

VERBATIM PROCEEDINGS
DEPARTMENT OF PUBLIC HEALTH

CONNECTICUT HEALTH INFORMATION
TECHNOLOGY AND EXCHANGE
DANIEL CARMODY, ACTING CHAIRPERSON

APRIL 1, 2014

101 EAST RIVER DRIVE
EAST HARTFORD, CONNECTICUT

POST REPORTING SERVICE
HAMDEN, CT (800) 262-4102

RE: CT HEALTH INFORMATION TECHNOLOGY & EXCHANGE
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1 . . .Verbatim proceedings of a meeting in
2 the matter of Connecticut Health Information Technology
3 and Exchange, held at 101 East River Drive, East Hartford,
4 Connecticut on April 1, 2014 at 4:44 P.M.

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9 ACTING CHAIRPERSON CARMODY: So I'll call
10 the meeting to order on April 1st at -- what time is it?

11 FEMALE VOICE: 4:45.

12 ACTING CHAIRPERSON CARMODY: 4:45, thank
13 you. Okay, so we're going to meet to approve the minutes
14 from the last meeting, which is March 4th. Do I have a
15 motion to approve the minutes?

16 MS. ANGELA MATTIE: So moved, this is
17 Angela Mattie.

18 MS. CHRISTINE KRAUS: Thank you Angela.

19 ACTING CHAIRPERSON CARMODY: Do I have a
20 second?

21 MS. BETTYE JO PAKULIS: Bettye Jo, I'll
22 second it.

23 MS. KRAUS: Okay so that was Bettye Jo that
24 seconded it, thank you.

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1 ACTING CHAIRPERSON CARMODY: Okay, do we
2 have any discussion on the minutes, things that need to be
3 changed, modified, updated? Hearing none I need a -- all
4 in favor say Aye for adopting the minutes of March 4th.

5 VOICES: Aye.

6 ACTING CHAIRPERSON CARMODY: Is there any
7 Nays?

8 DR. STEVEN THORNQUIST: No, but I have to
9 abstain because I wasn't here for the meeting.

10 ACTING CHAIRPERSON CARMODY: I'm going to
11 also abstain myself because I was not able to make the
12 last meeting. Are there any other abstentions? Okay, so
13 the meeting minutes have been approved.

14 Chris, why don't we have you go through the
15 Treasurer's report and just sort of give us a high level
16 overview of what we have in front of us?

17 MS. KRAUS: Okay, I just sent them out
18 early this afternoon because it's only April 1st and we
19 have not closed out the books for March. I will send you
20 an updated version, the accountants still have a few March
21 expenses to add.

22 So we actually have in our Webster account
23 \$126,938.29, whereas if you look at the balance sheet it
24 says we have about \$131,000. So we have a few more

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1 expenses to add there. Our total fixed assets are
2 \$532,655.78. Total liabilities are \$9,596.17, giving us
3 total liabilities and equity of a little over \$664,000.
4 If you look at our revenue and expenses, our gross revenue
5 to date remains the same, the \$1,046,404.68. Our total
6 expenses to date are about \$394,637.69 and our net income
7 is \$651,766.99.

8 I didn't send you the cash flow because I
9 knew I would just have to revise it. I will send that as
10 soon as it's complete, probably in a couple of days. Our
11 March expenses were \$24,247.48. Are there any questions
12 on the finances?

13 MS. MATTIE: No.

14 ACTING CHAIRPERSON CARMODY: I need a
15 motion to adopt the Treasurer's report as presented.

16 DR. THORNQUIST: So moved.

17 MS. KRAUS: Who was that please?

18 DR. THORNQUIST: Steve Thornquist.

19 MS. KRAUS: Okay, that was Steve
20 Thornquist.

21 ACTING CHAIRPERSON CARMODY: I need a
22 second.

23 MR. BRUCE CHUDWICK: Is there a second?

24 ACTING CHAIRPERSON CARMODY: Is there a

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1 second, I need a second.

2 MS. VANESSA KAPRAL: This is Vanessa, I'll
3 second.

4 ACTING CHAIRPERSON CARMODY: Okay, thank
5 you. Any discussion? Hearing none all in favor say Aye.

6 VOICES: Aye.

7 ACTING CHAIRPERSON CARMODY: Any Nays? Any
8 abstentions? Okay, Treasurer's report has been approved
9 and adopted. We'll move next into HITE/CT agency
10 business. So there was a distributed DSS/HITE CT
11 memorandum of understanding.

12 So maybe Chris, can you or somebody sort of
13 walk us through what we have in the document because it
14 talks about the Executive Committee approval. I was not
15 able to make that meeting. And then obviously it looks
16 like there needs to be some type of Board ratification
17 that we're going to want to do on that for an adoption.

18 MS. KRAUS: Right, the Executive Committee
19 did meet. It was Kevin Carr, Mark Masselli and Mark
20 Raymond so we did have a quorum of the group. They went
21 through and discussed it. Also Commissioner Bremby was
22 available for questions and comments. And I think Mark
23 had explained it at our last meeting and I sent it out to
24 everybody.

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1 Are there any particular questions on the
2 MOU?

3 DR. THORNQUIST: What happens after June?

4 MS. KRAUS: That's to be determined.

5 DR. THORNQUIST: Is there an option to
6 review this memorandum?

7 MS. KRAUS: Is there an option, yes, I
8 think we could get additional funds. As far as I know it
9 could happen. So right now we are only funded until June
10 30th. We have our rules and responsibilities that Mark
11 Raymond discussed at the last Board meeting, what our
12 deliverables are.

13 And we have been pre-funded, the \$100 --
14 oh, we expected to be pre-funded the \$172,000, and we will
15 send all of our invoices for approval to the Department of
16 Social Services. So we are in the process of doing our
17 closeout costs for DPH and setting up our books to make
18 sure that we separate all the funds out.

19 So the Executive Committee did approve the
20 MOA and Bruce, I guess we're just looking for a Board
21 ratification.

22 MR. CHUDWICK: Right. At the last Board
23 meeting, I'm sorry I wasn't able to attend, there was no
24 formal action by the Board to approve the MOU and to

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1 authorize anyone to sign it. So I suggested to Chris and
2 Mark Raymond to have the Executive Committee approve it
3 and then have the Board ratify that.

4 So a proper motion if it's appropriate for
5 the Board would be to move approval of the MOU and the
6 authorization for the Board Chair to execute and deliver
7 on behalf of the Board is hereby ratified and confirmed.

8 DR. THORNQUIST: So moved.

9 ACTING CHAIRPERSON CARMODY: I do have one
10 question on the agreement although I think we can go back
11 and ratify it.

12 DR. THORNQUIST: Well the motion doesn't
13 ratify it, the motion just authorizes technically --

14 ACTING CHAIRPERSON CARMODY: I still want
15 -- well okay, we can do that. So there's a motion on the
16 table so I need a second to -- I need a second on that
17 motion, then we can go into discussion.

18 MR. CHUDWICK: Right. Is there a second?

19 ACTING CHAIRPERSON CARMODY: Is there a
20 second? It will take us to the next point of -- we can
21 get into a discussion, we can ask additional questions --

22 DR. THORNQUIST: Right.

23 ACTING CHAIRPERSON CARMODY: -- so I will
24 second it, so this is Dan. So then -- so any discussion,

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1 and one of my discussion points would be is -- so it had a
2 series of steps that we as HITE/CT needed to execute. Are
3 all those being executed by -- what Department personnel
4 in order to execute all those, because while we have the
5 software and we're getting paid for the software, with the
6 exception of Chris I'm not quite sure we have any other
7 employees.

8 MS. KRAUS: We have our IT consultant, Lou
9 Matteo here, who --

10 ACTING CHAIRPERSON CARMODY: He's going to
11 be doing all the work that's associated under HITE/CT
12 responsibilities?

13 MS. KRAUS: We'll be working together, yes.
14 He'll be doing the technical piece working with the
15 vendors and the state agencies. So we need to identify
16 the resources from the different agencies as described in
17 the MOU.

18 ACTING CHAIRPERSON CARMODY: Based upon the
19 DSS responsibilities.

20 MS. KRAUS: Yes.

21 ACTING CHAIRPERSON CARMODY: Okay.

22 MS. KRAUS: Lou, do you want to add
23 anything?

24 MR. LOU MATTEO: Yeah, this was just going

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1 to be part of my update but it's a -- sorry, I'll get
2 closer to the phone. A valid question on one of the
3 action items that we've been pursuing for the past week or
4 so has been acquiring resources from BEST to move forward
5 with the implementation, as well as DSS so we can work to
6 collaboratively complete all the deliverables.

7 We are moving forward, some decisions were
8 made tentatively. They'll be confirmed once those
9 resources from both DSS and BEST are assigned to the
10 project.

11 ACTING CHAIRPERSON CARMODY: Is there any
12 --

13 DR. THORNQUIST: So you're pulling
14 resources from BEST as well for the HITE/CT
15 responsibilities?

16 MR. MATTEO: Correct.

17 ACTING CHAIRPERSON CARMODY: Is that
18 spelled out anywhere on here?

19 DR. THORNQUIST: Yeah, it's item seven. I
20 just noticed it, under A -- under Section 10-A, VII, work
21 with the Bureau of --

22 ACTING CHAIRPERSON CARMODY: Okay. Okay,
23 thanks for highlighting that, I didn't see that.

24 MS. KRAUS: And then on page 5, the very

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1 first one, it says DSS will provide the staff resources
2 required for maintenance testing, bla, bla, bla, bla.

3 ACTING CHAIRPERSON CARMODY: So is there
4 anything in these responsibilities that we don't think
5 that we would be able to perform or that there's a concern
6 on performing?

7 MS. KRAUS: You're talking about HITE/CT
8 right?

9 ACTING CHAIRPERSON CARMODY: Yeah.

10 MR. MATTEO: There's -- from technically,
11 no. We can implement the application but there's some
12 decisions, specific decisions on waiting algorithms for
13 the matching algorithms we're going to use, what data
14 elements we're going to store, specific tasks within the
15 implementation. Decisions need to be made from that
16 perspective, not the actual implementation itself but
17 basically the design of the application as we move
18 forward.

19 DR. THORNQUIST: And who will make those
20 decisions?

21 MR. MATTEO: That's going to come out of
22 DSS.

23 ACTING CHAIRPERSON CARMODY: Is there
24 anything that gates us -- let me use the example. So if

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1 you go to Section 8, it says generate/send statistical
2 reports. It doesn't talk about how many, it doesn't talk
3 about when. I mean, is there anything in here when you
4 read these responsibilities that -- because while they're
5 generic, that we would feel that we would have an ability
6 depending on how they decide to highlight those?

7 So we can't do that in this time period or
8 do we think that that -- you know, should we have
9 something in here that talks about, you know, it only can
10 be done if we only have you as one resource, you know,
11 that we know that they're going to be able to meet all of
12 those?

13 MR. MATTEO: I think -- you know, we've
14 been discussing this for the last three weeks or so and
15 all these are -- we can deliver -- all the deliverables
16 can be met by June 30th. I think the statistical reports
17 are a perfect example. We could generate the reports
18 today --

19 MS. KRAUS: We already have sample reports.

20 MR. MATTEO: -- and we have sample reports,
21 but there's also the ability to tweak the reports to add
22 additional fields, to look a little different, so you're
23 right. It is generic, these are the deliverables, we can
24 meet these deliverables by June 30th, but we still need

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1 approval from DSS on designs and analysis as we move
2 forward.

3 DR. THORNQUIST: But is there a timeframe
4 for that set up because it's not in here?

5 MR. MATTEO: No.

6 DR. THORNQUIST: Because -- I mean I --

7 MR. MATTEO: The project plan is still
8 being developed. It's at a high level perspective at this
9 time. Until we have that resource where we can meet
10 regularly with these resources to plan out the next -- the
11 implementation into the staging and production
12 environments because currently the application is only in
13 development, until we can get these resources assigned and
14 meet with HITE/CT on a regular basis I can't even guess at
15 this time the dates that we're going to deliver all these
16 -- the deliverables and the MOU.

17 MS. KRAUS: It's unfortunate Commissioner
18 Bremby wasn't able to make it along with Mark Raymond
19 because I know they were in conversation about this.

20 DR. THORNQUIST: Yeah, I guess the one
21 concern would be that we're obligating ourselves to
22 provide this but our schedule is going to be set by them.
23 And I don't want them deciding what the format is on May
24 30th and us then having to deliver this by June.

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1 ACTING CHAIRPERSON CARMODY: I guess -- I
2 mean, the only I'll say saving grace to it is the fact
3 that it's all still within the -- you know, between the
4 two folks on the Committee and it's still within sort of
5 the -- they can't ask for something that is basically and
6 turn around -- you know, it's not like we're entering into
7 it with another organization.

8 DR. THORNQUIST: Right.

9 ACTING CHAIRPERSON CARMODY: You know, if
10 were entering on a commercial deal or somebody outside,
11 you know, considering it's still -- I say if it's within
12 the family, it's still within the people that have the
13 most vested interest in it. And you can't get blood from
14 a stone, so if they ask for something that's unreasonably
15 beyond it they're not going to get it because the
16 resources aren't going to be there.

17 And it's not like they're going to be able
18 to hold us to the fire, so I do think that a project plan
19 should be made as an addendum to this even if it's a high
20 level, that somehow that needs to be mutually agreed upon.

21 DR. THORNQUIST: I would agree.

22 ACTING CHAIRPERSON CARMODY: I think at a
23 minimum there should be a high level framework that says
24 this is why we can meet this date. And to me if the high

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1 level milestones were there and everybody said this is
2 when decisions are going to be made, that to me would make
3 it a little bit more palatable to say we agree with what
4 needs to be delivered and we believe that on these certain
5 dates or by this time these decisions will be made in
6 order to enable us.

7 So maybe we could modify the -- put the
8 motion on the floor to indicate that we need -- have to
9 have a high level milestone document incorporated into
10 this agreement as an exhibit.

11 DR. THORNQUIST: That would be good.

12 ACTING CHAIRPERSON CARMODY: What do others
13 think? Nobody has an additional opinion?

14 DR. THORNQUIST: We do have other people
15 still on right?

16 MR. CHUDWICK: Yup.

17 ACTING CHAIRPERSON CARMODY: Anybody?
18 Steve, would you be willing to modify your motion?

19 DR. THORNQUIST: Yes I would, I would like
20 to modify it to include that statement you just made about
21 attaching -- we approve this with the provision that there
22 be attached within a very reasonable -- within a very
23 short timeframe at least a high level project timeline as
24 you described.

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1 MS. KRAUS: And we do have one that's
2 drafted so this won't be a problem at all.

3 MR. MATTEO: Not at all.

4 MS. KRAUS: We just would have -- you know,
5 we'll make sure we agree on it.

6 ACTING CHAIRPERSON CARMODY: Okay so I
7 think the way it works, I second that modification. Do we
8 have to go back and adopt the modification and then adopt
9 the whole thing?

10 MR. CHUDWICK: That's correct, yes.

11 ACTING CHAIRPERSON CARMODY: You think
12 that's the way it goes?

13 MR. CHUDWICK: That's right Dan.

14 ACTING CHAIRPERSON CARMODY: So I make a
15 second on the modification. Any discussion on the
16 modification? Hearing none all in favor say Aye.

17 VOICES: Aye.

18 ACTING CHAIRPERSON CARMODY: Any Nays? Any
19 abstentions? So the modification has been incorporated
20 into the original motion. So now the motion is on the
21 table, is there any discussion with the motion?

22 Hearing none, all in favor of the motion as
23 amended please say Aye.

24 VOICES: Aye.

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1 ACTING CHAIRPERSON CARMODY: Any Nays? Any
2 abstentions? With that, the motion passes. Okay, so
3 we've gone through the Memorandum of Understanding and the
4 Board ratification. There is a report out or was that
5 already incorporated into -- is it Craig?

6 MS. KRAUS: Oh, Lou.

7 MR. MATTEO: It's Lou.

8 ACTING CHAIRPERSON CARMODY: Lou, I do
9 terrible on names.

10 MR. MATTEO: That's okay.

11 ACTING CHAIRPERSON CARMODY: Do you want to
12 give any other updates?

13 MR. MATTEO: No, my update -- we talked
14 about everything I was planning to discuss.

15 ACTING CHAIRPERSON CARMODY: Okay.

16 MS. KRAUS: I just have something to add
17 Dan. I want to thank everybody for sending in their in-
18 kind statements in such a timely way. We have 100
19 percent, they were delivered to DPH, so we accomplished
20 that as part of closeout.

21 And our independent audits have been
22 completed, which is exciting. I posted links to all the
23 reports on our website. We also have the state audit,
24 which his pretty much done. We do not have a copy of that

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1 yet. And Mark Raymond just joined us so if you have any
2 questions about the MOU even though we already passed it,
3 he's here.

4 MR. MARK RAYMOND: My sincere apologies to
5 you all. I was detained in a way that I couldn't get out
6 of, so. I am happy to hear that you were able to make a
7 lot of progress and continue on without me, so I won't go
8 back.

9 MR. CHUDWICK: Should I read the motion
10 that was approved by the Board?

11 MS. KRAUS: Yes.

12 MR. CHUDWICK: For your and for everybody's
13 clarification -- Resolved, that approval of the MOU and
14 authorization for the Board Chair to execute and deliver
15 the MOU on behalf of the Board is hereby ratified and
16 confirmed provided that a high level project plan be
17 attached.

18 MR. RAYMOND: Okay.

19 MR. CHUDWICK: That's what was approved.

20 MR. RAYMOND: Wonderful, thank you.

21 ACTING CHAIRPERSON CARMODY: Okay, so we
22 just moved out of -- Mark, we just moved out of the report
23 updates so now we're at other business.

24 MR. RAYMOND: Okay.

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1 ACTING CHAIRPERSON CARMODY: Does anybody
2 have any other business, although I think Chris you just
3 talked about it, which was you gave some updates on the
4 audits.

5 MS. KRAUS: Right.

6 ACTING CHAIRPERSON CARMODY: Anybody else?
7 Okay hearing none, we'll go to public comment. Is there
8 anybody in the public, anybody wish to make a public
9 statement?

10 MR. RAYMOND: There's publics in attendance
11 but they've decided not to comment today.

12 ACTING CHAIRPERSON CARMODY: Okay. With
13 that said then we move to -- I need a motion to adjourn.

14 DR. THORNQUIST: So moved.

15 ACTING CHAIRPERSON CARMODY: And a second.

16 MR. RAYMOND: Second.

17 ACTING CHAIRPERSON CARMODY: Okay, all in
18 favor say Aye.

19 VOICES: Aye.

20 ACTING CHAIRPERSON CARMODY: We're
21 adjourned.

22 (Whereupon, the meeting was adjourned at
23 5:06 p.m.)