

## **HAWAII HEALTH INFORMATION EXCHANGE**

### **Board Meeting Minutes Tuesday, March 9, 2010 HPH – 55 Merchant Street, 27<sup>th</sup> Floor Conference Room**

#### **Attendance**

Members Present: Money Atwal, Beth Giesting, Skip Keane, Roy Magnusson, Steve Robertson, David Saito, Christine Sakuda, Lisa Wong, Raymond Yeung

Member(s) Present Via Conference Call: Susan Forbes, Emmanuel Kintu, Janet Liang, Wesley Lo, John McComas, Barbara Stanton, Jim Tollefson, Jeffrey Yu

Member(s) Absent: Francis Chan, Jennifer Diesman, Gary Okamoto, Kevin Roberts

Guest(s): Deane Neubauer  
George Underwood from Tripler

#### **I. – Call to Order**

Meeting was called to order at 9:02 am by S. Robertson and a quorum was established.

#### **II. – Strategic and Operational Plans**

C. Sakuda introduced Deane Neubauer, PhD who is well-known in our community, nationally and internationally for his insight and research in policy decisions, especially health policy. Christine has been working with Deane to draft an HIE Strategic and Operational Plan (Exhibit “A” and Exhibit “B”), that will include an Environment Scan – all required steps of HHIE’s federal grant, leading to the State HIE Plan to be approved by the State of Hawaii no later than July 2010. Deane highlighted the draft plan in his PowerPoint presentation (Exhibit “C”). During and after the presentation, Board members asked many questions to gain clarification on the process. It was noted by everyone, that the plan has a very aggressive timeline and success will depend on a concerted effort by everyone, with communication being a critical component.

ACTION TAKEN: With no further questions, there was a motion by D. Saito and seconded by B. Giesting to approve the Strategic Planning Process as distributed (Exhibit “A” and Exhibit “B”).

Motion passed unanimously.

#### **III. – Approval of the Board Meeting Minutes**

The minutes of the January 12<sup>th</sup>, 2010 Board meeting were reviewed. R. Yeung noted that in Item IV – Number 3, the “Technical Infrastructure and Standards Committee” is chaired by Jeffrey Yu and that the “Data Access and Management Committee” is chaired by Raymond Yeung – this will be corrected before distribution.

ACTION TAKEN: A motion for approval of the minutes as distributed and with the correction as noted, was made by R. Yeung and seconded by L. Wong.

Motion passed unanimously.

The minutes of the February 22<sup>nd</sup>, 2010 Special Board meeting were reviewed.

ACTION TAKEN: A motion for approval of the minutes as distributed was made by E. Kintu and seconded by R. Yeung.

Motion passed unanimously, with R. Magnusson abstaining, due to his absence from the meeting..

#### **IV. – Financials**

M. Atwal provided an update on the financials. Pro-Accounting will provide accounting services for HHIE beginning April 1<sup>st</sup>. In order to expedite purchases on behalf of HHIE, M. Atwal recommended that the Board authorize C. Sakuda to obtain a corporate credit card, with a limit of \$10,000.

ACTION TAKEN: With no further discussion, there was a motion by L. Wong and seconded by M. Atwal to authorize C. Sakuda to obtain a corporate credit card with a limit of \$10,000.

Motion passed unanimously.

#### **V. – Executive Director Update**

C. Sakuda distributed to the Board a report (Exhibit “D”) updating issues ranging from the new HHIE offices to the most recent grant award – the State HIE Program. There were some questions, particularly concerning the members of the State HIT Committee. C. Sakuda will give future updates at Board meetings and via emails.

#### **VI – Other Business / Reports / Announcements**

As was discussed at the last meeting, the consensus of the Board was to hold more frequent meetings (monthly) during the legislative session. Therefore, instead of waiting until May, our next Board meeting will be in April.

#### **VII – Next Meeting**

The next regular Board meeting is scheduled for Tuesday, April 13, 2010 beginning at 9:00 am at HPH.

#### **Adjournment**

Meeting adjourned at 10:21 am.

Minutes prepared by: S. Keane