

**NEVADA HEALTH INFORMATION EXCHANGE BOARD OF DIRECTORS
CEO AND STAFFING COMMITTEE
MEETING MINUTES
February 21, 2013
11:00 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

Kim West, Quantum Mark
Carolyn Cramer, NHIE Pro bono legal counsel

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

Ms. Niedzielski called the meeting to order at 11:01 am. Ms. Hogan called the roll, and informed Ms. Niedzielski that a quorum was present.

2. Public comment

There was none.

Prior to the commencement of the CEO semi-finalist candidate interviews, Ms. Niedzielski explained the interview process that would be used by the Committee:

Each candidate would be given 30 minutes for the interview and would be asked the same four questions. The Committee requested that the candidates not call into the teleconference until their assigned time, and to leave to the teleconference when their interview was complete. Committee members were allowed to ask clarifying questions of the candidates, which were limited to the candidate's response to the interview question(s). The candidates would be referred to by their assigned numbers, and not by their names.

The four questions that each candidate would be asked were:

1. Please describe your relevant technology experience, as well as your working knowledge of Health Information Technology and/or Health Information Exchange.
2. When did you know you were a leader?

3. How would others you have worked with describe the strengths and challenges of your leadership style?
4. The Nevada Health Information Exchange is a true start-up opportunity. What three critical skills do you believe are necessary for success in this type of business environment?

3. Interview of NHIE CEO Semi-finalist Candidate #1

The interview process was completed as described earlier by Ms. Niedzielski.

4. Interview of NHIE CEO Semi-finalist Candidate #2

The interview process was completed as described earlier by Ms. Niedzielski.

5. Interview of NHIE CEO Semi-finalist Candidate #3

The interview process was completed as described earlier by Ms. Niedzielski.

6. Interview of NHIE Semi-finalist CEO Candidate #4

The interview process was completed as described earlier by Ms. Niedzielski.

7. Interview of NHIE Semi-finalist CEO Candidate #5

The interview process was completed as described earlier by Ms. Niedzielski.

8. Review and Discuss results of NHIE CEO Semi-finalist Candidate interviews, and Determine two NHIE CEO Finalist Candidates to recommend to the NHIE Board

The Committee members reported their scores for each candidate, which Ms. Hogan compiled, and then calculated the total score for each candidate. Ms. Hogan then reported the total score for each candidate, noting that Candidate #1 and Candidate # 5 had the highest total scores.

	Ms. Niedzielski	Ms. O'Mara	Dr. Basch	Total Score
Candidate #1	20	20	19	56
Candidate #2	11	13	5	31
Candidate #3	17	14	13	44
Candidate #4	16	14	10	40
Candidate #5	19	20	19	58

MOTION: Ms. O'Mara moved that Candidates #1 and #5 be recommended to the NHIE Board.

SECOND: Dr. Basch

PUBLIC COMMENT: None

APPROVED: UNANIMOUSLY

9. Discuss and Determine a process for final candidate interviews, to be used by the NHIE Board

The Committee noted that the two final candidates were from California, and would need to travel to either northern or southern Nevada for their Board interview. Staff will work with the DHHS Director's Office, regarding possible travel funding for the candidates. The Committee discussed developing a set of draft interview questions for the Board to review, comment on, and finalize. Since Ms. O'Mara was both a Committee member and Ex officio Board member, the Committee agreed that she would facilitate the finalist candidate interviews by the Board, including asking the interview questions. Ms. Niedzielski, Ms. O'Mara and Ms. Hogan would coordinate the candidate interview process with the Board. The Committee discussed the process for notifying the five semi-finalist candidates of the results from this meeting. Ms. Niedzielski said that she would confirm the two finalist candidates, and then notify the remaining three candidates. There was a brief discussion regarding what to do in the event either of the two finalists chose not to advance.

MOTION: Ms. O'Mara moved that if the one of the two candidates with the highest scores did not want to move forward, then the candidate with the next highest score would be offered the opportunity.

SECOND: Dr. Basch

PUBLIC COMMENT: None

APPROVED: UNANIMOUSLY

Ms. Niedzielski led the discussion regarding some of the logistics of the actual interview process, including ensuring that each candidate was not present in the interview room when the other was being interviewed. This was consistent with how the telephone interviews were conducted and prevented one candidate having an unfair advantage over the other. Ms. Niedzielski mentioned the need for an offer letter, and Ms. Hogan suggested that an overall hiring process was needed. Ms. Cramer stated that she could help to draft an offer letter. Concern was expressed regarding meeting Open Meeting Law requirements. Ms. Niedzielski, Ms. O'Mara, and Ms. Cramer agreed to work together to ensure compliance.

10. Public Comment

There was none.

11. Adjournment

There being no further business to come before the NHIE CEO and Staffing Committee, Ms. Niedzielski adjourned the meeting at 1:37 pm.

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 21 day of February, 2013.

Lindsey Niedzielski
Lindsey Niedzielski, Secretary