification on specifics and an up-to-date statement of work. Questions that the Executive Committee want answers for include: (1) what is covered in the license, (2) what is covered by the annual fee, (3) what functions are included in the technical support, (4) define/clarify Axway’s involvement and what they are responsible for, and (5) clarification from Axway on what is included in Help Desk Calls.

D. Gilbertson, P. Courtway, and L. Reed-Fourquet will meet with Axway for further clarification and will report back to the Executive Committee and the Board.

- B.** Update with MOU with DPH – As requested by D. Gilbertson, DPH has changed the payment schedule to accommodate the cash needs of HITE-CT.
- C.** D. Gilbertson went through the power point presentation and elaborated on the following:
 - a.** Cash Position
 - b.** Draft Fee Schedule
 - c.** Draft Legislative Agenda – HITE-CT will be working with Legal Counsel on this topic.
 - d.** Year 2 Proposed Budget

- e. Staffing Plan
- f. Initial Employee Benefits - As part of the initial employee benefits, D. Gilbertson is looking into adjustable “time-off”, flexible savings plans, a 4% bonus based on merit and work performance, stipends for cell phone, benefits and retirement packages for HITE-CT employees.
- g. Paychex Administrative Services
- h. Accounting Services Consultant

J. Mullen encouraged the Executive Committee to focus on the broader objectives to improve the quality of health care in the state as opposed to the business costs associated with it. J. Mullen called for the following actions for the February 27, 2012 Board meeting:

- A. Gather Board Member/ Constituent Summaries and direct next steps
- B. Review and utilize Dr. Tikoo’s stakeholder information
- C. Review state contribution versus private sector contribution
- D. Develop a Value Statement

T. Agresta volunteered to contact Paul Grundy, MD, MPH, FACPM, the Global Director of Healthcare Transformation at IBM and the chairman of the Patient-Center Primary Care Collaborative.

DPH HIE UPDATE

DPH HIE Update was tabled until the Board meeting.

- A. New ONC PIN Requirements were received and will be discussed at the Board meeting
- B. The HIE Coordination Team has resumed and the first meeting will be on February 27th from 3:00 – 4:00 PM.

COMMITTEE UPDATES

The Committee Updates were tabled until the next meeting.

PUBLIC COMMENT

There was no public comment at this time.

ADJOURNMENT

Upon a motion made and seconded by T. Agresta and P. Courtway, respectively, the meeting adjourned at 6:40 PM.

Next Meeting:

March 12, 2012.