

Function / Task	Pre-Requisite / Responsible Party
Nomination Process Nominations solicited from board members, their constituencies and key stakeholders. Board member applications/resume received. Applications reviewed for minimum qualifications, potential conflicts of interests. Verification of information provided on Application/Resume.	NV-HIE Board members and staff NV-HIE staff NV-HIE staff NV-HIE staff
Determination of Qualified Candidates Review applications/resumes of qualified candidates.	Nominating Committee
Board Applicant Interviews Establish pre-determined set of questions for candidates. Create Assessment/Scoring Sheet based on criteria/qualifications. Each nominee interviewed by committee member(s). Nominees interviewed and assessment sheets completed by committee members.	Will interviews be conducted 1-on-1 with individual committee members, or will the nominees be interviewed during a public committee meeting?
Post Interview Review/Nominating Committee Recommendation to Board Summary of candidate assessment scores reviewed by committee members. Determine "top" candidate based on assessment scores to recommend to the NV-HIE Board.	NV-HIE staff may tabulate summary, if needed. Nominating Committee
Nomination(s) to the NV-HIE Board of Directors Summary of candidate assessment scores presented to Board with recommendation for final candidate(s).	Chair of Nominating Committee

Draft

Draft Board Member Criteria for Nominating Committee's consideration

Pursuant to the ARRA HITECH Act of 2009, Nevada's State Health IT Cooperative Agreement, and NRS 439.581-595, the Nevada Health Information Exchange was established as the governing entity for Nevada's statewide HIE system. The non-profit governing entity will oversee the exchange of electronic health records and health-related information to improve health care quality and efficiency through the authorized and secure electronic exchange and use of health information.

Overview of key NV-HIE Board of Director responsibilities:

- Establish a governance/business structure, including personnel and processes that achieve broad-based public-private stakeholder collaboration with transparency and accountability;
- Establish mechanisms to provide oversight and accountability of the statewide Health Information Exchange operations to protect the public interest;
- Monitor compliance with nationally-recognized HIE standards, protocols, and processes;
- Ensure compliance with state and federal laws including privacy protection;
- Facilitate consumer/patient input and public communications;
- Ensure trust in information-sharing;
- Set strategic direction and ensure financial solvency of organization;
- Monitor ongoing performance against established goals and milestones.

Board member attributes should include:

- Total commitment and support of the NV-HIE's vision and mission within and beyond Nevada's borders;
- Support Nevada's federally approved State Health IT Plan;
- Willingness to serve and commit the necessary time and effort needed in attending board meetings;
- Actively participate and perform duties in an ethical manner;
- Some prior experience with technology used in patient care;
- Basic knowledge of privacy and security standards for personal health information;
- Good standing in the community and with representative organizations;
- Not employed by a health information technology vendor, particularly those related to electronic health records or health information exchanges.

Considerations:

- Leadership abilities;
- Demographic representation;
- Perspective/expertise individual brings/adds to the current board of directors;
- Knowledge of Health Information Exchange/Technology and/or Healthcare Industry in Nevada.