Connie Privacy, Confidentiality, & Security Committee Meeting Minutes
June 1, 2023
9:30-11:00 am
Regular Meeting
[Zoom Meeting Recording](#)

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

Opening
Welcome: Mark Raymond welcomed the Committee and called the meeting to order at 9:42 am. Mark Raymond welcomed guests Joelle Buckner and Michael Matthews, Connie's consultants, Bez Sumner of the CSS IT Team, and Bill Roberts of Day Pitney.

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

Meeting Agenda: Mark Raymond requested a motion to accept the meeting agenda. Dr. Leber 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 May meeting minutes as submitted. Vanessa Andrews created a motion to approve the minutes. Dr. Leber seconded the motion. No further discussion. Motion passed.

Public Comment: None.

Reports
Chair Report: Mark Raymond reminded the Committee that the next meeting is in October. At today's meeting feedback is being requested on the Service Levels and Operational Monitoring Policy as well as a recommendation of said policy to the Board. This will mean that this committee has reviewed and recommended three important policies to the Board. Mark Raymond thanked all members for their continued engagement.

Connie Report: Michelle Puhlick echoed Mark Raymond's comments regarding appreciation for the committee members' time and valuable feedback and discussion that has occurred. Michelle Puhlick provided some highlights of upcoming work such as continued policy work, digging deeper into the HITRUST certification process and related activities, and discussions around how Connie holds technical vendors accountable to expectations of privacy and security.

Feedback and Recommendation of Draft Policy for Board Review and Approval: Mark Raymond introduced the topic. Michelle Puhlick provided an overview of the Service Levels and Operational

Monitoring Policy. Michael Matthews facilitated the feedback questions and review with the Committee members. Mark Raymond commented that this policy pertains to participating organization monitoring and inquired how system-level monitoring is addressed. Joelle Buckner was asked to respond to which she indicated system-level monitoring is addressed in the technological vendor agreements. Mark Raymond recommended that though this policy indicates it relates to participants in its text, the title should be updated to refer specifically to participants to ensure clarity. Committee members did not provide any additional feedback in reference to the Service Levels and Operational Monitoring Policy.

Mark Raymond requested a motion for the Committee to recommend the Service Levels and Operational Monitoring Policy to the Board for review and approval, inclusive of the clarified title. Vanessa Andrews created the motion and Kelly Riccitelli seconded. No further discussion. Motion passed.

Information Handling Practices Overview: Mark Raymond introduced the topic. Michelle Puhlick provided an overview of the Network Operating Policy and Procedure Roadmap indicating that today the Information Handling Practices are being discussed. It was clarified that this is not a policy, but rather a documentation of practices. Michelle Puhlick provided an overview of the purpose of the document. Jenn Searls provided background around the values and principles that are taken into consideration when discussing and documenting information handling practices. Bill Roberts provided information about the laws and rules that apply to Connie that are also taken into consideration. Discussion occurred regarding opportunities to make educational resources available to smaller providers. Committee members provided feedback that it may benefit providers to have an educational document that would inform them as to what community and industry groups and trade associations they can contact to learn more about how to comply with any laws and/or regulations applicable to their organization. The intent of this document would not be to provide legal nor compliance guidance, rather, to list options for support.

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

Adjournment: The Committee exited executive session and adjourned at 11:02 am.