

**NEVADA HEALTH INFORMATION EXCHANGE BOARD OF DIRECTORS
CEO AND STAFFING COMMITTEE
MEETING MINUTES
February 11, 2013
9:00 AM**

Teleconference Call

COMMITTEE MEMBERS PRESENT

Lindsey Niedzielski, Committee Chair
Leo Basch, PharmD
Lynn O'Mara

COMMITTEE MEMBERS EXCUSED

None

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) STAFF PRESENT:

Amber Joiner, Deputy Director
Stefani Hogan, Director's Office
Megan May, Director's Office,

OTHERS PRESENT

Tracy Okubo, ONC

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

Ms. Niedzielski called the meeting to order at 9:01 am. Ms. Hogan called the roll, and informed Ms. Niedzielski that a quorum was present.

2. Public comment

There was none.

3. Present, Discuss and Approve the committee's goal and scope of work

Ms. Niedzielski stated that the NHIE Board authorized a goal and scope of work for this Committee, during the Board meeting on January 31, 2013, and presented these to the Committee:

- The Goal of the 3-member CEO and Staffing Committee is to provide input and feedback to ensure that an effective CEO is hired and that NHIE staffing needs are met to ensure successful business operations.
- The Committee's Scope of Work includes: 1) Leading the recruitment process for the NHIE CEO, and recommend candidates for the Board to interview; 2) Providing feedback and guidance to the NHIE CEO regarding staffing for business operations, human resources policies and issues, salaries and benefits, and professional liability insurance; and 3) Making recommendations to the Board and/or CEO regarding the location of the NHIE main office and any satellite offices or operations

The Committee briefly discussed the information.

MOTION: Dr. Basch motioned to approve our goal and scope of work, as authorized by the Board during its recent meeting on January 31st.

SECOND: Ms. O'Mara

PUBLIC COMMENT: None

APPROVED: UNANIMOUSLY

4. Review and Discuss results of the telephone interviews of qualified NHIE CEO candidates, and Determine slate of candidates to recommend to the NHIE Board

Ms. Niedzielski informed the Committee that one of her assigned candidates was no longer interested in the position and declined the telephone interview. She then presented and discussed the scores of the three candidates she did interview.

<u>Candidate Control Number</u>	<u>Total Score</u>	<u>Communication Score</u>
32	31	5
11	25	4
3	22	3

Dr. Basch presented and discussed the scores of the four candidates he interviewed.

<u>Candidate Control Number</u>	<u>Total Score</u>	<u>Communication Score</u>
49	20	2
46	32	5
45	31	5
44	30	4

Ms. O'Mara stated that one of her assigned candidates was no longer interested in the position and declined the telephone interview. She then presented and discussed the scores of the three candidates she did interview.

<u>Candidate Control Number</u>	<u>Total Score</u>	<u>Communication Score</u>
37	21	3
52	22	3
53	33	5

The Committee discussed the criteria options for a candidate to advance, and agreed that a total score of 30 or more points and a communication score of 4 or 5 would be needed. After reviewing the results of the telephone interviews, Ms. Niedzielski recommended that the 5 candidates who met the criteria would advance to the next step in the process.

MOTION: Ms. O'Mara moved to recommend to the Nevada Health Information Exchange Board of Directors that they offer interviews to the top 5 candidates as identified by the Committee.

SECOND: Dr. Basch

PUBLIC COMMENT: None

APPROVED: UNANIMOUSLY

5. Discuss and Determine a process for final candidate interviews, for recommendation to the NHIE Board

Ms. Niedzielski said that she had a draft set of interview questions to recommend to the Board, and Dr. Basch offered some additional ones. The Committee agreed that each candidate would need to be asked the same questions by the Board, to maintain the consistency and fairness of the process. Also, it was agreed that the interviews by the Board ought to be in person. It was noted that the five recommended candidates were not Nevada residents. In order to facilitate in person interviews, the candidates would have to travel to either Reno/Carson City or Las Vegas, with the Board meeting video conferenced between the two meeting locations.

6. Discuss and Determine job description, timeline, and next steps for the recruitment of the NHIE HIE Solution Architect (lead technical professional)

Ms. Niedzielski said that she was ready to motion regarding the job description for the recruitment of the NHIE HIE Solution Architect. Ms. O'Mara stated that she was not comfortable without it first being reviewed and commented on by the Technical Committee. Dr. Basch and Ms. Niedzielski both agreed with Ms. O'Mara.

MOTION: Dr. Basch moved to approve that the job description for the recruitment of the NHIE HIE Solution Architect be reviewed and discussed by the Technology Committee.

SECOND: Ms. O'Mara

PUBLIC COMMENT: None

APPROVED: UNANIMOUSLY

7. Public Comment

There was none.

8. Adjournment

There being no further business to come before the NHIE CEO and Staffing Committee, Ms. Niedzielski adjourned the meeting at 9:27 am.

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 CEO and Staffing Committee's Meeting held on the 11 day of February, 2013.


Lindsey Niedzielski, Secretary

