

Health Information Alliance, Inc.

Board Meeting Agenda

November 6, 2019

3:00-7:00 pm

Regular Meeting

Location: UConn Health

195 Farmington Avenue, 3rd Floor Conf Room

Farmington, CT 06032

I. Opening

II. Roll Call

III. Opening Statement

a. October Board Meeting Minutes

RECOMMENDED ACTION: That the Board approve the October meeting minutes.

b. Meeting Agenda

RECOMMENDED ACTION: That the Board accept the meeting agenda.

IV. Reports

a. Board Chair Report

b. Executive Director Search Committee Report

c. Operations Report

V. Business Agenda

a. Election of Officers

i. Treasurer

RECOMMENDED ACTION: That the Board entertain a motion from the floor for Board Treasurer.

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- ii. Secretary

RECOMMENDED ACTION: That the Board entertain a motion from the floor for Board Secretary.

- b. Operations

- i. Trust Framework

RECOMMENDED ACTION: That the Board authorize management to negotiate trusted legal framework agreements with organizations sharing information (i.e., Covered Entities and Trusted Data Sharing Organizations) with HIA, Inc.

- ii. Committees and Workgroups

- iii. Network Participant Onboarding Overview

- iv. Technical Assistance and Connectivity Program Overview

- c. Michigan Health Information Network (MiHIN)

- d. HIA, Inc. Marketing Tagline and Marketing Name

RECOMMENDED ACTION: That the Board entertain a motion from the floor to adopt a tagline and service marketing name.

- e. Finance

- i. Staffing Plan

- ii. Procurement and Cash Disbursements Policies

RECOMMENDED ACTION: That the Board accept the Procurement and Cash Disbursements Policies for first reading.

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RECOMMENDED ACTION: That the Board authorize the management team to begin to negotiate contracts on behalf of HIA, subject to alignment with the approval of a procurement policy.

iii. Facilities

iv. Insurance and Risk Management

RECOMMENDED ACTION: That the Board entertain a motion from the floor regarding insurance and risk management.

VI. Adjournment

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Board Meeting Minutes

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3:00-7:00 pm

Regular Meeting

Location: UConn Health

195 Farmington Avenue, 3rd Floor Conference Room
Farmington, CT 06032

Directors Present: Allan Hackney, Allen Davis, John Vittner, Brenda Shipley, Jill Hummel, Lisa Stump, Mark Raymond.

Opening, Roll Call, Opening Statement:

Allan Hackney recognized a quorum and called the meeting to order at 3:22 pm.

The Chairperson invited Brenda Shipley and Allen Davis to join the Board Discussion. The motion was created by Jill Hummel and seconded by John Vittner. The motion carried to invite both Brenda and Allen to the meeting.

October Board Meeting Minutes

Motion: Allan Hackney asked for a motion to approve the October 1st, 2019 meeting minutes. John Vittner created the motion. Jill Hummel seconded the motion. There was no further discussion. **Motion carried.**

Meeting Agenda

Motion: Allan Hackney asked for a motion to approve the 11/4 Board Meeting Agenda. John Vittner created the motion. Jill Hummel seconded the motion. There was no further discussion. **Motion carried.**

I. Reports

a. Board Chair Report

Allan Hackney announced that as of 11/3/2019, Senator Len Fasano appointed Patrick Charmel, CEO of Griffin Hospital to the Board of Directors. He also reported that the Office of Health Strategy would negotiate a seed money contract with HIA, Inc. for the purpose of funding basic start-up activities, such as necessary funding for the Executive Director Search Committee, legal assistance to the board for review of contracts and other similar items.

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Motion: Allan asked for a motion to invite Dr. Tim Pletcher who joined us from Michigan to join the Board meeting, to share with the Board about the Michigan Health Information Shared Services (MiHIN) model and their experiences with the Health Information Exchange. Jill Hummel moved the motion. John Vittner seconded the motion. There was no further discussion. **Motion carried.**

b. Executive Director Search Committee Report

Mark Raymond thanked everyone who is participating on the Executive Director Search Committee. Following the October meeting, the Committee is drafting a job description for the Executive Director position. The next steps are to identify a search consultant to support the recruitment process. Mark reminded the Board of the 6-month time commitment to complete this search and asked for all members to commit their time as needed throughout the search process.

c. Operations Report

Sabina Sitaru reported that this will be a place holder for future meetings to provide a report out on where they are in the operations process.

II. Business Agenda

a. Election of Officers

i. Treasurer and Secretary

Motion: Allan Hackney asked for a motion for the Board to table the Board Treasurer and Board Secretary recommendations until the December meeting. Lisa Stump created the motion. Mark Raymond seconded the motion. There was no further discussion. **Motion carried.**

Motion: Allan Hackney asked for a motion to appoint Mark Raymond as interim Board Treasurer until a permanent Board Treasurer is appointed. John Vittner created the motion. Jill Hummel seconded the motion. There was no further discussion. **Motion carried.**

Commented [HA1]: Did we capture this correctly? Technically, Dr. Davis can't vote

Commented [PM2R1]: If I am not mistakes, Jill and Allen both seconded, so we should change this to Jill.

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b. Operations

i. Trust Framework

Allan Hackney provided an overview of the Trust Framework.

Motion: Allan Hackney asked for a motion for the Board to authorize the HIE management to continue its discussions to negotiate trusted legal framework agreements with organizations sharing information (i.e., Covered Entities and Trusted Data Sharing Organizations) with HIA, Inc. Jill Hummel created the motion. John Vittner seconded. There was no further discussion. **Motion carried.**

ii. Committees and Workgroups

Sabina Sitaru presented an overview of the governance committees and workgroups.

iii. Network Participant Onboarding Overview

Sabina Sitaru presented an overview of the onboarding process.

iv. Technical Assistance and Connectivity Program Overview

Motion: Allan Hackney asked for a motion to table the technical assistance and connectivity program overview to the December Board Meeting. Mark Raymond created the motion. John Vittner seconded the motion. There was no further discussion. **Motion carried.**

c. Michigan Health Information Network (MiHIN)

The board was referred to the board book materials regarding MiHIN.

d. HIA, Inc. Marketing Tagline and Marketing Name

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Michelle Puhlick shared an overview of the tagline and marketing name survey and focus group results.

Motion: Allan Hackney asked that the Board entertain a motion to adopt the marketing tagline: “*Connecting People for Better Health.*” Jill Hummel created the motion. Lisa Stump seconded the motion. There was no further discussion.

Motion carried.

Motion: Allan Hackney asked that the Board entertain a motion to adopt the service marketing name: “CONNIE.” John Vittner created the motion. Jill Hummel seconded the motion. There was no further discussion. **Motion carried.**

e. Finance

i. Staffing Plan

Grace Austin discussed the preliminary approach to staffing.

ii. Procurement and Cash Disbursements Policies

Grace Austin introduced the procurement and cash disbursement policies.

Motion: Allan Hackney asked for a motion that the Board accept the drafts of the Procurement and Cash Disbursements policies for first reading for discussion with the board at the next meeting. Jill Hummel created the motion. John Vittner seconded the motion. There was no further discussion. **Motion carried.**

Motion: Allan Hackney asked for a motion that the Board authorize the management team to begin to negotiate contracts on behalf of HIA, subject to alignment with the approval of a procurement policy. Jill Hummel created the motion. Mark Raymond seconded the motion. There was no further discussion. **Motion carried.**

iii. Facilities

The board was referred to the board book materials regarding facilities.

iv. Insurance and Risk Management

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Motion: Allan Hackney asked that the Board table this recommended action from the floor regarding insurance and risk management to the Board meeting in December. Mark Raymond created the motion. Lisa Stump seconded the motion. There was no further discussion. **Motion carried.**

III. Adjournment

Motion: Allan Hackney asked for a motion to adjourn the meeting. Jill Hummel created the motion. Mark Raymond second the motion. There was no further discussion. **Motion carried.** The meeting adjourned at 7:24 pm.