

Connie Privacy, Confidentiality, & Security Committee Meeting Minutes

May 4, 2023

9:30-11:00 am

Regular Meeting

[Zoom Meeting Recording](#)

Committee Members Present: Mark Raymond, Christine Rough, Vanessa Andrews, Angela Rizzolo, Dennis Leber, Liz Taylor. Absent: Pat Checko, Glynn Stanton, Kelly Ricciteli.

Opening

Welcome: Mark Raymond welcomed the Committee and called the meeting to order at 9:32 am. Mark Raymond welcomed guests Serena Bryson, from CSS, and Joelle Buckner and Michael Matthews, Connie's consultants.

Roll Call: Gwen Reyes called the roll and confirmed quorum.

Meeting Agenda: Mark Raymond requested a motion to accept the meeting agenda. Vanessa Andrews created a motion to accept the agenda. Angela Rizzolo seconded the motion. No further discussion. Motion passed.

Meeting Minutes: Mark Raymond requested a motion to approve the January meeting minutes as submitted. Vanessa Andrews created a motion to approve the minutes. Christine Rough seconded the motion. No further discussion. Motion passed.

Public Comment: Alyssa Kolesar of Coastal Connecticut Counseling made comments on behalf of mental health providers regarding patient privacy. Mark Raymond indicated the Committee will consider her comments. The Chair confirmed there were no further requests for public comment and brought the session to close.

Feedback and Recommendation of Draft Policies for Board Review and Approval: Mark Raymond introduced the topic and reminded the Committee that today is the review of the two policies, Access Pattern Monitoring and Break Glass, that were introduced in the January meeting. Michelle Puhlick provided an overview of both policies. Michael Matthews facilitated the feedback questions and review with the Committee members. For the Access Pattern Monitoring Policy, Christine Rough requested to be provided the policy definitions document referenced in the policy. Angela Rizzolo suggested adding wording around the frequency of auditing to which Michelle Puhlick indicated it is continuous. Committee members did not provide any additional feedback in reference to the Break Glass Policy.

Mark Raymond requested a motion for the Committee to recommend the Access Pattern Monitoring Policy to the Board for review and approval, inclusive of language clarifying that monitoring is

continuous. Vanessa Andrews created the motion and Dr. Leber seconded. No further discussion. Motion passed.

Mark Raymond requested a motion for the Committee to recommend the Break Glass Policy to the Board for review and approval. Dr. Leber created the motion and Angela Rizzolo seconded. No further discussion. Motion passed.

PC&S Committee Reporting: Michelle Puhlick provided an overview of the proposed reporting framework. Reporting includes those by the Chair, Connie, CSS, a Quarterly Dashboard, as well as an Annual Meeting Report. Christine Rough inquired if more reporting can be added as deemed necessary, Mark Raymond responded that it can be discussed as the need arises.

New Policy Introduction - Service Levels and Operational Monitoring: Michelle Puhlick provided a recap of the policy and procedure roadmap and an introduction of the new policy. The Committee was informed that feedback will be sought from members at the next meeting.

Executive Session: Mark Raymond requested a motion to enter executive session to discuss security strategy with Jenn Searls, Michelle Puhlick, and Serena Bryson. Mark Raymond requested a motion to move into executive session. The motion was created by Vanessa Andrews and seconded by Angela Rizzolo. No further discussion. Motion passed. The committee entered executive session.

Adjournment: The Committee exited executive session and adjourned at 10:37 am.