

HAWAII HEALTH INFORMATION EXCHANGE

Board Meeting Minutes Tuesday, January 12, 2010 HPH – 55 Merchant Street, 27th Floor Conference Room

Attendance

Members Present: Money Atwal, Francis Chan, Jennifer Diesman, Susan Forbes, Beth Giesting, Emmanuel Kintu, Roy Magnusson, John McComas, Gary Okamoto, Steve Robertson, David Saito, Christine Sakuda, Lisa Wong, Raymond Yeung

Member(s) Present Via Conference Call: Jeffrey Yu

Member(s) Absent: Skip Keane, Janet Liang, Wesley Lo, Kevin Roberts, Barbara Stanton, Jim Tollefson

Guest(s): George Underwood from Tripler
Brian Yoshii from Kaiser via phone
Jill Miyamura from HHIC

I. – Call to Order

Meeting was called to order at 9:00 am by C. Sakuda and a quorum was established.

II. – Approval of the Board Meeting Minutes

The minutes of the December 11th, 2009 Board meeting were reviewed.

ACTION TAKEN: A motion for approval of the minutes as distributed was made by J. Diesman and seconded by J. McComas.

Motion passed unanimously.

III. – Financials

S. Forbes provided an update on the financials. She also gave an update on the status of the D&O insurance – the application and payment will be submitted before the next Board meeting. Coverage will begin when the payment has been received by the Monarch Insurance – currently, HHIE is not covered.

IV. – Governance

1. ”Society of HR Managers of Hawaii” Board Seat

S. Sakuda introduced Lisa Wong to the Board. Lisa is the HR Manager for the Hawaii Convention Center and in the past has worked for Straub, ACS and Queens. She also has experience in HR IS systems and looks forward to participating on the HHIE Board.

ACTION TAKEN: With no further discussion, there was a motion by J. Diesman and seconded by S. Forbes to approve Lisa Wong as a member of the HHIE Board of Directors.

Motion passed unanimously.

2. Officers Slate

S. Forbes provided the background for new Officers slate. Since her acceptance as Executive Director, C. Sakuda can no longer be President and she (S. Forbes) who currently serves as Vice President and Interim Treasurer will be retiring in May 2010. The Executive Committee has met and made the following recommendations – S. Robertson for President, G. Okamoto for Vice President and M. Atwal for Treasurer. Steve has been involved with HHIE since its inception and also participated in the Holomua pilot project. Dr. Okamoto as a physician and his position at HMA is important in the Board leadership. Money is the only CFO on our Board and is also a representative of the neighbor islands – PICHTR will be handling the day-to-day billing and financials. In answer to a question about having finance and audit controlled by the same person, S. Forbes noted that the audits are conducted by an independent certified CPA firm.

ACTION TAKEN: Without any further discussion, there was a motion by B. Giesting and seconded by F. Chan for the approval of the Officer slate.

Motion passed unanimously, with abstentions from S. Robertson, G. Okamoto and M. Atwal.

3. Committee Chairs

C. Sakuda and S. Robertson outlined the permanent Committees and their Chairs as recommended by the Executive Committee:

- Technical Infrastructure and Standards Committee – Jeffrey Yu, Chair
- Audit Committee – Money Atwal, Chair
- Governance Committee – Susan Forbes, Chair
- Legal Policy Committee – Jennifer Diesman, Chair
- Finance Committee – Money Atwal, Chair
- Data Access and Management Committee – Raymond Yeung, Chair

ACTION TAKEN: There was a motion by S. Robertson and seconded by G. Okamoto for the approval of the Committee Chairs.

Motion passed unanimously, with abstentions from R. Yeung, M. Atwal, S. Forbes, J. Diesman and J. Yu.

The HHIE By-Laws require that each Board member serve on at least one (1) Committee and that each Committee have at least three (3) members.

ACTION ITEM: S. Robertson requested that each Board member make their committee selections by COB Friday, January 15th and that the Committee Chairs schedule meetings accordingly.

ACTION ITEM: B. Giesting requested that the HHIE Board contact list be distributed – S. Keane will follow-up.

4. Check Signing Authority

S. Forbes informed the Board that the current check limit of \$10K for the Executive Director also applies to the Officers, and that this limit can be revisited in the future. The current signature card at Central Pacific Bank shows that authorized signers include the former Board Officers, i.e., Christine Sakuda as President, Susan Forbes as Vice President, Dew Anne Langaon as Treasurer, and Bruce “Skip” Keane as Secretary. With the Board reconfiguration over the past year and with Christine’s hiring as Executive Director, the check signing authority needs to be updated.

ACTION TAKEN: There was a motion by S. Forbes and seconded by B. Giesting that these minutes reflect that Dew Anne Langcaon is the past-Treasurer and no longer on the Board of HHIE.

Motion passed unanimously.

ACTION TAKEN: There was a motion by B. Giesting and seconded by J. Diesman that check signing authority belongs to the Executive Director, President, Vice President, Treasurer, and Secretary. Currently, these positions are held by Christine Sakuda, Gary Okamoto, M.D., Money Atwal, and Bruce “Skip” Keane, respectively.

Motion passed unanimously.

V. – December 8th Strategic Planning Session

C. Sakuda lead a general discussion of the outcome of the December 8th Strategic Planning Session, including the Vision, Mission and Tag Line.

ACTION TAKEN: With no further discussion, there was a motion by S. Forbes and seconded by R. Magnusson for the approval of the Vision Statement as written – see Exhibit “A”.

Motion passed unanimously.

ACTION TAKEN: After a brief discussion, a motion by C. Sakuda and seconded by J. Diesman for the approval of the Mission Statement as revised – see Exhibit “A”.

Motion passed unanimously.

E. Kintu suggest that the Tag Line be included as part of the HHIE Vision Statement since it is short and concise (“HHIE – Health information, when and where you need it”).

VI. – Grants Update

1. State HIE Grant

HHIE is still awaiting notification from ONC.

2. REC Grant – Cycle II Reapplication

C. Sakuda provided an update. ONC responded to HHIE in December on the Cycle I REC application and suggested that HHIE apply for Cycle II. ONC stated that the multiple applicants for the Hawaii/Pacific region should submit one application, since ONC will only award one grant to the region. Kenny Fink is helping to facilitate discussions with the lead applicants so that TIPG, MPQIO and HHIE can coordinate the submission of one proposal – Cycle II application is due on January 29th.

During the discussion, G. Okamoto asked whether the REC Grant was going to be a distraction to HHIE. J. Yu expressed that it was important for the State HIE Program and the REC Program to have a unified message for physicians, hence HHIE should be the controlling entity. J. McComas asked if we are sufficiently confident that this is what HHIE should do. J. Diesman felt that physicians are going to look to HHIE as the leader for HIT for the State and HHIE has the best representation of the physician community. – we don’t want to deliver a mixed message in the community.

ACTION TAKEN: With no further discussion, J. McComas moved and seconded by G. Okamoto to empower the Executive Committee to negotiate the terms of the REC Grant with the other entities (TIPG and MPQIO).

Motion passed unanimously.

3. Other National Coordinating Office for HIT Grant Opportunities

C. Sakuda outlined other grant opportunities:

- Community College Consortia to Educate HIT Professionals
- Beacon Community Program – UH Pharmacy School
- University Program also just came out

HHIE wants to coordinate as best we can with all of these HIT activities.

ACTION ITEM: M. Atwal suggested the HHIE correspond with the State to provide an update on the new Officers and ask about coordination of funding. C. Sakuda will follow-up.

VII – Other Business / Reports / Announcements

1. HHIE Communications

C. Sakuda announced that she will provide a weekly update to the Board.

2. Legal Policy Update

J. Diesman announced that the Legislature will take up the issue of data sharing, since the State is not interested in changing the existing administrative rules on the issue – a bill might be proposed in the House and the Senate this session. This issue will be addressed by the Legal Policy Committee. There may also be other telehealth related bills to consider.

ACTION ITEM: E. Kintu suggested that the specific Administrative Rule discussed above, be sent to the Board. J. Diesman will follow-up.

3. Communications to the Legislature

J. McComas suggested that HHIE inform the Senate President, House Speaker and relevant committees chairs about HHIE and its contribution to the state.

ACTION ITEM: J. McComas offered to assist C. Sakuda.

4. HHIE Work Plan

C. Sakuda will draft and circulate a Work Plan to the Board.

5. 501(c)(3) Application Update

C. Sakuda announced that the IRS approved HHIE's 501(c)(3) application on January 7, 2010.

VIII – Next Meeting

The next regular Board meeting is scheduled for Tuesday, March 9, 2010 beginning at 9:00 am at HPH.

Adjournment

Meeting adjourned at 10:31 am.

Minutes prepared by: S. Keane from notes taken by C. Sakuda