

NEVADA HEALTH INFORMATION EXCHANGE BOARD OF DIRECTORS
MEETING MINUTES

December 10, 2013
2:00 PM

Department of Employment,
Training
and Rehabilitation
500 E. Third St.
Carson City, NV

Department of Employment,
Training
and Rehabilitation
2800 East St. Louis Avenue
Las Vegas, NV

BOARD MEMBERS PRESENT

Carson City

Elizabeth "Betsy" Aiello, Vice Chair
Andrew "Andy" Pasternak IV, MD
David LaBarge, NV-HIE CEO, Ex officio
Lynn O'Mara, State Health IT Coordinator, Ex officio
Amber Joiner, DHS Deputy Director, Ex officio

Las Vegas

Brian Labus, Chair

Via Telephone:

Mary Siero
Linda Montgomery
Eric Lloyd
Lindsey Niedzielski

NV-HIE STAFF PRESENT:

Carson City

Jane Holman, NV-HIE Director of Marketing
Sherry Hayden, NV-HIE Director of Finance
Hope Tingle, NV-HIE Staff

Via Telephone

Carolyn Cramer, NV-HIE Legal Counsel
Chris Henkenius, Consultant

BOARD MEMBERS EXCUSED

OTHERS PRESENT

Via Telephone:

Tracy Okubo, ONC

Kim West, Quantum Mark

Las Vegas:

Debra Huber, Health Insight

Eric Maddox, Health Insight

Carson City:

Keith Parker, Health Insight

Rachel Papka, Health Insight

1. Call to order, roll call, determination of a quorum and announcements

Mr. Labus called the meeting to order at 2:05 pm. Ms. Tingle called the roll, and informed Mr. Labus that a quorum was not present. Mr. Labus indicated we would wait a few minutes for other parties to join in the meeting. Ms. Montgomery and Mr. Lloyd joined the meeting by phone and Ms. Tingle informed Mr. Labus that a quorum was now present. Mr. Labus proceeded with the announcements.

2. Public comment

There was none.

3. Approve November 5, 2013, meeting minutes

Mr. Labus asked if there were any changes to the minutes of November 5, 2013, meeting. Hearing none, the minutes were approved as written.

4. Approve November 21, 2013, meeting minutes

Mr. Labus asked if there were any changes to the minutes of November 21, 2013, meeting. Hearing none, the minutes were approved as written.

7. Review, Discuss, and Adopt the proposed NV-HIE Privacy & Security Framework

Mr. Labus asked that Item #7 be taken out of turn as Ms. Okubo might need to leave the meeting early. Mr. LaBarge advised the Board there had been seven specific staff reviews involving himself, Bill Cunningham, Chris Henkenius and Carolyn Cramer to ensure the policies were re-written to conform to Nevada law and our operating policies. Mr. LaBarge is requesting approval of the Privacy & Security Framework at this time, with the understanding it will require modification and customization as we proceed with implementation of the Orion solution. There was discussion regarding ONC's approval of this framework and Ms. O'Mara pointed out they do meet the grant requirements for all eight platforms. Additional discussion centered around references to sharing information for marketing purposes. After some discussion, Ms. Siero made a motion related to Section B.2 of the Confidentiality and Security of Protected Health Information and changes which need to be made to that specific section.

MOTION: Ms. Siero made a motion to remove Section B.3 from the Confidentiality and Security of Protected Health Information, as well as renumbering Section B.4 to Section B3, after which the Privacy and Security Framework documents could then be approved in total.

SECOND: Ms. Montgomery

APPROVED: Unanimously

5. Present CEO Report

Mr. LaBarge presented the CEO Report.

Key Accomplishments Week Ending Friday 12/06/13:

1. Administrative

a. Hiring NV-HIE Staff

1. Director of Information Technology

- a. The search for a qualified candidate continues.
- b. The job has additionally been posted on LinkedIn and CareerBuilder.com

2. Finance

- a. Three Requests for Proposals (RFP) went out this week to CPA firms requesting their bids to perform an independent audit of our grant funds and our corresponding compliance with the Grant Requirements. The Director of Finance & Operations has requested that the proposals be submitted to NVHIE no later than 12/31/2013 so the Audit Committee can review them in January 2014 and make a selection.
- b. The November Financial Status Report and Request for Funds is completed. As soon as the bank statement is received by the NVHIE, the Request can be submitted for reimbursement.
- c. The Director of Finance is working on completing the Cyber and Breach Insurance application in conjunction with Chris Henkenius, our HIE consultant. It is quite lengthy and complex.
- d. The budget categories for the Financial Status Report and Request for Funds are being rebalanced now that there is actual experience and expense to ensure that the amounts in each category are adequate for the proposed grant monies.
- e. The Self-sustainability Plan is nearing final draft and will be ready for review 12/11/2013.

3. Information Technology - Orion Health HIE System Implementation

- a. Over seven in-depth individual and collective reviews of the Privacy and Security Framework Operational policies were conducted to insure: compliance with Nevada State Law, and internal policies and procedures were completed by NV-HIE Staff and Legal Counsel. The completed set

of documents were provided to each of the NV-HIE Board members for review prior to the December 10, 2013 Board meeting.

4. Marketing and Communications

- a. Finalized Marketing Plan for Dec. 1, 2013 – June 30, 2014
- b. Website & logo development components approved
 - i. Contracts to be submitted to consultants by Mon. Dec. 9 with \$250k commercial and errors insurance requirements.
 - ii. 4 website development bids and 3 logo design bids received: Trinity-AI selected for website build, D2 Design selected for logo design (pending proof of insurance)
 - iii. 3 content and editing resources reviewed, 1 chosen (Concise Communications (pending proof of insurance)
- c. 4 Letters of Intent for Quality Organizations (QO) installations distributed week of Nov. 24
- d. 1 Letter of Intent for QO distributed week of Dec. 2
- e. 1 Proposal with full pricing submitted
- f. 2 new prospects developed

Ms. Hayden advised the board that there are a limited number of groups in the marketplace offering Cyber/Breach Insurance. Ms. Siero mentioned a group called Kragen & Pike and Ms. Hayden will follow up with them.

6. Present Treasurer's Report

Ms. Montgomery presented the Treasurer's Reports for September, October and November 2013, which had been developed with the assistance of Mr. LaBarge and Ms. Hayden. After a brief discussion, it was noted there are inconsistencies between the way the Quick Books system was set up on a calendar year versus the By-laws that are on a July 1 – June 30 fiscal year. Steps are being taken to evaluate the pros and cons of both methods and a decision will be made soon.

8. Present NV-HIE Audit Committee Report

Ms. Siero presented the Audit Report. Ms. Siero and Ms. Hayden have developed a Committee Charter which will be brought to the board for approval. Ms. Hayden continues to work on the Policies and Procedures which will be brought to the board for review and approval once completed.

9. NV DIRECT update; 10. Status of IRS Form 1023 filing to request 501(c)3 status; 11. State HIE Cooperative Agreement Update

Ms. O'Mara asked that Items 9, 10 and 11 be combined. She continues to work with Health Insight and a Quality Improvement Vendor. Orion Health can connect with Health Unity. The IRS form revisions have been completed and an expedited review has been requested. Work continues to proceed in getting the grant match in. There were some questions raised about the

ability to raise the necessary funds in the next three months. Ms. Joiner advised DHHS is responsible for getting the matching funds and they will be meeting next week with various donors. There is also a contract with the Northern Nevada Development Authority to assist in this effort. Mr. LaBarge also indicated NV-HIE is actively pursuing an extension of the deadline with ONC.

12. Public Comment #2

There was none.

13. Adjournment

Mr. Labus adjourned the meeting at 3:29 pm as there was no further business to discuss.

CERTIFICATE OF SECRETARY

I, Lindsey Niedzielski, the undersigned, the duly elected and acting Secretary of the NEVADA HEALTH INFORMATION EXCHANGE (A Nevada Non-Profit Corporation), do hereby certify that the foregoing Meeting Minutes of said Corporation are a true and correct reflection of the Board of Director's Meeting held on the 10 day of December, 2013.



Lindsey Niedzielski, Secretary