

Board of Directors Meeting Minutes
Tuesday, May 10, 2011
Queens Conference Room B, 11th Floor – Ali‘i Place
1099 Alakea Street

Attendance

Members Present: Money Atwal, Jennifer Diesman, Beth Giesting, Skip Keane, Steve Robertson, David Saito, Christine Sakuda, Barbara Stanton, Peter Sybinsky, Lisa Wong, Raymond Yeung and Jeffrey Yu.

Members Present Via Conference Call: Emmanuel Kintu, Janet Liang, Wesley Lo, John McComas, Edwin Montell and Gary Okamoto.

Members Absent: Roy Magnusson, Kevin Roberts and Jim Tollefson.

Guests: James Brady, PhD. – Director of Technical Services, HHSC
Kim Laukala – HPH
Ai Lee Wong – HHIE

I. – Call to Order

Meeting was called to order at 9:05 am by Steve Robertson and quorum was established. S. Robertson announced Dr. Blumenthal’s approval of the State HIE Plan (RFP out).

II. – Approval of Board Meeting Minutes

Minutes of the March 8, 2011 meeting were reviewed.

ACTION TAKEN: A motion for approval of the minutes with amendment on John McComas’s attendance was made by D. Saito and seconded by J. Diesman. Motion passed unanimously.

III. – Financials

C. Sakuda gave an overview of the financial report (Exhibit “A”). Among the highlights were the following:

- HHIE is currently operating under budget for its four-year programs, State HIE and REC.
- HHIE is currently recruiting for five (5) new positions and closed two (2) positions with (1) Beverly Chin, Meaningful Use Advocate, starting on May 23rd and (2) Francis Chan, IT Manager, starting on May 25th.
- HHIE is recovering its administrative expenses via the indirect reimbursement from payroll.
- The State HIE’s expenses have been increasing with the “Go Live” stage.
- Increase in expenses from the HPREC program is for payments to Mountain-Pacific for signing up 112 providers.
- Most of HHIE’s matching funds to-date comes from boards’ time who worked on various HHIE committees/projects. The REC program is short with in-kind match but will catch up (rolling accrual basis) with board and committee meetings to come. The Executive Director is

continuing to work with providers for future matches.

IV. – Executive Director Update (Exhibit “B”)

Admin Update: The Executive Director advised that the goal is to expand HHIE to a staff of 11-12, which includes the Clinical Champion consulting position?

State HIE Update:

- C. Sakuda sits on the board for the Hawaii Pharmacy Taskforce and gave an overview of the readiness assessment for ePrescribing. Hawai'i Pharmacy Taskforce Survey has had just over 30 of the 56 respond. Data analysis will follow, with updates to the Board at the next meeting.
- The planned RFP announcement timeline will be delayed for three-weeks (New date: 5/31 or 6/1). The current status of the RFP is undergoing tech and legal review of the components.
- A Special Board Meeting may be called in August to select a HIE vendor. The Board of Directors Timeline on the State HIE Project Timeline will be corrected to reflect the last two board meeting dates to 9/21 and 11/16.

State REC Update:

- Currently, there are 116 providers enrolled with another 15 to be uploaded into the system.
- TeamPraxis's goal is to have 75-100 executed contracts within couple months.
- eQHIP agreement is still in development to provide technical support for EclinicalWorks (ECW) EHR for Hawaii IPA providers to be enrolled in HPREC and provide the \$500 match for in-kind services.
- Hawaii Pacific Health's contract to be finalized and will use MOU model for other hospital systems.
- Mountain Pacific has incurred expenses that are outstanding payments from HHIE. However, they are still working with HHIE and committed to providing services. Over time, the expenses will be made up and recovered. No liability at this time. Other HPREC are currently not charging for services but will have to do so soon or in time. HHIE decided to take on a new way and will take us further along.

Beacon Update:

- Job offers have been made to one Meaningful Use Expert and three IT Consultants. HHIE is collaborating with Beacon to providing educational outreach for Big Island physicians to achieve MU, which will expect to sign up 160-180 PPCPs.
- Posted job description for Hawai'i Island HIE non-profit Executive Director Position on RCUH website.

V. – Committee Updates

1. Executive Committee:

- Minutes for the April 20th meeting is included for board's review and update (Exhibit "C").

2. Nominating Committee:

- L. Wong presented the full slate of 10 new board candidates (Exhibit "D") to the board for approval.

ACTION TAKEN: A motion was made to approve the full slate of new board candidates by J. Diesman and seconded by P. Sybinsky. Motion passed unanimously.

3. **Governance Committee:**

- C. Sakuda presented HHIE's policies (Exhibit "E") for Board's approval:
 - i. Confidentiality & Security Agreement – currently with legal review. To be deferred to July's board meeting.
 - ii. Procurement – highlighted the purchase thresholds and its requirements for purchases exceeding \$5,000 and signature authorities.

ACTION TAKEN: A motion was made to approve the Procurement Policy by B. Giesting and seconded by L. Wong. Motion passed unanimously.

- iii. Travel – C. Sakuda highlighted board's travel to attend regular board meetings will be paid by HHIE. Travel paid by board member can also be included as a match contribution for in-kind to the programs.

ACTION TAKEN: A motion was made to approve the Travel Policy with amendment to the per diem rate to state "refer to current IRS amounts for per diem rates" by D. Saito and seconded by M. Atwal. Motion passed unanimously.

- The Governance Committee proposed a revision to the Bylaws attendance policy to reflect "two-thirds of regular board meetings".
 - Discussions follow – Allow for proxy attendance? Is the request to change the attendance policy a quorum or attendance issue? Possible conflict with board meetings and task force meetings at the Hawaii Insurance Exchange? C. Sakuda will work with Gordon Ito to ensure there will be no conflict.
 - C. Sakuda informed board that the rest of the year will be a critical time for the HHIE's operations and programs with preparation for legislature, policies for State HIE, etc. Hence, every board meetings' attendance will be strongly recommended.
 - S. Keane welcomes questions and comments to the Governance Committee and will be addressed.
 - The Board recommends presenting a packet of revisions for the Board's review and vote at the July meeting.

4. **Finance/Audit:**

- The Finance Committee will be planning to meet next month or so after the Plans are finalized to discuss HHIE's audits (ie. RFP last FY) and Sustainability Plan.

5. **Technical Infrastructure/Data Access & Management:**

- Technical – J. Yu
 - RFP announcement has been postponed to continue working with ONC on change requests.
 - RFP will be reviewed by legal/policy committee and legal counsel before posting.
 - HHIE will be requesting for TA support from ONC for the initial vendor review during their site visit in June.
- Data – R. Yeung
 - Reduce simple email systems (secure messaging).
 - Goal is for the committee to meet next week on the phase strategy. ONC wants

secured messaging. The Technical committee wants the full RFP. Decision is to possibly go in two phases. Phase 1: ONC requirements plus some. Phase 2: Full feature includes physicians without EHR to exchange and will take 3-6 months (ONC deliverables) for HHIE to start testing and roll it out.

6. Legal Policy Committee:

- Committee is preparing for live HIE policies and goal is to present the package documents to the board at the July meeting.
- The participant and business agreements, and data sharing policies are still “work in progress”.
- Committee will be reviewing the Gap Analysis regarding particularly sensitive PHI and minor’s data along with medications lists in a few weeks - Discussion followed:
 - Would be great to have more physician involvement and participation in the Legal Policy Committee. Currently Roy sits on the committee.
 - Include questions for the Physician Advisory Group.
- Committee currently supports the Opt-out Policy that addresses key issues dealing with physicians and individuals.
- Committee will discuss voluntary or mandatory HIE next month and will have a report update to the board in July.
- The Abercrombie Administration is more active, involved, interested, invested and in support of HIE (i.e. Hiring of a CIO).
- C. Sakuda updated on the State Coordinating Committee for Health IT. They will be invited to the July Annual Meeting.

7. Physician Advisory Group (PAG):

- D. Saito gave an overview of the webinar meeting on May 6th with HHIE’s presentation, responsibility of the PAG and how to get more participation. There were about 10 physicians present at the meeting.
- The group currently consists of 15 physicians.
- G. Okamoto addressed questions such as how to engage physicians and how to help each other market and strategize to educate HHIE’s goals and mission:
 - M. Atwal suggested using CME sessions to target neighbor island hospitals.
 - J. Yu agreed and suggested partnering with hospitals, Health Plan Systems, etc to sponsor CME sessions at their establishments.
 - J. Diesman suggested for HHIE to include CMEs in their presentation to physicians. D. Saito commented that there is room for improvement on HHIE’s presentation on CMEs.

V. – Other Business

- Board members were reminded to track their time spent on HHIE projects/committees.
- Board to sign in-kind forms for today’s meeting.
- S. Robertson and R. Yeung introduced guest, James Brady, PhD., who is the Director of Technical Services for HHSC. His interest with HHIE is on the technical and healthcare aspects.

VI. – Adjournment

- Meeting adjourned at 10:06am.

- Next meeting: **Annual Meeting** on July 20, 2011 at 9:00am at the Ali'i Plaza Club in Pioneer Plaza on Fort Street Mall (**venue to be confirm**).

Unapproved Minutes were reviewed and approved by: Skip Keane and Christine Sakuda from notes provided by Ai Lee Wong and Kim Laukala.

These Board Meeting Minutes were approved at a meeting of the Board of Directors by a unanimous vote on July 20, 2011.

Certified by:

A handwritten signature in black ink, appearing to read "Skip Keane", with a long horizontal flourish extending to the right.

Secretary of the Corporation

July 20, 2011

Date