NEVADA HEALTH INFORMATION EXCHANGE BOARD OF DIRECTORS
CEO AND STAFFING COMMITTEE
MEETING MINUTES
January 28, 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:
Stefani Hogan, Director's Office, DHHS
Megan May, Director's Office, DHHS

OTHERS PRESENT
Rachel Papka, HealthInsight
Tracy Okubo, ONC
Fadesola Adetosoye, 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. Determine and Approve the ranking system for qualifying interested NHIE CEO candidates
Ms. Niedzielski reviewed the proposed candidate qualifications ranking form with the Committee. After discussion by the committee members, the items were ranked, and points were assigned to each.

Required Qualifications

- College degree –10 points
- Minimum 3 years management experience – 5 points
- Related work experience – 3 points
- Staff development and management – 8 points
- Organizational, administrative, budgeting and financial management skills – 8 points

Desired Qualifications

- Health IT Experience – 10 points
- Business growth – 5 points
- Private sector fundraising experience – 3 points
- Experience working with the State and Federal Government agencies – 3 points

- Federal and/or state grants experience – 8 points
- Advanced degree – 5 points, plus 2 extra points for specific major(s)
  1) IT Systems/Computer Science
  2) MBA
  3) Health Sciences
  4) Engineering

MOTION: Dr. Basch motioned to adopt this ranking system
SECOND: Ms. O'Mara
PUBLIC COMMENT: None
APPROVED: UNANIMOUSLY

4. Review, Discuss and Rank qualified NHIE CEO candidates who, to date, have responded to the recruitment
Ms. Niedzielski reported that 55 candidates now needed to be ranked. Ms. O'Mara suggested that Ms. Niedzielski work with Ms. Hogan on this process for ranking the candidates, using the approved system. The Committee members all agreed that this would be an efficient way to accomplish the task. Ms. Hogan stated that it was critical for the CEO to have IT experience, and Dr. Basch stated that he agreed with Ms. Hogan.

5. Determine and Approve the process for the initial phone interviews
6. Determine and Approve the next steps for recruiting the NHIE CEO
Ms. Niedzielski combined Agenda Items 5 and 6, since they were overlapping actions. The Committee members discussed the tasks needed to determine which candidates were eligible for a phone interview. Ms. O'Mara stated that once it was determined which candidates met the required qualifications, then the bonus points for desirable qualifications would need to be considered. Based on the individual overall scores, the candidates eligible for the phone interview could be determined.

After further discussion, the Committee members agreed to the following:

- Ms. Niedzielski would review all candidate applications, and rank them, based on the approved system. Ms. Hogan would assist, as needed.
- Ms. Niedzielski would work with Ms. Hogan and Dr. Basch to draft the standard questions for the phone interview.
- Ms. Niedzielski would develop a ranking scale of 1-5 points, at the suggestion of Dr. Basch, to be used to rate how well the candidate responded to the questions and their ability to articulate their answers to the questions during the phone interview.
- Ms. Niedzielski, with assistance from Ms. Hogan, would assign candidate phone interviews to each Committee member, who would be provided with the resumes of their assigned candidates. If a Committee member realized they knew an assigned candidate or identified a conflict of interest in doing a candidate interview, they were to notify Ms. Hogan immediately, and she would work with Ms. Niedzielski to reassign candidate interviews to the Committee members.

- Ms. Niedzielski would compile the results of the phone interviews, for discussion by the Committee during its next meeting and to determine which candidates would be considered further. Dr. Basch suggested that the candidates each be assigned a number, for purposes of confidentiality and objectivity when the results were reviewed, and the Committee agreed.
- The next Committee meeting was scheduled for February 11, 2013 at 9 am.

7. Public Comment
There was none.

8. Adjournment
There being no further business to come before the CEO and Staffing Committee, Ms. Niedzielski adjourned the meeting at 10:02 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 28 day of January, 2013.

Lindsey Niedzielski, Secretary