

HAWAII HEALTH INFORMATION EXCHANGE

Board Meeting Minutes Tuesday November 9, 2010 HHIE Conference Room – 13th Floor, Pioneer Plaza

Attendance

Members Present: Money Atwal, Susan Forbes, Skip Keane, Emmanuel Kintu, Ed Montell, Gary Okamoto, Kevin Roberts, Steve Robertson, David Saito, Christine Sakuda, Raymond Yeung, Jeffrey Yu

Member(s) Present Via Conference Call: Francis Chan, Wesley Lo, Roy Magnusson, John McComas, Lisa Wong

Member(s) Absent: Jennifer Diesman, Beth Giesting, Janet Liang, Barbara Stanton, Jim Tollefson

Liaison(s): George Underwood, Tripler

Guest(s): Peter Sybinsky, HHIC
Lorrin Kim, Department of Health, via Conference Call
Brian Yoshii, Kaiser, via Conference Call
Al Ogata, HMSA
Ai Lee Wong, HHIE
Kim Laukala, HPH

I.– Call to Order

Meeting was called to order at 9:04 am by S. Robertson and a quorum was established.

II.– Approval of the Board Meeting Minutes

The minutes of the October 7, 2010 Special Board Meeting were reviewed.

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

Motion passed unanimously.

III.– Financials

M. Atwal gave an overview of the financial report as distributed to the Board (Exhibit “A”). Among the highlights were the following:

- Shared good news that HHIE is currently under budget for both State HIE and REC programs.
- Unrestricted Account Status \$75,000 from contributions made by various organizations. Application for \$50,000 from Kaiser has been applied.
- Applying for Indirect Rate currently estimated at 19%.

- Current in-kind amount \$48,896 for HIE and \$18,472 for REC. Thank you to all the Board members for keeping track of your time. Please continue to do so. Any questions can be directed to Christine or Ai Lee.
- State HIE Plan is current while awaiting ONC's review and approval. Until then, funds are "on hold" (restricted). C Sakuda explained that the State HIE Plan is ahead of the queue and the Technical Infrastructure and Data Management committees are working to address components of the Plan to firm it up.
- Target release of restricted funds is December 31, 2010. ONC may visit in early December to discuss what they expect and how we have developed our plan.
- ONC would like the Plan to be fine-tuned to address how HHIE is supporting ALL providers to reach MU goals. We do not have to be specific in the Plan, but need to state how we plan to address this issue.

D. Saito suggested that HHIE include in-kind update (current versus matching) as part of the Financial Update report so that everyone can gauge the matching funds needed to ensure HHIE is on track. M Atwal and C. Sakuda agreed and will include a report on in-kind moving forward.

IV. – Executive Committee Update

Attached (Exhibit "B") are the minutes of the November 3rd Executive Committee meeting for review by the Board. S. Robertson explained that the last meeting focused on addressing the board nomination process. The Executive Committee meetings are a time for the Committee Chairs to report on what is happening with their committees and addressing any upcoming issues.

V.– Executive Director Update

1. State HIE Plan Update

C. Sakuda reported that a great deal of time has been spent on updating the State HIE Plan. HHIE is getting close to the 10% cap on the budget for the planning phase, but HHIE should be okay until January. Target due date for the release of restricted funds is estimated in December. HHIE is freezing all expenditures (i.e. hiring of staff and contracts) until the Plan is approved and restrictions are lifted.

C. Sakuda introduced Dr. Edwin Montell to the Board as a new member. HHIE has received acceptance signature from Dr. Kenneth Fink and interest to participate from Lorrin Kim to participate as ex-officio non-voting members. Mark Anderson, State HIT Coordinator is holding off on participating until the change in the State Administration is addressed.

2. REC Program Update

Reminder that HHIE's goal is to have 1,000 Priority Primary Care Providers signed up. At the last board meeting, the HHIE Board has approved Mountain Pacific's contract to sign up these independent providers. Currently, HPREC has five providers signed up. Of the five, none have a current EMR. HPREC has agreed to waive the \$500 fee for the first 20 providers.

As part of the HPREC outreach strategy, C. Sakuda is working with Beacon on the Big Island to align goals and support MU services. C. Sakuda will also conduct a meeting to outreach to the Pacific Territories (Guam, American Samoa and the Commonwealth of the Northern Mariana Islands) with Guam having the most PPCPs (approximately 150). HHIE staff will be speaking to the FQACs on the neighbor islands next week.

VI.– Other Business / Reports / Announcements

1. Governance Committee Update:

S. Forbes reported on the Governance Committee meeting on October 28th. They reviewed the nominating process (Exhibit “C”), By-Laws and recommendations from John McComas. The Nominating Committee is determined to establish a rotating term schedule for board members to ensure that not all of the Board of Directors terms expire at the same time. This is in accordance with the By-Laws. To achieve this, the Board members will draw for one-year, two-year and three-year term limits today to establish their initial term. If a Board member draws a one-year, his/her term will end June 30, 2011; if the member draws a two-year, that member’s term will end June 20, 2012. Neither of these initial terms will count toward the maximum “two consecutive three-year terms” as set forth in the By-Laws. If a board member draws a one-year or two-year term today, he/she can be re-nominated by submitting their name to the Nominating Committee for re-election to the board.

The Board had a brief discussion regarding this initial term and concerns were brought up around the issue of having to take a “break” and what defines a “break”. S. Robertson stated that this drawing is to provide a vehicle to establish the staggered term that is set forth in the By-Laws. These initial terms do not count toward a “full three-year term”. The Board agreed that the required “break” at the end of the two full three-year term limit would be a one-year period. After the one-year break period, the board member would be eligible to re-apply for a position with the Board of Directors.

A discussion was also held regarding the term for someone who fills-in or replaces an existing board member. In such instances, the person who is filling-in or replacing an existing board member would complete the term that was already in place for that board member.

ACTION TAKEN: A motion for approval of the nominating process with the amended definition of a “break” to 12 months was made by G. Okamoto and seconded by E. Montell.

Motion passed unanimously.

S. Robertson announced that Susan Forbes will be resigning effective today. Susan is a founding member since July 2005. Susan is retiring and moving to the Big Island and will be greatly missed. The Governance Committee discussed who would be a good replacement for Susan and the suggestion was to have Peter Sybinsky serve the rest of Susan’s term on the Board. Peter fits perfectly as a neutral third party and provides expertise in the reporting area.

ACTION TAKEN: A motion to approve Peter Sybinsky as a replacement for Susan Forbes was made by K. Roberts and seconded by D. Saito.

Motion passed unanimously.

ACTION TAKEN: A motion to adopt a written resolution at the next board meeting to acknowledge Susan's many years of dedicated service to the HHIE was made by G. Okamoto and seconded by K. Roberts.
Motion passed unanimously.

S. Robertson, as President of the Board of Directors, informed the Board that after much consideration, he will be appointing S. Keane as the new Chair of the Governance Committee. Skip has been acting as Co-Chair for the committee and has extensive knowledge of the By-Laws.

The Board will now draw their initial terms. Once you draw your term, please write your name on the slip and then place back in the collection bowl. Members who were not present at the meeting, or were attending via the conference call had their terms drawn by the HHIE staff. C. Sakuda will be sending out an email to announce the initial terms for all board members.

2. **Acceptance Form**

Board members were asked to sign the acceptance of a voting board member's role and acknowledgement of receiving a copy of the By-Laws. If you have not received a copy of the By-Laws, please advise and a copy will be emailed to you.

3. **In-Kind Form**

Board members were asked to sign in-kind forms for meetings attended.

VII.– Next Meeting

The next Board meeting is scheduled for Tuesday, January 11, 2011, at 9:00 am in the HHIE Office (Pioneer Plaza – 13th floor).

VIII.– Adjournment

Meeting adjourned at 9:52 am

Minutes prepared by: Skip Keane from notes provided by Ai Lee Wong and Kim Laukala