



Board of Directors Meeting Minutes
January 15, 2014

Attendees: Board Members: Art Blank (Chair), Nona Boyink, Karen Bell, M.D., Josh Broder, Alice Chapin, Dawn Gallagher, Ralph Johnson, Donald Krause, M.D., Dick Marston, Peter Mills, Rod Prior, MD, Stephen Sears, MD, Ann Sullivan, Richard White and Jay Yoe

Staff: Shaun Alfreds, Kim Bustamante, Devore Culver and Todd Rogow

Excused: Richard Freeman, MD, Amy Landry, Bill Caron, Lynn Duby, Mary Mayhew

Guest: Frank Stearns, HBI Solutions

Topic	Discussion/Decision	Action	Person Responsible
Introductions and Thank You	<ul style="list-style-type: none">• Thank you to incoming Chair, Art Blank and outgoing Chair, Nona Boyink. The rest of the Board did introductions.• Dev Culver will reach out to new Board members to schedule orientations.	Informational	
Overview of HIN's Data Warehouse Reporting and Analytic Services- HBI Solutions	<ul style="list-style-type: none">• Frank Stearns introduced his company, HBI Solutions, and gave a brief history of the relationship with HIN.• Discussed the value of the data to HIN members, market share, performance improvement, better outcomes and dashboards that show this information. The dashboard shows volume trends that can be procedure specific.• There was a brief question and answer period with the members of the Board and Frank Stearns offered a demonstration of the "live" system.	Informational	
Consent Agenda	<ul style="list-style-type: none">• The November 20th Board of Directors minutes and the December 5th Executive Committee minutes were presented.• The Board voted to approve the minutes from both meetings as presented.		
Business Agenda			

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Committee Reports	<ul style="list-style-type: none"> Ann Sullivan updated the Board on the work of the Consumer Advisory Committee. Nomination of Beverly Soule to the Consumer Advisory Committee was brought forward. Ann Sullivan gave the Board an overview of Beverly Soule and her background and what she is currently involved in within the State of Maine. The Board voted unanimously to approve the inclusion of Beverly Soule to the Consumer Advisory Committee. 		
November 2013 Financials	<ul style="list-style-type: none"> Kim Bustamante presented November 2013 financial statements for review and discussion. HIN continues to strengthen its financial position with an increase of \$95K in net assets. Large payments were issued causing decreases in cash and accounts payable. Revenue and expense variances are reoccurring and detail was included in the financial manager report provided in the Board packet. The Board unanimously accepted the financial statements. The Board voted unanimously to approve the November 2013 financial statements. 		
HIN 2014 Operating Budget	<ul style="list-style-type: none"> Shaun Alfreds presented a revised version of the 2014 organizational budget. These numbers reflect what is known to date. New contracts and grants acquired throughout the year will be noted as variances. A request was made to provide an additional sheet with acronyms and their full terminology. The Board unanimously approved the budget. The Board voted unanimously to approve the 2014 Operating Budget. 		
Executive Director Report and Operations Status Updates	<ul style="list-style-type: none"> Dev Culver discussed a few key points from the report <ul style="list-style-type: none"> Usage report was reviewed and discussed what to do with this information and how to increase usage in certain organizations. The Board discussed who uses the system and what they use it for. Conflict of interest form due from all Board members in April 2014 and with previous members, please let us know if anything has changed. SIM – Shaun Alfreds updated the Board on the SIM grant. Behavioral 	Informational	

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	<p>Health monies are moving forward and email notifications to care managers are in place.</p> <ul style="list-style-type: none"> ○ Veteran's Administration-notification was given yesterday to allow HIN to start draw down monies. ○ Todd Rogow let the Board know that HIN conducted another penetration test and the company was unable to penetrate our system. ○ VIP-new way to access our clinical portal-to use a random number in addition to your access code. This will work very well with ambulance services 		
HIN 2014 Organizational Goals	<ul style="list-style-type: none"> • The 2014 Organizational Goals will be presented to the Board at the March meeting. 	Informational	
HIN Strategic Plan	<ul style="list-style-type: none"> • Alice Chapin presented the strategic plan with the Board. Currently there is no strategic plan in place. <ul style="list-style-type: none"> ○ See the slides ○ Look at the Mission Statement and Vision (next 3-5 years) ○ Use milestones for measurement ○ She reviewed the proposed work plan and timeline. ○ Outreach to the community ○ The Board would be updated as the plan progresses • Dev Culver mentioned to the group that Board Retreat will be moved to later in the year, possibly September time frame. 	Informational	
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 4:00 p.m. with no Executive Session needed. 		

The next Board of Directors meeting will be held on March 19, 2014 from 2:00-4:00 pm at HealthInfoNet in Portland, Maine.



**Board of Directors Meeting Minutes
March 19, 2014**

Members Present: Karen Bell, MD, Art Blank, Nona Boyink, Bill Caron, Lynn Duby, Richard Freeman, MD, Dawn Gallagher, Donald Krause, MD, Dick Marston, Rod Prior, MD, Stephen Sears, MD, Ann Sullivan, Karl Turner, Skip White and Jay Yoe

Staff Present: Shaun Alfreds, Kim Bustamante, Alice Chapin, Dev Culver and Todd Rogow

Excused: Josh Broder, Mary Mayhew, Peter Mills

Topic	Discussion/Decision	Action	Person Responsible
Consent Agenda 1) Minutes	<ul style="list-style-type: none"> Board Meeting minutes-January 15, 2014 HIN Executive Committee Meeting minutes-February 6, 2014 and March 6, 2014 minutes 	<ul style="list-style-type: none"> Approved minutes without discussion 	
Business Agenda 1) Financials	<ul style="list-style-type: none"> Financial statements for 2013 year-end were presented for review and discussion. The year ended with a positive increase in net assets of approximately \$848K. Grant receipts contributed to positive changes in cash, receivables and deferred revenue. Equipment being configured that was previously noted in Construction in Progress is now operational. This has been moved to Furniture and Equipment and depreciated in December. The REC grant ends April 5, 2014. Some of the REC Direct funds will not be recognized due to providers not meeting milestones. Revenue is noted for a new Veterans Administration grant that will likely renew for two more annual periods. There were no expense variances of concern. The 2013 annual Financial Audit is in review and there were no issues or concerns. We expect to present final documents at the next Board meeting for review and approval. Patient-Centered Medical Home (PCMH) HIE funds that were included in 	<ul style="list-style-type: none"> Motion to accept financials approved. 	

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2) 2014 Operating Budget Variance	<p>the 2014 operating budget were not ultimately secured by the Office of the State Coordinator. As a result, there will be an operating deficit noted on financial statements of possibly \$400K. HIN did make a commitment for equipment purchases in excess of \$200K in anticipation of these funds. Although we will recognize a deficit on accrued financial statements, our cash position remains strong. Shaun noted concern among the SIM executive leadership team regarding loss of these funds because they would have connected 35 practices. Rod recommended HIN follow-up with the Board in 3-4 months.</p> <ul style="list-style-type: none"> • Shaun updated the committee on the closing of the REC grant. • Dev Culver gave the Board an update on the year-end financial audit and that there were no findings or recommendations. Congratulations to all. • Dev Culver discussed new product and revenue streams and how they will be dealt with in the budget in 2014. • Shaun Alfreds updated the Board on the HIE Cooperative Agreement as a line item in the 2014 HIN Operating Budget which was approved by the Board on January 15, 2014 and that the monies were to be returned to the Federal Government after the budget was approved. Shaun discussed the financial impact and the work that will be impacted. Without these funds there are 35 practices that will not be connected. • There was a firm commitment from the State of ME for this money and the State did not obtain the necessary signatures to obtain this money. • Dawn Gallagher and Jay Yoe recused themselves from this portion of the meeting. <p>No board action required.</p>	<ul style="list-style-type: none"> • Follow up next quarter. 	
3) Executive Director	<ul style="list-style-type: none"> • HIE Onboarding Statistics and Update on Plan to Expand Usage <ul style="list-style-type: none"> ○ Dev Culver reviewed the usage statistics and where we expect 	Dev asked that if any Board member had any concerns	

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Report & Operations Status Updates	<p>them to go in the upcoming year.</p> <ul style="list-style-type: none"> ○ How does SIM impact discussion ○ How many individual patients does this touch? ○ Look at a geographical breakdown, what type of patients are being looked at <ul style="list-style-type: none"> • HIN 2014 Operational Goals <ul style="list-style-type: none"> ○ The HIN Executive Committee has been working with staff over the past few months. ○ HIN's goal is to have the exchange send data instead of the user go to the exchange. • Surescripts Incident <ul style="list-style-type: none"> ○ Dev Culver updated the Board on the incident with Surescripts. ○ This is the first time HIN has experienced responding to a substantial potential problem with bad data supplied to the exchange by a third party source. 	<p>or questions please contact him.</p> <p>Informational</p> <p>Informational</p>	Dev

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<p>4) Discussion of LD1740- MHDO Use of Protected Health Care Information (PHI)</p> <p>5) Updated on HIN Strategic Planning Initiative</p> <p>6) BoardMax Training</p>	<ul style="list-style-type: none"> • The MHDO brought forward a bill <i>See the attachment</i> <ul style="list-style-type: none"> ○ HIN's concerns <ul style="list-style-type: none"> ▪ The State has the ability to gather "clinical" data which is not clearly defined ▪ The State is required to come back if there is a change • Alice Chapin described the implementation of the Business Development Advisory Committee. She discussed the chronological history of HIN. A survey was drafted and will be sent to Hospital CEOs, CIOs and Board members. Alice has completed staff interviews this past week and will be compiling. Alice reviewed next steps, milestones and vision. • Rescheduled due to technical difficulties. 		