

**NEVADA HEALTH INFORMATION EXCHANGE BOARD OF DIRECTORS
MEETING
MEETING MINUTES**

**March 5, 2013
9:00 AM**

**Nevada Rural Hospital Partners
4600 Kietzke Lane
Reno, NV 89502**

BOARD MEMBERS PRESENT

Joan Hall, Chair
Leo Basch, PharmD, RPh, Vice Chair
Elizabeth “Betsy” Aiello
Brian Labus
Eric Lloyd
Lindsey Niedzielski
Andrew “Andy” Pasternak IV, MD
Lynn O’Mara, Non-voting Ex officio, State Health IT Coordinator

BOARD MEMBERS EXCUSED

Michael Willden, Non-voting

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) STAFF PRESENT

Amber Joiner, Deputy Director, DHHS
Stefani Hogan, Director’s Office, DHHS
Megan May, Director’s Office, DHHS

OTHERS PRESENT

Kim West, Quantum Mark
Carolyn Cramer, NHIE Volunteer

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

Ms. Hall called the meeting to order at 9:00 am. Ms. Hogan called the roll, and informed Ms. Hall that a quorum was present.

2. Public comment

Dr. Basch introduced Ms. Cramer, who has volunteered to provide pro bono legal counsel to the NHIE, as an In Kind contribution to the State HIE grant. He thanked her for offering to provide the pro bono services. Ms. Hall asked Ms. Cramer if the interview score sheets they would be using were public information, and should the Board members be careful what they document. Ms. Cramer responded in the affirmative to both parts of the question.

3. Present NHIE CEO finalist candidate interview process

Ms. Niedzielski provided an overview of the CEO interview process that the NHIE Board would be using, and explained what documents were in the interview packets provided to the Board. Each candidate would be interviewed individually, without the other one present, consistent with the interview process used for the five semi-finalist candidates. Neither candidate would be present during the post-interview deliberations. One hour per candidate had been allocated for each interview, and there were 6 standard questions that each candidate must answer during that time.

The CEO and Staffing Committee developed the CEO interview process, and it was consistent with the previous interviews they had completed. The Board interview packets included interview score sheets, candidate resumes, and the CEO position description for reference. The Board would be given time before and after each interview to review the resumes and complete the score sheets.

The score sheet included: 1) the 6 standard questions based both on the ones previously used and the position qualifications; 2) space for notes; 3) a section for noting the candidate's communications skills; 4) a section for general remarks; and 5) a score for each question, based on 1-5 points.

As an ex officio, non-voting Board member, Ms. O'Mara would facilitate the interviews, and pose the 6 questions to the candidates. After each standard question had been answered, Board members could ask only clarifying questions and/or questions relative to the NHIE CEO position. If time permitted, the Board members and/or candidate could only ask questions relative to the responsibilities of the position.

During Agenda Item #6, prior to the review and discussion of the interviews, the Total Scores of each Board member for each candidate would be documented for the record, and an overall Total Score for each candidate would be noted for the record as well.

Ms. Niedzielski explained that the goal was to select a candidate, and Ms. Cramer would help with the offer letter. Ms. Hall asked what the process would be if the Board didn't find the candidates acceptable. Ms. Niedzielski explained that they could interview the next two ranked candidates, although she believed the CEO Committee had selected the two best candidates from all of those who qualified. Dr. Pasternak asked if they were bound to hire the highest scoring candidate if they thought the lower scoring candidate was a better choice. Both Ms. Cramer and Ms. O'Mara stated the scoring was only one factor the Board could consider, as part of the selection process. Mr. Lloyd expressed concern that the candidate selected may not accept the position because of the salary range. Ms. Niedzielski said the candidates were aware of the salary range. She went on to inform the Board that they had received 64 resumes, and 13 candidates were deemed to be qualified. After phone interviews with the 13 candidates, the CEO committee interviewed the five top scoring candidates, and the final 2 were selected. Ms. Niedzielski also outlined the expected hiring process, which was still in development. Ms. Hall offered NRHP office space and furniture for the CEO, on a temporary basis, as an In Kind contribution toward the State HIE grant. Mr. Lloyd asked what the next step was for the RFP, after hiring the CEO. Ms. Hall said she is looking for a leader with great communication and

technology skills, who could head the RFP process. Ms. Niedzielski commented that the CEO would have to be someone who could be the face of this organization. Dr. Basch asked for clarification regarding which questions could be asked, based on the content of the candidate's resume. Ms. Niedzielski explained that any questions had to relate to the position description.

4. Interview of David LaBarge, NHIE CEO Finalist Candidate

5. Interview of Shashi Tripathi, NHIE CEO Finalist Candidate

Each candidate was asked to respond to the following six standard interview questions:

1. Please describe your specific experience implementing and/or working with Health Information Exchange platforms.
2. The Nevada Health Information Exchange is a true start-up opportunity. Based on the information you currently know about the Nevada HIE, as CEO, what do you believe your top three priorities would be during the first 90 days?
3. Please describe your specific financial management expertise regarding developing and managing budgets, generating and sustaining revenue streams, establishing and managing financial controls, and your ability to raise working capital.
4. Please describe a step-by-step process you would follow for creating and executing an effective business development strategy.
5. As the Nevada HIE's first CEO, what do you believe are the key advantages and what would be the greatest challenge?
6. The Nevada HIE CEO reports directly to this Board. What do you believe are the overall responsibilities of the CEO for the Nevada HIE? And what is the role of the Board?

Each candidate responded to additional questions by the Board members, and the Board answered questions posed by each of the candidates.

6. Determine NHIE hiring process, Review and Discuss results of NHIE CEO finalist candidate interviews, and Determine NHIE CEO

The NHIE Board then went over each of their score sheets, and Ms. Hogan collected and tabulated the total scores. Dr. Pasternak provided his comments and scores, before having to leave the meeting early. It was noted that a quorum remained. After lengthy discussion by the Board regarding the merits and qualifications of each candidate, the Board members elected to place the heaviest weight on standard interview question #1. Mr. Tripathi scored highest, and the Board agreed that he was the CEO candidate they believed would be in the best interest of the NHIE. Ms. Hall stated that she and Ms. Niedzielski would work with Ms. Hogan to finalize the hiring process that Ms. Hogan was already developing.

Interview Scores and Total Score for CEO Finalist Candidates

	Board Member #1	Board Member #2	Board Member #3	Board Member #4	Board Member #5	Board Member #6	Board Member #7	Total Score
Shashi Tripathi	31	31	30	31	29	31	29	212
David LaBarge	30	34	31	30	28	32	32	217

Standard Interview Question #1 Scores and Total Score for CEO Finalist Candidates

	Board Member #1	Board Member #2	Board Member #3	Board Member #4	Board Member #5	Board Member #6	Board Member #7	Total Score
Shashi Tripathi	5	5	5	5	5	5	5	35
David LaBarge	3	4	4	4	3	4	4	26

MOTION: Ms. Niedzielski moved to approved Shashi Tripathi as the Board’s primary candidate pending a background check and contract negotiation, and that, if there was a problem, it would come back to the NHIE Board.

Amended by Ms. Hall with “if that fails, we would go to the second candidate.” Dr. Basch amended with “a favorable background check.”

SECOND: Dr. Basch

PUBLIC COMMENT: None

APPROVED: UNANIMOUSLY

7. Public Comment

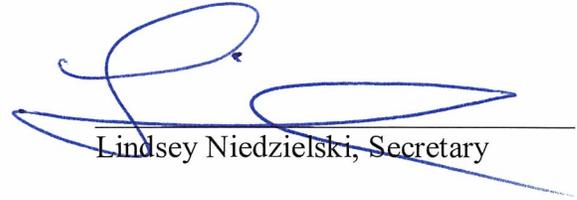
Ms. Hall requested another Board meeting be scheduled as soon as possible, for the purpose of approving outstanding meeting minutes and taking care of other Board business. Dr. Basch noted that the Technology Committee was meeting March 8, 2013, and public comment would be taken regarding the draft RFP.

8. Adjournment

There being no further business to come before the NHIE Board, Ms. Hall adjourned the meeting at 1:18 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 Board of Director's Meeting held on the 3 day of 5, 2013, 2013.



Lindsey Niedzielski, Secretary