



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

Members Present: Karen Bell, MD, Art Blank, Bill Caron, Lynn Duby, Donald Krause, MD, Dick Marston, Peter Mills, Rod Prior, MD, Ann Sullivan, Karl Turner, Skip White (acting chair) and Jay Yoe

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

Guests:

Excused: Nona Boyink, Josh Broder, Richard Freeman, MD Mary Mayhew, Sheila Pinette, DO, Stephen Sears, MD.

Topic	Discussion/Decision	Action	Person Responsible
Consent Agenda 1) Minutes	<ul style="list-style-type: none"> • Board Meeting minutes-July 16, 2014 • HIN Executive Committee Meeting minutes- August 21, 2014 and October 16, 2014 minutes 	<ul style="list-style-type: none"> • Approved minutes without discussion 	
Business Agenda 1) Financial Report	<p>Interim Audit Update</p> <ul style="list-style-type: none"> • MacDonald Page performed the interim financial audit in October. There were no issues of concern and they will return in March to complete the annual audit. <p>Operating Financials</p> <ul style="list-style-type: none"> • Review and adoption of September 2014 Operating Financials • HIN presented healthy financial statements as compared to previous years. The month of September closed with a small decrease in net assets but HIN expects to end the year with a small surplus. HIN maintains a strong cash position which we expect will continue throughout 2015. Grants receivable and accounts payable experienced increases as we await expected receivables over the last quarter of the year. SIM revenue variance is a result of timing for deliverables and BH provider incentive payments. The BH provider incentive payments are pass-through and reflected in deferred 	<ul style="list-style-type: none"> • Informational • Motion to accept the September 2014 Operating Financials as presented are approved. 	

	<p>revenue when paid in advance. There were no revenue or expense variances noted of concern.</p>		
<p>2) HealthInfoNet Strategic Planning Initiative</p>	<ul style="list-style-type: none"> • Alice Chapin presented the DRAFT Public Release Version of the Strategic Plan and the DRAFT Mission and Vision Statements. The Board discussed new revenue streams and developing a tool to show the value of HealthInfoNet to providers. Alice reviewed the Mission Statement noting that a well written Mission Statement should say what we do, for whom and why. With that in mind, the following revisions were discussed-remove “real-time” and replace with “timely”. HIN will adopt the Mission Statement below : <p>To deliver trusted health information exchange services that help the healthcare community create lasting system-wide improvements in the value of patient care.</p> <p>Alice reviewed the Draft Vision Statement and entertained questions and comments from the Board members. The following Vision Statement was agreed upon:</p> <p>To be the leading resource of health information exchange services in Northern New England. Partnering with the health care community, HealthInfoNet will deliver innovative technical tools built on comprehensive, timely and actionable information. Services will be responsive to changing clinical decision-making and operational needs across the care continuum.</p> <ul style="list-style-type: none"> • Alice led the discussion around key focus areas, 2020 organizational goals and metrics for success. These documents will be presented to the Board in expanded form at the January meeting. Dev and Shaun will develop a template for staff in order to track the metrics throughout the year and present this to the Board. 	<ul style="list-style-type: none"> • Motion to accept the Mission and Vision Statements with discussed revisions were approved. • To be presented at the January 2015 meeting. 	

<p>3) 2015 HealthInfoNet Operating Budget</p> <p>4) HealthInfoNet Board Class of 2017</p> <p>5) HealthInfoNet 2015 Board Meeting Schedule</p> <p>6) Meeting Adjourned</p>	<ul style="list-style-type: none"> Shaun presented HIN’s 2015 Operating Budget. It was noted that although the PCMH HIE grant in excess of \$478K for 2014 was not received, we expect to end the year with a small surplus. This is a result of cost savings and delayed staffing. HIN has budgeted a small surplus for 2015 as well. To obtain this surplus, HIN will have to secure \$100K from Social Security Administration, \$129K from Davis Foundation, \$190K in other development, and \$75K in additional participant fees. HIN has created a contingency plan in the event mid-year development targets are not achieved. These contingency options were reviewed with the Board. Dev reviewed the present Board tenures and let the members know that Karl Turner’s third and final term will end in January 2015. Karl has agreed to continue as a member of the HIN Business Advisory Committee. Nona Boyink is also at the end of her third term and has distinguished herself serving for three years as HIN’s Board Chair.. Josh Broder and Dr. Freeman have both decided to step off the Board due to other commitments. The HIN Executive Committee will serve as the Nominating Committee. The Board discussed possible candidates and areas of expertise that our current Board may be in need of based on Alice’s previous assessment. The Board members were given the list of meeting dates for 2015. The meeting was adjourned at 3:55 p.m. 	<ul style="list-style-type: none"> Motion to accept the 2015 Operating Budget as presented was unanimously approved. Dev will speak to the list of possible candidates in order to ascertain their interest and availability. From that list, the Executive Committee will conduct interviews. Informational 	<p>Dev Culver/HIN Executive Committee</p>
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